



**City of Kingston
Information Report to Council
Report Number 15-235**

To:	Mayor and Council
From:	Lanie Hurdle, Commissioner, Community Services
Resource Staff:	Sheldon Laidman, Director, Housing & Social Services
Date of Meeting:	April 21, 2015
Subject:	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. This information report will provide Council with a broader understanding of the type and number of agreements that are involved under this approval and execution process. It is staff's intent to report quarterly with this information with this report covering the first quarter of 2015.

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 2015, a total of 102 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.

Type of Agreement	Housing Program	Childcare Program	Ontario Works Program	Long Term Care	Recreation & Leisure Services
Service Agreements with the Province or its agents, for funding and cost-shared programs and initiatives	1	1		1	

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Type of Agreement	Housing Program	Childcare Program	Ontario Works Program	Long Term Care	Recreation & Leisure Services
Service Agreements between the City and Service Providers	52		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					1
New initiatives or changes in policy, program delivery or service levels		1			
Contract addenda, budget schedules, contract amendments and other agreements containing personal information	42				

Existing Policy/By-Law:

Not applicable

Notice Provisions:

Not applicable

Accessibility Considerations:

Not applicable

Financial Considerations:

Not applicable

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Contacts:

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

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

Other City of Kingston Staff Consulted:

Katie Clarke, Manager, Program Delivery, Housing & Social Services

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

Luke Follwell, Director, Recreation & Leisure Services

Paige Agnew, Director, Planning, Building and Licensing Services

Deb Skeaff, Director, Rideaucrest Long Term Care

Exhibits Attached:

Exhibit A Tracking Agreements Approved by Delegated Authority

Exhibit A

Tracking Agreements Approved by Delegated Authority

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
1-Jan-15	Housing, Financial Analyst	Various Private Landlords (Effective Jan, Feb , April, & May, 2015)	Investment in Affordable Housing (IAH) Rent Supplement increases & decreases - 19 addendums	City	Report 1, Clause d) December 16, 2014	HSS (Housing & Social Services)	1-Jan-15
5-Jan-15	Housing, Financial Analyst	Fountas Holdings Corporation	Regular Rent Supplement Decrease	City	Report 1, Clause d) December 16, 2014	HSS	5-Jan-15
5-Jan-15	Housing, Financial Analyst	Springer Group - Norjan	Regular Rent Supplement Increase	City	Report 1, Clause d) December 16, 2014	HSS	5-Jan-15
6-Jan-15	Housing, Financial Analyst	Town Homes Kingston	Regular Rent (In-situ) Supplement Decrease	City	Report 1, Clause d) December 16, 2014	HSS	6-Jan-15
7-Jan-15	Director, H&SS	Home Base Housing	Amendment to Schedules of Current Service Agreement	City	Report 1, Clause d) December 16, 2014	HSS	7-Jan-15
9-Jan-15	Housing, Financial Analyst	MMAH	Q3 2014-15 Program Delivery & Fiscal Plan (PDFP) Reporting for the IAH Programs	Province	Report 1, Clause d) 1a & 2a, December 16, 2014	HSS	9-Jan-15

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13-Jan-15	Mayor & Clerk		Home Ownership Loan Agreement	City	Clause (b) Report No. 46, April 13, 2012	HSS	13-Jan-15
13-Jan-15	Mayor	Beckfield College, LLC o/a Trillium College Kingston Campus	Student Placement	City	Report # 2 Clause 1 (c) and 2 (c), December 21, 2010	LTC (Rideaucrest Long Term Care)	6-Feb-15
15-Jan-15	Housing, Financial Analyst	Skyline Living	Regular Rent Supplement Decrease	City	Report 1, Clause d) December 16, 2014	HSS	15-Jan-15
22-Jan-15	Housing, Financial Analyst	Skyline Living	Regular Rent Supplement Decrease & Revised Increase 2 Addendums	City	Report 1, Clause d) December 16, 2014	HSS	22-Jan-15
23-Jan-15	Housing, Financial Analyst	Central Frontenac	Regular Rent Supplement Increase	City	Report 1, Clause d) December 16, 2014	HSS	23-Jan-15
26-Jan-15	Housing Manager		Kingston Frontenac Renovates Program (KFRP)	City	Clause (e) Report No. 67, May 12, 2012	HSS	26-Jan-15

