



**City of Kingston
Information Report to Council
Report Number 18-366**

To: Mayor and Members of Council
From: Lanie Hurdle, Commissioner, Community Services
Resource Staff: Sheldon Laidman, Director, Housing & Social Services
Date of Meeting: November 6, 2018
Subject: Report on Agreements Executed Under Delegated Approval and Signing Authority: July 1, 2018 – September 30, 2018

Executive Summary:

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, contractual services with individuals and public organizations, amendments and related documentation without presentation to Council for authorization.

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 for Housing & Social Services, Rideaucrest Long Term Care and the Recreation & Leisure Services Department.

With the Community Services Group expanding over the last few years, this report has now grown to include similar data for Real Estate & Environmental Initiatives and Cultural Services. This expansion also included Planning, Building & Licensing Services; however, agreements for this Department consist mainly of Planning or Heritage applications which are required to be reported through the Committee structure on to Council. Therefore, this information is not included in this report.

Exhibit A to Report Number 18-366 lists the type of agreements for which delegated authority has been provided for all departments indicated above, except Real Estate & Environmental Initiatives' list which reports semi-annually.

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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:

Jim Keech, President & CEO, Utilities Kingston	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required
Denis Leger, Commissioner, Corporate & Emergency Services	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;
- h. Contract addenda, budget schedules, contract amendments and other agreements containing personal information; and
- i. Administrative Real Estate Transactions (reported semi-annually).

In the third quarter of 2018, a total of 45 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 the full details found in Exhibit A.

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Type of Agreement as Indicated in the List Above	Housing Program	Childcare Program	Ontario Works	Long Term Care	Recreation & Leisure Services	Commissioner's Office	Cultural Services	Real Estate & Environmental Initiatives
a.								
b.							2	
c.								
d.								
e.								
f.								
g.								
h.	41						2	
i.								

Existing Policy/By-Law:

Not applicable

Notice Provisions:

Not applicable

Accessibility Considerations:

Not applicable

Financial Considerations:

Not applicable

Contacts:

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

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Other City of Kingston Staff Consulted:

Luke Follwell, Director, Recreation & Leisure Services

Peter Huigenbos, Director, Real Estate & Environmental Initiatives

Paige Agnew, Director, Planning, Building & Licensing Services

Casie Keyes, Director, Rideaucrest Long Term Care

Colin Wiginton, Cultural Director, Cultural Services

Cheryl Hitchen, Social Policy & Strategic Community Development Manager, Policy Development

Exhibits Attached:

Exhibit A Tracking Log of Agreements Approved by Delegated Authority for Housing & Social Services, Rideaucrest Long Term Care, Commissioner's Office, Cultural Services and Recreation & Leisure Services Departments

Tracking Log of Agreements Approved by Delegated Authority for Housing & Social Services (HSS), Rideaucrest Long Term Care (LTC), Commissioner's Office (CO), Cultural Services (CS) and Recreation & Leisure Services Departments (RLS)

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
4-Jul-18	Housing Programs Administrator		Regular (Reg.) Investment in Affordable Housing (IAH) Rent Supplement – Market Rent (MR) Increase	City	Clause B, Report Number 19, February 15, 2011	HSS	4-Jul-18
6-Jul-18	Housing Programs Administrator	Homestead	Reg. Rent Supplement - MR Increase (2 Addendums)	City	Clause B, Report Number 19, February 15, 2011	HSS	6-Jul-18
5-Jul-18	Housing Programs Administrator	Skyline Living	Reg. Rent Supplement - MR Increase (12 Addendums)	City	Clause B, Report Number 19, February 15, 2011	HSS	5-Jul-18
13-Jul-18	Housing Programs Administrator	Zion United Church Foundation	Reg. Rent Supplement - MR Increase	City	Clause B, Report Number 19, February 15, 2011	HSS	13-Jul-18
13-Jul-18	Housing Programs Administrator		Housing First/Rapid Re-Housing (HF/RRH) IAH Rent Supplement - Tenant Portion (TP) Increase	City	Clause B, Report Number 19, February 15, 2011	HSS	13-Jul-18
17-Jul-18	Housing Programs Administrator		HF/RRH IAH Rent Supplement - New Tenant & MR Increase	City	Clause B, Report Number 19, February 15, 2011	HSS	17-Jul-18
25-Jul-18	Housing Programs		HF/RRH IAH Rent Supplement -	City	Clause B, Report Number 19,	HSS	25-Jul-18

