



**City of Kingston
Report to Council
Report Number 15-001**

To: Mayor and Council
From: Lanie Hurdle, Commissioner, Community Services
Resource Staff: Sheldon Laidman, Director, Housing & Social Services
Date of Meeting: December 16, 2014
Subject: Delegated Approval and Signing Authority

Executive Summary:

The purpose of this report is 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, 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 request is a renewal of the previous delegated authority process employed by Community Services Departments since 1998. A few new components have been added for this Council term. These new components, for which Council approval of delegated authority is sought are items 1d, 1e, 1f, 2d, and 2e.

Recommendation:

That Council:

1. Delegate Authority to the Commissioner, Community Services or her delegates, to review and recommend for execution, subject to legal review and budget confirmation:
 - a. Service Agreements with the Province or its agents, including the Ministry of Municipal Affairs and Housing, Canada Mortgage and Housing Corporation, Ministry of Community and Social Services, Ministry of Children and Youth Services, Ministry

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- of Education, Ministry of Health and Long Term Care and the South East Local Health Integration Network, for funding and cost-shared programs and initiatives including the delivery of social assistance, social housing, homelessness, child care, municipal homemaking, health and long-term care;
- b. Service Agreements with Service Providers, including private corporations and entities, for services related to the identified programs and service delivery, including provincially selected/recognized technology, information services and data suppliers;
 - c. Affiliation Agreements with educational institutions and training agencies;
 - d. Service Agreements between the City and Service Providers, including private corporations and entities, for provision of 100% municipally funded social services essential and/or beneficial to the wellbeing of the community, and funded through the municipal operating budget of the following classes: funding for rent supplements, the seniors' centre, eviction prevention, enhanced emergency hostel services, homeless services and residential housing supports;
 - e. Service Agreements with Service Providers, including private corporations and entities, for services associated with municipal emergency response and reception centre operations including: registration, inquiry, food, clothing, lodging, first aid, communications, special needs, psychosocial support services, animal care and other related services as outlined in the City of Kingston's Emergency Plan under the responsibilities of Community Services;
 - f. Service Agreements with Service Providers, including private corporations and entities, implemented to provide health care and support services to residents pursuant to regulatory requirement that do not exceed \$50,000 in expenditure out of the municipal budget; and
2. Authorize the Mayor and Clerk, following the review and recommendation by staff, including the City Solicitor, to execute:
- 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, including private corporations and entities, for services related to the identified programs and service delivery, including provincially selected/recognized technology, information and data suppliers;
 - c. Affiliation Agreements with educational institutions and training agencies;
 - d. Service Agreements between the City and Service Providers, including private corporations and entities, for provision of 100% municipally funded social services essential and/or beneficial to the wellbeing of the community, and funded through the municipal operating budget;

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- e. Service Agreements with Service Providers, including private corporations and entities, for services associated with municipal emergency response and reception centre operations as outlined in the City of Kingston’s Emergency Plan under the Community Services’ responsibilities;
- f. Grant Applications and Agreements, providing that they are time sensitive and they support and/enhance an existing service and/or program and is within the approved operational budget; and

That Council delegates approval and signing authority for budget schedules, contract addenda, service description documents, contract amendments and any agreements necessarily containing personal information of individual recipients, to the Commissioner, Community Services or her delegates, it being understood that these documents will be in a form satisfactory to the City Solicitor and consistent within approved municipal budgets; and

That Council direct staff to bring forward for Council’s consideration, prior to any commitments being made on behalf of the City, as well as to the Rural-Urban Liaison Advisory Committee (RULAC) where possible and applicable, any new initiatives or exceptional undertakings that have appreciable policy implications, service level adjustments and/or significant financial implications for the City related to these service areas; and

That this delegation of authority be for the Term of Council (December 1, 2014 to November 30, 2018).

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	

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Options/Discussion:

The scope of the delegated authority sought in this report is threefold:

- For the Commissioner (or delegated staff), to review and upon confirmation of budget and review by the City Solicitor, approve agreements for execution;
- For the Mayor and Clerk to execute these agreements once approved for execution by the Commissioner; and
- For the Commissioner (or delegated staff) to approve and execute all other documents associated with original Service Agreements executed by the Mayor and Clerk under this authority, these associated documents to include: budget schedules, contract addenda, service descriptions and contract amendments, as well as any agreements necessarily containing personal information of individual recipients.

Community Services has undertaken this delegation of authority approach for more than ten years and since 2004 for durations equal to the term of the past two Councils. These service agreements are administrative in nature for routine functions performed by the respective Departments. From staff's perspective, this practice has worked well over the past several years, providing efficiency in the administration of ongoing and routine matters and yielding 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 is being sought include:

- a. Service Agreements with the Province or its agents, for funding and cost-shared programs and initiatives:

Provincial business practices for ongoing funded and cost-shared programs including social assistance, childcare, housing, homelessness and long-term care require the City to enter into service contracts with the Province. In the case of long term care, all program funding and management is done under an agreement between the City of Kingston and the South East Local Health Integration Network, the agent corporation of the Province. The term of these agreements vary depending on the service scope and may be for the municipal budget year (calendar), the provincial fiscal year, for a longer or shorter defined term or for an indefinite term, until the contract is superseded or replaced by a subsequent contract or until it is terminated in its entirety. Examples include the head legal agreements for Ontario Works (OW), Childcare and a variety of funding agreements from the Ministry of Municipal Affairs and Housing (MMAH) for one time and time limited initiatives, as well as the funding agreement with the LHIN for Rideaucrest.