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27-Jan-15	Housing, Financial Analyst	Homestead Landholdings	IAH Rent Supplement increases - 2 addendums	City	Report 1, Clause d) December 16, 2014	HSS	27-Jan-15
27-Jan-15	Housing Manager	MMAH	Q3 2014-15 Consolidated Homelessness Prevention Initiative (CHPI) Report	Province	Report 1, Clause d) 1a & 2a, December 16, 2014	HSS	27-Jan-15
27-Jan-15	Housing, Financial Analyst	Various Private Landlords (Effective Jan, Feb, April, & May, 2015)	IAH Rent Supplement increases & partial revisions, decreases - 16 addendums	City	Report 1, Clause d) December 16, 2014	HSS	27-Jan-15
28-Jan-15	Mayor & Clerk	Home Base Housing	CHPI - Supportive Services Agreement - Affordable and Rent Geared to Income (RGI) Units	City	Report 1, Clause d) 1b & 2b - December 16, 2014	HSS	28-Jan-15
28-Jan-15	Commissioner	Local Health Integration Network	Service Accountability Agreements (LSAA) - Schedule E	Province	Report #1 Clause d, 1d & 2d, Dec 16 2014	LTC	12-Feb-15

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30-Jan-15	Mayor & Clerk	Abbeyfield Houses Society of Kingston	Termination Agreement	City	Clause E Report No.1, December 16, 2014	HSS	30-Jan-15
2-Feb-15	Mayor & Clerk	Ministry of Tourism, Recreation & Sport	Ontario Sport and Recreation Communities Fund Project Title: Canadian Sport for Life Kingston: Building a Healthy, Active Community through the Sustainable Development of Quality Sport and Physical Activity	City	Report #1 Clause d, 2 (f) December 16, 2014	RLS (Recreation & Leisure Services)	2-Feb-15
4-Feb-15	Housing, Financial Analyst	KFHC -	Market Rent (MR) Increase	City	Report 1, Clause d) December 16, 2014	HSS	4-Feb-15
4-Feb-15	Housing, Financial Analyst	Various Private Landlords (Effective April, & May, 2015)	Reg. Rent Supplement Increase & Selection of Unit 2 Addendums	City	Report 1, Clause d) December 16, 2014	HSS	4-Feb-15

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5-Feb-15	Mayor & Clerk	1880551 Ontario Limited (David Kay)	Housing First / Rapid Re-Housing Investment in Affordable Housing Rent Supplement (HF/RRH IAH RS) Agreement	City	Report 1, Clause d) 1b & 2b - December 16, 2015	HSS	5-Feb-15
6-Feb-15	Mayor & Clerk	Elizabeth Fry - Kingston	CHPI - Supportive Services Agreement - Affordable and Rent Geared to Income (RGI) Units	City	Report 1, Clause d) 1b & 2b - December 16, 2015	HSS	6-Feb-15
10-Feb-15	Commissioner, CSG		IAH Landlord Rent Supplement Agreement	City	Clause B, Report #19, February 15, 2011	HSS	10-Feb-15
13-Feb-15	Housing Manager		KFRP Agreement	City	Clause (e) Report No. 67, May 12, 2012	HSS	13-Feb-13
13-Feb-15	Housing, Financial Analyst	1880551 Ontario Limited (David Kay)	IAH Rent Supplement New Tenant (4 Addendums)	City	Report 1, Clause d) December 16, 2014	HSS	13-Feb-15
18-Feb-15	Commissioner	Blue Cross	Veterans Independence Program Provider Application Form	City	Report #1 Clause d, 1d & 2d, Dec 16, 2014	LTC	19-Mar-15

