



**City of Kingston
Information Report to Council
Report Number 16-157**

To:	Mayor and Members of Council
From:	Lanie Hurdle, Commissioner, Community Services
Resource Staff:	Sheldon Laidman, Director, Housing & Social Services
Date of Meeting:	May 17, 2016
Subject:	2016 Q1 Report on Agreements Executed under Delegated Approval and Signing Authority

Executive Summary:

At the December 16, 2014 Council meeting, Report Number 15-001 provided approval to renew and confirm for the term of Council the delegation of authority for the approval and execution of a number of administrative agreements.

The Community Services Group is required to enter into agreements to administer programs, largely defined and/or funded by other levels of government or other publicly funded institutions. This delegation of authority is for purely routine administrative matters and includes contract addenda, budget schedules and amendments. This process helps to ensure streamlined administration of programs and services by enabling the execution of cost-sharing and funding agreements, amendments and related documentation without presentation to Council for authorization.

Council requested these quarterly information reports as a means to provide Council with a broader understanding of the type and number of agreements that are involved under this approval and execution process. These information reports have been provided for five quarters of the new Council term.

Recommendation:

This report is for information purposes only.

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Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

Lanie Hurdle, Commissioner, Community Services

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

Gerard Hunt, Chief Administrative Officer

Consultation with the following Members of the Corporate Management Team:

Cynthia Beach, Corporate & Strategic Initiatives	Not required
Denis Leger, Transportation, Facilities & Emergency Services	Not required
Jim Keech, President and CEO, Utilities Kingston	Not required
Desiree Kennedy, Chief Financial Officer & City Treasurer	Not required

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Options/Discussion:

Since 2004, for durations equal to the term of the past two Councils, Community Services has undertaken a delegation of authority approach with respect to agreements to administer programs, many of which are largely defined and/or funded by other levels of government or other publicly funded institutions.

This delegation of authority, for purely routine administrative matters, ensures streamlined administration of programs and services by enabling the execution of cost-sharing and funding agreements, amendments and related documentation without presentation to Council for authorization.

This practice has provided efficiency in the administration of ongoing and routine matters and capacity to work on and report to Council on new initiatives, emerging matters and broader service management planning. Types and examples of agreements for which delegated authority has been provided include:

- a. Service Agreements with the Province or its agents, for funding and cost-shared programs and initiatives;
- b. Service Agreements between the City and Service Providers;
- c. Affiliation Agreements with educational institutions and training agencies;
- d. Service Agreements between the City and Service Providers for 100% municipally funded social services;
- e. Service Agreements with Service Providers for services associated with municipal emergency response and reception centre operations;
- f. Grant Applications and Agreements;
- g. New initiatives or changes in policy, program delivery or service levels; and
- h. Contract addenda, budget schedules, contract amendments and other agreements containing personal information.

In the first quarter of 2016, a total of 87 agreements and/or agreement addendums and amendments were approved and executed under the delegated approval and signing authority. The following table provides a summary of full details found in Exhibit A.

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Type of Agreement	Housing Program	Childcare Program	Ontario Works Program	Long Term Care	Recreation & Leisure Services	Policy Development
Service Agreements with the Province or its agents, for funding and cost-shared programs and initiatives		1				
Service Agreements between the City and Service Providers	16		1	1	1	
Affiliation Agreements with educational institutions and training agencies				1		
Service Agreements between the City and Service Providers for 100% municipally funded social services						
Service Agreements with Service Providers for services associated with municipal emergency response and reception centre operations						
Grant Applications and Agreements	2					
New initiatives or changes in policy, program delivery or service levels						
Contract addenda, budget schedules, contract amendments and other agreements containing personal information	64					

Existing Policy/By-Law:

Not applicable

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Notice Provisions:

Not applicable

Accessibility Considerations:

Not applicable

Financial Considerations:

Not applicable

Contacts:

Lanie Hurdle, Commissioner, Community Services 613-546-4291 extension 1231

Sheldon Laidman, Director, Housing & Social Services 613-546-4291 extension 4957

Other City of Kingston Staff Consulted:

Luke Follwell, Director, Recreation & Leisure Services Department

Deb Skeaff, Director, Rideaucrest Long Term Care

Lee Campbell, Manager, Housing and Childcare, Housing & Social Services Department

Exhibits Attached:

