



**City of Kingston
Information Report to Council
Report Number 18-100**

To: Mayor and Members of Council
From: Lanie Hurdle, Commissioner, Community Services
Resource Staff: Sheldon Laidman, Director, Housing & Social Services
Date of Meeting: May 1, 2018
Subject: Report on Agreements Executed Under Delegated Approval and Signing Authority – January 1, 2018 to March 31, 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 18-100, 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. This report is intended to provide Council with a

May 1, 2018

Page 2 of 6

broader understanding of the type and number of agreements that are involved under the delegated approval and execution process.

Recommendation:

This report is for information purposes only.

May 1, 2018

Page 3 of 6

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

May 1, 2018

Page 4 of 6

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 first quarter of 2018, a total of 85 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.

May 1, 2018

Page 5 of 6

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
a.							
b.	10						5
c.							
d.					1		
e.							
f.					1		
g.							
h.	68						
i.							

Existing Policy/By-Law:

Not applicable

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

May 1, 2018

Page 6 of 6

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