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19-Feb-15	Housing, Financial Analyst		IAH Rent Supplement MR Increase	City	Report 1, Clause d) December 16, 2014	HSS	19-Feb-15
19-Feb-15	Housing, Financial Analyst		IAH Rent Supplement New Tenant	City	Report 1, Clause d) December 16, 2014	HSS	19-Feb-15
19-Feb-15	Housing, Financial Analyst		IAH Rent Supplement New Tenant	City	Report 1, Clause d) December 16, 2014	HSS	19-Feb-15
19-Feb-15	Housing, Financial Analyst	Osgoode Properties	IAH Rent Supplement New Tenant	City	Report 1, Clause d) December 16, 2014	HSS	19-Feb-15
20-Feb-15	Housing Manager		KFRP Agreement	City	Clause (e) Report No. 67, May 12, 2012	HSS	20-Feb-15
20-Feb-15	Housing Manager		KFRP Agreement	City	Clause (e) Report No. 67, May 12, 2012	HSS	20-Feb-15
20-Feb-15	Mayor & Clerk	City of Kingston	Wage Enhancement Administration Funding Letter	Province MEDU	Report 1 Clause (d)1 a, Dec 16, 2014 and Report 1 Clause (d)2 a, Dec 16, 2014	HSS	6-Mar-15

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24-Feb-15	Commissioner, CSG		IAH Landlord Rent Supplement Agreement	City	Report 1, Clause d) December 16, 2014	HSS	24-Feb-15
24-Feb-15	Commissioner, CSG		IAH Landlord Rent Supplement Agreement	City	Report 1, Clause d) December 16, 2014	HSS	24-Feb-15
24-Feb-15	Housing Manager		KFRP Agreement	City	Clause (e) Report No. 67, May 12, 2012	HSS	24-Feb-15
24-Feb-15	Housing, Financial Analyst	Skyline Living	IAH Rent Supplement New Tenant	City	Report 1, Clause d) December 16, 2014	HSS	24-Feb-15
25-Feb-15	Housing, Financial Analyst	Homestead Landholdings	Regular Rent Supplement Increase, Additions, & Deletions - 3 addendums	City	Report 1, Clause d) December 16, 2014	HSS	25-Feb-15
2-Mar-15	Mayor & Clerk	North Frontenac Community Services (NFCS) & City of Kingston	Office Space	NFCS	Report 1 Clause (d)1 b & 2b December 16, 2014	HSS	10-Mar-15

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3-Mar-15	Housing, Financial Analyst	Homestead Landholdings	Regular Rent Supplement Deletions	City	Report 1, Clause d) December 16, 2014	HSS	3-Mar-15
3-Mar-15	Housing Manager		KFRP Agreement	City	Clause (e) Report No. 67, May 12, 2012	HSS	3-Mar-15
4-Mar-15	Housing, Financial Analyst	Osgoode Properties	IAH Rent Supplement Tenant Rent decreases	City	Report 1, Clause d) December 16, 2014	HSS	4-Mar-15
5-Mar-15	Housing Manager		KFRP Agreement	City	Clause (e) Report No. 67, May 12, 2012	HSS	5-Mar-15
5-Mar-15	Housing, Financial Analyst	Osgoode Properties	IAH Rent Supplement Tenant rent increases	City	Report 1, Clause d) December 16, 2014	HSS	5-Mar-15
5-Mar-15	Mayor & Clerk	Minister of Education	Childcare Programs Service Agreement	Province	Report 1, Clause (d) 1a and 2a - Dec 16, 2014	HSS	waiting for Ministry to execute
6-Mar-15	Commissioner, CSG		HF/RRH IAH Landlord RS Agreement	City	Clause B, Report #19, February 15, 2011	HSS	6-Mar-15