- b. Service Agreements between the City and Service Providers:

Many components of the above detailed provincial programs require execution of contracts with local service providers, including childcare head agreements, housing provider agreements, homelessness prevention agreements, emergency hostels and other agencies/vendors that provide services related to OW delivery, including accommodations, technology and other provincial vendors of record for goods and services. These service provider contracts may include purchase of service agreements, program descriptions and

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budget schedules for a variety of terms including one time initiatives, annual or multiple year terms. In other instances an agreement is required for the purchase of a specific good or service required to deliver a provincial program such as technological applications or 3rd party information. Administrative agreements are also signed with employers for OW employment incentives when they hire an OW recipient.

Within the Provincial Service management mandate, time limited and one-time initiatives require the execution of various agreements and contracts in the course of their program administration. For example, the current Investment in Affordable Housing Program focuses on developing new affordable housing projects, home ownership down payment grants, renovation grants and rent supplements. In the absence of delegated authority, staff would be obligated to bring all Affordable Housing agreements and contracts to Council for authorization and approval.

Most of the Service Agreements associated with the above two components (provincial or service providers) are purely administrative in nature and ensure the continuous delivery of the provincial cost-shared social and health care programs whether directly administered by City Departments or through purchase of Service Agreements with service providers. Amendments to these agreements are required frequently for numerous reasons including changes to funding levels, program descriptions, eligibility criteria or data reporting. Childcare services alone would require over 40 separate contracts to be presented to Council without the approval of this delegated authority. Moreover, related service descriptions and budget schedules are usually amended both provincially and with service providers at least a few times over the course of the year.

c. Affiliation Agreements with educational institutions and training agencies:

In addition to their respective service management and direct service provision responsibilities, some Departments within the Community Services group (for example Housing & Social Services Department and Rideaucrest) provide professional learning and skill development opportunities through affiliations with educational institutes and skill development and training agencies such as school boards, St. Lawrence College or Literacy Kingston. These partnerships play an important role in the development of labour market resources and the prosperity of the students and residents in our community. Affiliation Agreements and related program description documents detail the scope and terms of references of these learning and training opportunities.

d. Service Agreements between the City and Service Providers for 100% municipally funded social services:

A smaller but important component of Community Services' mandate involves the administration of 100% municipal funding for ongoing services, delivered by community agencies, for services essential and or beneficial to the well-being of the Community. Funding for these agreements is included annually in the Housing and Social Services Department's operating budget and delegated authority would not be exercised without prior budget approval. Presently, service categories include rent supplements, the seniors'

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centre, eviction prevention, diversion and prevention, housing first and rapid re-housing, enhanced emergency hostel services and residential housing support services.

- e. Service Agreements with Service Providers for services associated with municipal emergency response and reception centre operations:

To fulfill the responsibilities as outlined in the City of Kingston's Emergency Plan, Community Services must work with community partners and service providers to secure vital services and equipment prior to an emergency. These arrangements are key to the Community Services' Emergency Social Services Emergency Response Plan and aid in effectively responding to the community's needs in providing those services considered essential during an emergency. Community Services has a number of existing agreements with community agencies and will continue to work with community partners to ensure these critical services are secured.

Staff is seeking authorization from Council in an effort to ensure a streamlined administration related to these programs and services. In the absence of such delegated authority, staff would be obligated to bring all government cost-sharing agreements and amendments, as well as service contracts with providers and related amendments to Council for authorization. This is not considered necessary for the purely routine administrative matters covered by this practice.

- f. Grant Applications and Agreements:

The City has the opportunity to apply to various grant programs to support existing or enhance existing services provided to the community. Some of these grant programs have time sensitive deadlines that may not provide staff with sufficient time to report to Council prior to the application deadline. These tight deadlines may prevent the City from being able to access additional sources of funding through grant programs. Staff are recommending delegated authority to submit time sensitive grant applications and execute agreements as long as it supports and/or enhances an existing service program which is already in the approved operational budget.

- g. New initiatives or changes in policy, program delivery or service levels:

The delegated authority sought in this report does not include agreements related to new municipal or provincial initiatives which may involve new or appreciable changes in policy, program delivery, service levels or significant financial implications for the City. Likewise, this delegated authority does not apply to exceptional undertakings required to avoid, address or resolve significant unanticipated and/or undesirable events or circumstances. Staff will ensure that Council is apprised in advance before any commitments are made on behalf of the City in all new or exceptional matters.

Existing Policy/By-Law:

By-Law Number 2010-1 Requires the Mayor and Clerk to sign all agreements binding the Corporation.

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Notice Provisions:

Under the Municipal Act concerning this subject, the Delegation of Powers and Duties Policy applies.

Accessibility Considerations:

Not applicable

Financial Considerations:

Not applicable

Contacts:

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Other City of Kingston Staff Consulted:

Alan McLeod, Senior Legal Counsel

Desiree Kennedy, CFO and City Treasurer

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Lee Campbell, Manager, Housing and Childcare

John Henderson, Housing Programs Administrator

Rob Rowe, Housing Programs Administrator

Judy Reichstein, Research & Policy Analyst, Office of the CAO

Exhibits Attached:

Not applicable