



CITY OF KINGSTON
REPORT TO COUNCIL

Report No.: 12-181

TO: Mayor and Members of Council
FROM: Lanie Hurdle, Commissioner, Community Services
RESOURCE STAFF: Sheldon Laidman, Director, Housing Department
DATE OF MEETING: May 15, 2012
SUBJECT: Delegated Approval and Signing Authority for Agreements under the Kingston-Frontenac Renovates Program

EXECUTIVE SUMMARY:

Ontario Renovates is a part of the Provincial Investment in Affordable Housing Program (IAH) approved for implementation by Council in December, 2011. The Ontario Renovates component of IAH is being renamed the Kingston-Frontenac Renovates Program to reflect local implementation standards of the program. This program provides financial assistance in the form of forgivable loans to lower income homeowners to pay for modifications to make their property safe, cost efficient and/or to improve accessibility.

There are various legal documents and agreements which must be signed related to the Kingston-Frontenac Renovates Program. Participating Homeowners are required to sign Promissory Notes and Letters of Agreement with the City which set out the terms and requirements of the forgivable loan funding over the ten year affordability period. As well, over the course of the ten year affordability period, during which the forgivable loan is active, there may be occasions when the City is required to sign other legal documents related to the loan and its ongoing administration

The purpose of this report is to request Council to delegate authority to the Commissioner of Community Services or her delegate to approve, authorize and execute documents and agreements required in the administration of the new Kingston-Frontenac Renovates Program. Under current delegation of authority requirements, such documents and agreements require authorization by the Mayor and City Clerk.

Housing Department staff will ensure that all agreements have been reviewed and approved by the Legal Services Department prior to approval by the Commissioner

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RECOMMENDATION:

THAT Council authorize the Commissioner, Community Services or her delegate to review and approve, all documents and agreements related to the Kingston-Frontenac Renovates Program as required and as approved by the Legal Services Department;

AUTHORIZING SIGNATURES:

<u>ORIGINAL SIGNED BY COMMISSIONER</u> Lanie Hurdle, Commissioner, Community Services
<u>ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER</u> Gerard Hunt, Chief Administrative Officer

CONSULTATION WITH THE FOLLOWING COMMISSIONERS:

Cynthia Beach, <i>Sustainability & Growth</i>	N/R
Denis Leger, <i>Transportation, Properties & Emergency Services</i>	N/R
Jim Keech, <i>President and CEO, Utilities Kingston</i>	N/R

(N/R indicates consultation not required)

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OPTIONS/DISCUSSION:

The Investment in Affordable Housing Program (IAH) allowed the Service Manager to determine local funding priorities amongst six programs. Kingston-Frontenac Renovates is a part of the Provincial Investment in Affordable Housing Program (IAH) approved for implementation by Council in December, 2011. This program provides financial assistance to lower income homeowners to pay for modifications to make their property safe, energy efficient and/or to improve accessibility. This new program is designed to replace some aspects of the federal Canada Mortgage and Housing Corporation (CMHC) Residential Rehabilitation Assistance Program (RRAP) which ended March 31, 2012.

A funding commitment of \$200,000 per year for three consecutive years has been made available for this program which is a substantial reduction from the former RRAP program. Basic program requirements from the Province will need to be adhered to by the Service Manager. The program has been developed in order to effectively target property owners to meet local community and individual needs.

Objectives of the Kingston-Frontenac Renovates Program are three fold;

- Home Repair: To establish acceptable living standards and improve the living conditions of households in need through financial assistance to repair deficiencies in their homes.
- Accessibility: To foster independent living of seniors and persons with disabilities by providing financial assistance to support modifications and renovations to increase accessibility of affordable homeownership properties.
- Energy Reduction: To respect the environment and to realize savings that will improve housing affordability over the long term through the use of energy saving products or systems.

Funding is provided to eligible applicants in the form of a forgivable loan based upon the cost of 'approved' work items. Loans will be monitored and regulated by the issuance of a signed Promissory Note and signed Letter of Agreement. The 'forgiveness period' is 10 years and is reduced at an equal rate per year over the affordability period.

If misrepresentation occurs related to eligibility for the program or if the Homeowner ceases to occupy the unit as sole and principal residence throughout the affordability period the applicant is considered to be in default and any outstanding balance must be repaid. Such funds will be deposited into a revolving fund for reinvestment into the Kingston-Frontenac Renovates Program.

Loans will be modest addressing various project cost amounts ranging from as low as perhaps three hundred dollars (\$300.00) for a project to the maximum limit of ten thousand dollars (\$10,000) for a project. There will be numerous Promissory Notes and Letters of Agreement requiring signature throughout the three year duration of the program. If authority to sign such

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documents is delegated by Council, from the Mayor and City Clerk to the Commissioner and/or delegate, this will save valuable time for the Mayor and City Clerk and allow the program to be administered more fluently on a day-to-day operational basis.

EXISTING POLICY/BY LAW:

Municipal Capital Facilities Provision of the Municipal Act.

NOTICE PROVISIONS:

No notice requirements.

ACCESSIBILITY CONSIDERATIONS:

This report is available in alternative formats upon request, including translation to French.

FINANCIAL CONSIDERATIONS:

There are no direct financial impacts to the City's budget. The program is entirely funded by the Province and administered through the Housing Department. The funding provided also includes funds for administration of the program.

CONTACTS:

Lanie Hurdle, Commissioner, Community Services Group 613-546-4291 ext. 1231

Sheldon Laidman, Director, Housing Department 613-546-2695 ext. 4957

OTHER CITY OF KINGSTON STAFF CONSULTED:

Rob Rowe, Housing Programs Administrator, Housing Department

Alan McLeod, Senior Legal Counsel, Legal Services

EXHIBITS ATTACHED:

N/A