Exhibit A Tracking Agreements Approved by Delegated Authority

Tracking Agreements Approved by Delegated Authority

Exhibit A

Date Execution Initiated	Authority to Execute	Name of 3rd Party (blank indicates protection of information and privacy)	Name of Project/ Program/Initiative	Initiated by Province or City	Applicable Delegated Authority Clause	Department	Date Execution Complete
5-Jan-16	Housing, Financial Analyst	Panadew PM	HF/RRS IAH Supplement New Tenant	City	Report 1, Clause d) December 16, 2014	HSS	5-Jan-16
5-Jan-16	Housing, Financial Analyst	Paul Martin PM	HF/RRS IAH Supplement TP Decrease	City	Report 1, Clause d) December 16, 2014	HSS	5-Jan-16
5-Jan-16	Housing, Financial Analyst	David McKendry PM	HF/RRS IAH Supplement New Tenant	City	Report 1, Clause d) December 16, 2014	HSS	5-Jan-16
5-Jan-16	Director, HSS	Kingston Home Base Housing	Capital Funding - (Renovations @ Lily's Place)	City	Report 1, Clause d) December 16, 2014	HSS	5-Jan-16
8-Jan-16	Housing, Financial Analyst	David Kaye PM	HF/RRS IAH Supplement New Tenant	City	Report 1, Clause d) December 16, 2014	HSS	8-Jan-16
8-Jan-16	Housing, Financial Analyst	Springer - Norjan	Regular Rent Supplement MR Increase	City	Report 1, Clause d) December 16, 2014	HSS	8-Jan-16
8-Jan-16	Housing, Financial Analyst	CJM Bloomestyn	Regular Rent Supplement MR Increase	City	Report 1, Clause d) December 16, 2014	HSS	8-Jan-16
11-Jan-16	Housing, Financial Analyst	Skyline Living	IAH Rent Supplement TP rent increase	City	Report 1, Clause d) December 16, 2014	HSS	11-Jan-16
11-Jan-16	Housing, Financial Analyst		IAH Rent Supplement TP rent increase	City	Report 1, Clause d) December 16, 2014	HSS	11-Jan-16

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11-Jan-16	Housing, Financial Analyst	Barry Property Management	IAH Rent Supplement TP rent increase	City	Report 1, Clause d) December 16, 2014	HSS	11-Jan-16
11-Jan-16	Housing, Financial Analyst		IAH Rent Supplement TP rent increase	City	Report 1, Clause d) December 16, 2014	HSS	11-Jan-16
11-Jan-16	Housing, Financial Analyst	Homestead Land Holdings	IAH Rent Supplement TP rent increase (3 addendums)	City	Report 1, Clause d) December 16, 2014	HSS	11-Jan-16
11-Jan-16	Housing, Financial Analyst		IAH Rent Supplement TP rent increase	City	Report 1, Clause d) December 16, 2014	HSS	11-Jan-16
11-Jan-16	Housing, Financial Analyst		IAH Rent Supplement TP rent increase	City	Report 1, Clause d) December 16, 2014	HSS	11-Jan-16
13-Jan-16	Housing, Financial Analyst	Homestead Land Holdings	IAH Rent Supplement TP rent increase (2 addendums)	City	Report 1, Clause d) December 16, 2014	HSS	13-Jan-16
13-Jan-16	Housing, Financial Analyst		IAH Rent Supplement TP rent increase	City	Report 1, Clause d) December 16, 2014	HSS	13-Jan-16
15-Jan-16	Commissioner	Town Homes Kingston	REG. Rent Supplement Agreement	City	Clause B, Report 19, February 15, 2011	HSS	15-Jan-15
11-Jan-16	Housing, Financial Analyst		IAH Rent Supplement TP rent increase	City	Report 1, Clause d) December 16, 2014	HSS	11-Jan-16

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11-Jan-16	Housing, Financial Analyst		IAH Rent Supplement TP rent increase	City	Report 1, Clause d) December 16, 2014	HSS	11-Jan-16
18-Jan-16	Housing, Financial Analyst	Homestead Land Holdings	IAH Rent Supplement TP rent increase (4 addendums)	City	Report 1, Clause d) December 16, 2014	HSS	13-Jan-16
19-Jan-16	Mayor & Clerk		Acknowledgement And Direction - Discharge 2nd Mtg - HOP 030	City	Report 46, Clause b) April 3, 2012	HSS	2-Feb-16
19-Jan-16	Mayor & Clerk		Postponement of Interest - Re HOP 026 (HO refinancing)	City	Report 46, Clause b) April 3, 2012	HSS	2-Feb-16
22-Jan-16	Mayor & Clerk	Addiction & Mental Health	New CHPI Service Agreement for Additional Services – Housing First/Rapid Rehousing Program	City	Report 1, Clause d), 2b. December 16, 2014.	HSS	29-Jan-16
22-Jan-15	Mayor & Clerk	Tim Horton	Enhanced Job Placement	City	Report 1 Clause (d)1 b, Dec 16, 2014 and Report 1 Clause (d)2 b, Dec 16, 2014.	HSS	1-Feb-16
22-Jan-16	Housing, Financial Analyst	Homestead Land Holdings	Regular Rent Supplement MR Increase (2 Addendums)	City	Report 1, Clause d) December 16, 2014	HSS	22-Jan-16