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
	Administrator		Deletion & Addition of Tenant		February 15, 2011		
25-Jul-18	Housing Programs Administrator	Springer Group	Reg. Rent Supplement - MR Increase	City	Clause B, Report Number 19, February 15, 2011	HSS	25-Jul-18
25-Jul-18	Housing Programs Administrator	Homestead	Reg. Rent Supplement - New MR Increase (2 addendums)	City	Clause B, Report Number 19, February 15, 2011	HSS	25-Jul-18
25-Jul-18	Housing Programs Administrator	Skyline Living	Reg. Rent Supplement - New MR Increase	City	Clause B, Report Number 19, February 15, 2011	HSS	25-Jul-18
25-Jul-18	Housing Programs Administrator	Homestead	Reg. IAH Rent Supplement - New tenant	City	Clause B, Report Number 19, February 15, 2011	HSS	25-Jul-18
30-Jul-18	Housing Programs Administrator	Homestead	Reg. Rent Supplement - New MR Increase	City	Clause B, Report Number 19, February 15, 2011	HSS	30-Jul-18
1-Aug-18	Housing Programs Administrator	Homestead	Reg. Rent Supplement - New MR Increase (3 addendums)	City	Clause B, Report Number 19, February 15, 2011	HSS	1-Aug-18
1-Aug-18	Housing Programs Administrator	DH Control Ltd.	HF/RRH Rent Assistance - New Tenants (2 addendums)	City	Clause B, Report Number 19, February 15, 2011	HSS	1-Aug-18
1-Aug-18	Housing Programs		HF/RRH Rent Assistance - TP	City	Clause B, Report Number 19,	HSS	1-Aug-18

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	Administrator		Decrease		February 15, 2011		
25-Jul-18	Housing Programs Administrator		HF/RRH Rent Assistance - TP Decrease	City	Clause B, Report Number 19, February 15, 2011	HSS	25-Jul-18
8-Aug-18	Manager, Housing and Childcare		Home Ownership Loan Agreement	City	Clause B, Report Number 46, April 3, 2012	HSS	15-Aug-18
7-Aug-18	Housing Programs Administrator		Reg. IAH Rent Subsidy - TP Decrease	City	Clause B, Report Number 19, February 15, 2011	HSS	7-Aug-18
6-Aug-18	Commissioner	DH Control Ltd.	HF/RRH Rent Assistance - Landlord Agreement (2 agreements)	City	Clause B, Report Number 19, February 15, 2011	HSS	6-Aug-18
14-Aug-18	Housing Programs Administrator		Reg. Rent Supplement - MR increase	City	Clause B, Report Number 19, February 15, 2011	HSS	14-Aug-18
16-Aug-18	Housing Programs Administrator		HF/RRH Rent Assistance - New Tenant	City	Clause B, Report Number 19, February 15, 2011	HSS	16-Aug-18
16-Aug-18	Housing Programs Administrator		HF/RRH Rent Assistance - New Tenant	City	Clause B, Report Number 19, February 15, 2011	HSS	16-Aug-18
17-Aug-18	Housing Programs Administrator	Home Base Housing	HF/RRH Rent Assistance - New Tenant	City	Clause B, Report 19, February 15, 2011	HSS	17-Aug-18
17-Aug-18	Housing Programs		HF/RRH Rent Assistance - New	City	Clause B, Report Number 19,	HSS	17-Aug-18