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6-Mar-15	Housing, Financial Analyst	Osgoode Properties	IAH Rent Supplement New Tenant	City	Report 1, Clause d) December 16, 2014	HSS	6-Mar-15
10-Mar-15	Housing, Financial Analyst		IAH Rent Supplement New Tenant	City	Report 1, Clause d) December 16, 2014	HSS	10-Mar-15
10-Mar-15	Housing, Financial Analyst		IAH Rent Supplement MR Increase	City	Report 1, Clause d) December 16, 2014	HSS	10-Mar-15
11-Mar-15	Commissioner, CSG		IAH Landlord Rent Supplement Agreement	City	Clause B, Report #19, February 15, 2011	HSS	11-Mar-15
12-Mar-15	Commissioner, CSG		HF/RRH IAH Landlord RS Agreement	City	Clause B, Report #19, February 15, 2011	HSS	12-Mar-15
12-Mar-15	Housing, Financial Analyst	Skyline Living	IAH Rent Supplement New Tenant	City	Report 1, Clause d) December 16, 2014	HSS	12-Mar-15
17-Mar-15	Housing, Financial Analyst	Osgoode Properties	IAH Rent Supplement Market Rent Increases	City	Report 1, Clause d) December 16, 2014	HSS	17-Mar-15

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18-Mar-15	Director, H&SS	Kingston Home Base Housing	Youth Enhancement	City	Report 1, Clause d) December 16, 2014	HSS	23-Mar-15
19-Mar-15	Commissioner, CSG		HF/RRH IAH Landlord RS Agreement	City	Clause B, Report #19, February 15, 2011	HSS	19-Mar-15
20-Mar-15	Housing, Financial Analyst	Skyline Living	IAH Rent Supplement MR Increase	City	Report 1, Clause d) December 16, 2014	HSS	20-Mar-15
23-Mar-15	Commissioner, CSG	1887790 Ontario LTD (Frontenac Management)	HF/RRH IAH Landlord RS Agreement	City	Clause B, Report #19, February 15, 2011	HSS	23-Mar-15
23-Mar-15	Commissioner, CSG	Double D (Kente Property Management)	HF/RRH IAH Landlord RS Agreement	City	Clause B, Report #19, February 15, 2011	HSS	23-Mar-15
23-Mar-15	Commissioner, CSG	Skyline Living	IAH Extension Landlord Rent Supplement Agreement	City	Clause B, Report #19, February 15, 2011	HSS	23-Mar-15
24-Mar-15	Housing, Financial Analyst	Osgoode Properties	IAH Rent Supplement increases	City	Report 1, Clause d) December 16, 2014	HSS	24-Mar-15

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24-Mar-15	Housing, Financial Analyst	Osgoode Properties	IAH Rent Supplement New Tenant	City	Report 1, Clause d) December 16, 2014	HSS	24-Mar-15
25-Mar-15	Housing, Financial Analyst	Double D (Kente Property Management)	IAH Rent Supplement New Tenant	City	Report 1, Clause d) December 16, 2014	HSS	25-Mar-15
26-Mar-15	Housing, Financial Analyst	1880551 Ontario Limited (David Kay)	IAH Rent Supplement New Tenant (4 Addendums)	City	Report 1, Clause d) December 16, 2014	HSS	26-Mar-15
26-Mar-15	Housing, Financial Analyst	1887790 Ontario Ltd. (Frontenac Management)	IAH Rent Supplement New Tenant	City	Report 1, Clause d) December 16, 2014	HSS	26-Mar-15
30-Mar-15	Housing, Financial Analyst		IAH Rent Supplement New Tenant	City	Report 1, Clause d) December 16, 2014	HSS	30-Mar-15
30-Mar-15	Housing, Financial Analyst	1887790 Ontario LTD (Frontenac Management)	IAH Rent Supplement New Tenant	City	Report 1, Clause d) December 16, 2014	HSS	30-Mar-15