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25-Jan-16	Housing, Financial Analyst	Homestead Land Holdings	IAH Rent Supplement TP rent increase (2 addendums)	City	Report 1, Clause d) December 16, 2014	HSS	25-Jan-16
25-Jan-16		Salvation Army Kingston - CFS - The Gathering Place	CHIP Surplus agreement		Report 1, Clause d), 2b. December 16, 2014.	HSS	25-Feb-16
27-Jan-16	Housing, Financial Analyst	Skyline Living	IAH Rent Supplement TP rent increase (7 addendums)	City	Report 1, Clause d) December 16, 2014	HSS	27-Jan-16
28-Jan-16	Housing, Financial Analyst	Homestead Land Holdings	IAH Rent Supplement MR rent increase	City	Report 1, Clause d) December 16, 2014	HSS	28-Jan-16
28-Jan-16	Housing, Financial Analyst	Town Homes Kingston	IAH Rent Supplement MR rent increase	City	Report 1, Clause d) December 16, 2014	HSS	28-Jan-16
3-Feb-16	Housing, Financial Analyst	Homestead Land Holdings	Regular Rent Supplement New MR rent increase	City	Report 1, Clause d) December 16, 2014	HSS	3-Feb-16
3-Feb-16	Housing, Financial Analyst	1887790 Ontario Ltd	IAH Rent Supplement Deletion of Unit	City	Report 1, Clause d) December 16, 2014	HSS	3-Feb-16
4-Feb-16	Housing, Financial Analyst	David Kaye PM	IAH Rent Supplement New Tenant	City	Report 1, Clause d) December 16, 2014	HSS	4-Feb-16

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5-Feb-16	Housing, Financial Analyst	Paul Beckwith PM	IAH Rent Supplement New Tenant	City	Report 1, Clause d) December 16, 2014	HSS	5-Feb-16
11-Feb-16		Home Base Housing	CHPI Service Agreements		Report 1, Clause d), 2b. December 16, 2014	HSS	15-Mar-16
11-Feb-16	Mayor	Local Health Integration Network	Long-Term Care Home Service Accountability Agreement (LSAA)	Province	Report # 1 Clause D, 1 (a) and 2 (a), December 16, 2014	Rideaucrest	26-Feb-16
16-Feb-16	Housing, Financial Analyst	Home Base Housing	IAH Rent Supplement New Tenant (2 addendums)	City	Report 1, Clause d) December 16, 2014	HSS	16-Feb-16
16-Feb-16	Housing, Financial Analyst	David Kaye PM	IAH Rent Supplement New Tenant	City	Report 1, Clause d) December 16, 2014	HSS	16-Feb-16
16-Feb-16	Commissioner	Paul Beckwith PM	RS Agreement	City	Clause B, Report 19, February 15, 2011	HSS	16-Feb-16
16-Feb-16	Housing, Financial Analyst	Kingston Frontenac Housing	Reg. Rent Supplement MR Increase	City	Report 1, Clause d) December 16, 2014	HSS	16-Feb-16
19-Feb-16	Mayor	Salvation Army Kingston	CHPI Service Agreement for Additional Services - Prevention Diversion Worker		Report 1, Clause d), 2b. December 16, 2014	HSS	30-Mar-16

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25-Feb-16	Housing, Financial Analyst	Homestead Land Holdings	IAH Rent Supplement TP Increase	City	Report 1, Clause d) December 16, 2014	HSS	25-Feb-16
26-Feb-16	Housing, Financial Analyst	David Kaye PM	HF/RRH IAH Rent Supplement Unit deletion	City	Report 1, Clause d) December 16, 2014	HSS	26-Feb-16
26-Feb-16	Housing, Financial Analyst	Zion	Reg Rent Supplement New MR increase	City	Report 1, Clause d) December 16, 2014	HSS	26-Feb-16
26-Feb-16	Housing, Financial Analyst		HF/RRH IAH Rent Supplement TP rent increase	City	Report 1, Clause d) December 16, 2014	HSS	26-Feb-16
26-Feb-16	Housing, Financial Analyst	Homestead Land Holdings	IAH Rent Supplement MR Increase (2 addendums)	City	Report 1, Clause d) December 16, 2014	HSS	26-Feb-16
26-Feb-16	Housing, Financial Analyst	Tipi Moza	IAH Rent Supplement TP decrease	City	Report 1, Clause d) December 16, 2014	HSS	26-Feb-16
26-Feb-16	Housing, Financial Analyst	Skyline Living	IAH Rent Supplement TP Increase	City	Report 1, Clause d) December 16, 2014	HSS	26-Feb-16
29-Feb-16	Commissioner	Ontario Association of Community Care Access Centres	Community Integration Information Management and Network Services Agreement	Province	Report # 1 Clause D, 1 (b) and 2 (b), December 16, 2014	Rideaucrest	signed March 8, 2016