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
	Administrator		Tenant		February 15, 2011		
9-Aug-18	Manager, Housing and Childcare		Discharge - 2008 Home Ownership	City	Clause B, Report Number 46, April 3, 2012	HSS	22-Aug-18
27-Aug-18	Manager, Housing and Childcare		Home Ownership Loan Agreement	City	Clause B, Report Number 46, April 3, 2012	HSS	31-Aug-18
10-Sep-18	Housing Programs Administrator		HF/RRH Rent Assistance - deletion and addition (2 addendums)	City	Clause B, Report Number 19, February 15, 2011	HSS	10-Sep-18
10-Sep-18	Housing Programs Administrator	Homestead	Reg. Rent Supplement - MR Increases (2 addendums)	City	Clause B, Report Number 19, February 15, 2011	HSS	10-Sep-18
10-Sep-18	Housing Programs Administrator	Skyline Living	Reg. Rent Supplement - MR Increases	City	Clause B, Report Number 19, February 15, 2011	HSS	10-Sep-18
11-Sep-18	Housing Programs Administrator		HF/RRH Rent Assistance - MR Increases (6 addendums)	City	Clause B, Report Number 19, February 15, 2011	HSS	11-Sep-18
11-Sep-18	Housing Programs Administrator		Reg. IAH Rent Subsidy - MR Increases	City	Clause B, Report Number 19, February 15, 2011	HSS	11-Sep-18
7-Jun-18	Cultural Director	Kingston Frontenac Public Library	2018 Engage for Change Community Talking Circle	City	Clause D, Report Number 75, August 11, 2015	CS	7-Aug-18

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
17-Sep-18	Commissioner		HF/RRH Rent Assistance - Landlord Agreement (2 agreements)	City	Clause B, Report Number 19, February 15, 2011	HSS	17-Sep-18
17-Sep-18	Housing Programs Administrator	Tipi Moza	Reg. IAH Rent Subsidy - MR Increases (3 Addendums)	City	Clause B, Report Number 19, February 15, 2011	HSS	17-Sep-18
17-Sep-18	Housing Programs Administrator	Home Base Housing	HF/RRH IAH Rent Subsidy - MR Increases	City	Clause B, Report 19, February 15, 2011	HSS	17-Sep-18
19-Sep-18	Housing Programs Administrator	Skyline Living	Reg. IAH Rent Subsidy - MR Increases (4 Addendums)	City	Clause B, Report Number 19, February 15, 2011	HSS	19-Sep-18
19-Sep-18	Housing Programs Administrator	Equiton Residential	Reg. IAH Rent Subsidy - MR Increases	City	Clause B, Report Number 19, February 15, 2011	HSS	19-Sep-18
18-Sep-18	Cultural Director	Kingston Arts Council	Amending Agreement Culture Days 2018	City	Clause D, Report Number 75, August 11, 2015	CS	18-Sep-18
19-Sep-18	Housing Programs Administrator	MacKinnon Development	HF/RRH IAH Rent Subsidy - TP Increase	City	Clause B, Report Number 19, February 15, 2011	HSS	19-Sep-18
20-Sep-18	Cultural Director	Katarokwi Indigenous Wellness Day Committee	Engage for Change Community Event Sponsorship	City	Clause D, Report Number 75, August 11, 2015	CS	20-Sep-18

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
21-Sep-18	Cultural Director	KFL&A Public Health	Engage for Change Community Event Sponsorship	City	Clause D, Report Number 75, August 11, 2016	CS	21-Sep-18
21-Sep-18	Housing Programs Administrator		Discharge of mortgage	City	Clause E, Report Number 67, May 15, 2012	HSS	
21-Sep-18	Housing Programs Administrator	Skyline Living	IAH Rent Subsidy - Increase (2 addendums)	City	Clause B, Report Number 19, February 15, 2011	HSS	21-Sep-18
21-Sep-18	Housing Programs Administrator	Home Base Housing	IAH Rent Subsidy - Increase	City	Clause B, Report Number 19, February 15, 2011	HSS	21-Sep-18
27-Sep-18	Housing Programs Administrator	KFHC	Reg. Rent Supplement - MR Increase	City	Clause B, Report Number 19, February 15, 2011	HSS	27-Sep-18

* Housing First/Rapid Re-Housing/Investment in Affordable Housing (HF/RRH/IAH)

** Addiction & Mental Health Services – Kingston, Frontenac, Lennox & Addington (AMHS-KFLA)

***Community Homelessness Prevention Initiative (CHPI)

****Survivors of Domestic Violence – Portable Housing Benefit (SDV-PHB)