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3-Mar-16	Housing, Financial Analyst	Skyline Living	Reg. Rent Supplement MR Increase (6 addendums)	City	Report 1, Clause d) December 16, 2014	HSS	3-Mar-16
3-Mar-16	Housing, Financial Analyst	David Kaye PM	IAH Rent Supplement delete 3 Units (3 addendums)	City	Report 1, Clause d) December 16, 2014	HSS	3-Mar-16
1-Mar-16	Housing, Financial Analyst	David Kaye PM	IAH Rent Supplement New Tenant	City	Report 1, Clause d) December 16, 2014	HSS	1-Mar-16
5-Feb-16	Mayor & Clerk	Salvation Army Kingston - CFS - The Gathering Place	CHPI Surplus Agreement - continue operations	City	Report 1, Clause (d) 1b & 2b December 16, 2014	HSS	5-Feb-16
4-Mar-16	Commissioner	David Kaye PM	HF/RRH IAH-RS Agreement (2 AGREEMENTS)	City	Clause B, Report 19, February 15, 2011	HSS	4-Mar-16
8-Mar-16	Housing, Financial Analyst	Homestead Land Holdings	Regular Rent Supplement MR Increase (2 Addendums)	City	Report 1, Clause d) December 16, 2014	HSS	8-Mar-16
8-Mar-16	Housing, Financial Analyst	Panadew PM	IAH Rent Supplement agreement cancelled	City	Report 1, Clause d) December 16, 2014	HSS	8-Mar-16

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11-Mar-16	Mayor & Clerk	Province	Child Care and Family Support Services Agreements	City	Report 1 Clause (d) 1 a, December 16, 2014 Report 1 Clause (d) 2 a, December 16, 14	HSS	20-Apr-16
11-Mar-16		Kingston Youth Shelter	New CHPI Service Agreement for Additional Services – Prevention/Diversion Worker		Report 1, Clause d), 2b. December 16, 2014	HSS	15-Apr-16
15-Mar-16	Housing, Financial Analyst	Skyline Living	Reg. Rent Supplement MR Increase (2 addendums)	City	Report 1, Clause d) December 16, 2014	HSS	15-Mar-16
15-Mar-16	Housing, Financial Analyst	Home Base Housing	IAH HF/RRH Rent Supplement New tenant	City	Report 1, Clause d) December 16, 2014	HSS	15-Mar-16
15-Mar-16	Housing, Financial Analyst	Paul Beckwith PM	IAH HF/RRH Rent Supplement New tenant	City	Report 1, Clause d) December 16, 2014	HSS	15-Mar-16
16-Mar-16	Housing, Financial Analyst	David Kaye PM	IAH HF/RRH Rent Supplement TP rent decrease	City	Report 1, Clause d) December 16, 2014	HSS	16-Mar-16
16-Mar-16	Housing, Financial Analyst	Zion United Church	IAH HF/RRH Rent Supplement MR increase	City	Report 1, Clause d) December 16, 2014	HSS	16-Mar-16
16-Mar-16	Housing, Financial Analyst	Homestead Land Holdings	Reg Rent Supplement Addition and Deletion of Units.	City	Report 1, Clause d) December 16, 2014	HSS	16-Mar-16

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18-Mar-16	Mayor	Catholic School Board of Eastern Ontario	PSW student placement	City	Report # 1 Clause D, 1 (c) and 2 (c), December 16, 2014	Rideaucrest	
18-Mar-16	Mayor	Medical Mart	RFP No. F31-CS-LTC-2016-1 Incontinence Products and Support	City	Purchasing By-Law 2000-134	Rideaucrest	
22-Mar-16	Housing, Financial Analyst	Skyline Living	IAH Rent Supplement MR increase	City	Report 1, Clause d) December 16, 2014	HSS	22-Mar-16
22-Mar-16	Housing, Financial Analyst	Homestead Land Holdings	Reg. Rent Supplement MR increase	City	Report 1, Clause d) December 16, 2014	HSS	22-Mar-16