



**City of Kingston  
Report to Council  
Report Number 19-250**

---

<b>To:</b>	<b>Mayor and Members of Council</b>
<b>From:</b>	<b>Lanie Hurdle, Interim Chief Administrative Officer</b>
<b>Resource Staff:</b>	<b>Ruth Noordegraaf, Acting Director, Housing &amp; Social Services</b>
<b>Date of Meeting:</b>	<b>October 1, 2019</b>
<b>Subject:</b>	<b>License Agreement with Boys and Girls Club of Kingston and Area at INVISTA Centre</b>

---

**Executive Summary:**

In November 2017, the Ministry of Education (the “Ministry”) announced details of a new community-based capital program (CBCP) to support greater access to licensed child care and to create 100 new child and family program locations (EarlyON Child and Family Centres).

In 2018, the City applied and was approved for eight (8) capital projects, including the renovation of Community Room #2 at the INVISTA Centre for the creation of an EarlyON Child and Family Centre. This location was proposed based on space availability, community consultation and geographic distribution.

The INVISTA Centre is the final approved project to be undertaken with the intent to be operational by January 2020. The proposed EarlyON renovation to Room #2 in the INVISTA Centre is estimated to cost \$50,000 and will be fully financed through the Ministry’s CBCP. Renovations are projected to be completed in the fall of 2019. The room will still be available for community rental when not in use by the EarlyON Centre.

The use of meeting room space at the INVISTA Centre is subject to room rental rates as established by the Fees and Charges By-Law. The application of the approved hourly rate is not affordable given the frequency of booking and duration of use. Instead, staff are recommending a reduction in rates as prescribed in the the Fees and Charges By-Law and that the licensing fee be set at \$885 per month plus HST.

October 1, 2019

Page 2 of 6

**Recommendation:**

**That** Council authorize the Mayor and Clerk to execute a license agreement for the use of Community Room # 2 at the INVISTA Centre for up to 15 hours per week with the Boys and Girls Club of Kingston and Area for a period of five (5) years at the monthly rate of \$885.00 plus HST commencing January 1, 2020, with an option to renew for another 4 years at rates to be determined, in a form satisfactory to the Director of Legal Services.

October 1, 2019

Page 3 of 6

**Authorizing Signatures:**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

---

**Lanie Hurdle, Interim Chief  
Administrative Officer**

**Consultation with the following Members of the Corporate Management Team:**

Peter Huigenbos, Acting Commissioner, Community Services



Jim Keech, President & CEO, Utilities Kingston

Not required

Desirée Kennedy, Chief Financial Officer & City Treasurer

Not required

Sheila Kidd, Commissioner, Transportation & Public Works

Not required

Deanne Roberge, Acting Commissioner, Corporate Services

Not required

October 1, 2019

Page 4 of 6

**Options/Discussion:****Background**

In February 2016, the Ministry announced its intention to transform Ministry-funded child and family programs into an increasingly integrated, cohesive system of services and supports for children ages 0 – 6 and their parents and caregivers, and to transfer oversight of these programs (later branded as “EarlyON Child and Family Centres”) to local governments (Consolidated Municipal Service Managers (CMSMs) and District Social Services Administration Boards (DSSABs).

From the time of this announcement, City staff have engaged, planned and implemented the transfer of child and family programs with full implementation transpiring in September of 2018. Currently, there are 18 locations operating as EarlyOn Child and Family Centres throughout Kingston.

EarlyON Child and Family Centres offer free of charge drop-in programs for children birth to 6 years of age and their parents and caregivers. It's a way to connect with other families and children, a place to find out about other services in the community and for children to engage in inquiry and play-based activities. Francophone and Indigenous programming is also offered at several locations.

In November 2017, the Ministry announced details of a new CBCP to support greater access to licensed child care and to create 100 new child and family program locations by 2020.

In January 2018, the City applied for funding to support 8 capital projects: one (1) child care and seven (7) EarlyON projects. Capital project sites were selected, prioritizing accessible locations that parents and caregivers frequent including schools, libraries and recreation centres as well as space availability, population needs and service gaps.

In April 2018, the Ministry confirmed the approval of eight (8) projects, two (2) located in the County of Frontenac and six (6) in the City of Kingston. One of the projects approved was to create an EarlyON Child and Family Centre at the INVISTA Centre. This facility was chosen based on availability of space, preferred locations (schools, libraries and recreation facilities) identified through the 2017 community engagement process and to increase access to EarlyON in the west end of the City.

A total grant of \$50,000 has been allocated to this site. Renovations will include the addition of a wet sink to the counter area, creation of a storage area for program equipment and supplies, addition of safety railings on stairs and ramp and the creation of a fenced outdoor program area. The room will be renovated in a manner that allows the public to continue to rent the space when it's not being operated as an EarlyON Centre. Renovations are scheduled to begin this fall with plans for opening of the centre by January 2020.

The two (2) EarlyON Service Providers that co-deliver EarlyON in Kingston (Boys and Girls Club of Kingston and Area & Kingston Community Health Centres) will share the space and will be responsible for the daily set up and take down of the program. The Boys and Girls Club of

October 1, 2019

Page 5 of 6

Kingston would be considered the lead provider of this service and will be responsible for the license and insurance costs.

In September of 2019, EarlyON programs will be operating at 18 sites across the City and include schools, a church, community and learning centres, as well as the EarlyON Service Provider's agency sites. Annual occupancy costs in Kingston community/school sites range from \$1,000 - \$20,000 a year, depending on space and frequency of use. Excluding the lowest cost (\$1,000 per annum) the average cost to rent EarlyON space in community/school facilities is \$12,000 per annum.

The 2019 hourly rate of \$47.39/hour as per the City's approved Fees and Charges By-Law is not designed for this type of use and would not be affordable otherwise considering the frequency of use at 12-15 hours per week. City staff are proposing a fixed rate of \$12,000 per annum (\$885 per month plus HST) in a separate license agreement in line with the average rates paid in other locations. The proposed arrangement will allow continued room rental revenue for times outside of EarlyON operations, provide capital upgrades at no cost to the City and will also provide a new and diverse programming opportunity for the site.

**Existing Policy/By-Law:**

By-Law Number 2005-10 A By-Law to Establish Fees and Charges to be Collected by the Corporation of the City of Kingston

**Notice Provisions:**

Not applicable

**Accessibility Considerations:**

Community Room #2 at the INVISTA Centre currently meets the City's Facility Accessibility Design Standards. The capital upgrades being made are to facilitate storage and other requirements for a child centred space in accordance with Ministry of Education standards.

**Financial Considerations:**

The recommendations in this report provide new operating and capital funding at no cost to the City. Both the \$50,000 in capital funding and the \$12,000 in annual rental fees will come from provincial sources.

In 2018, there were 1,703 hours of use for Room #2, with 2019 trending similarly. The addition of the EarlyON program at the INVISTA Centre site would increase hours of use by up to 720 hours per year and increase revenues by \$10,600 annually. This would account for an approximate 57% increase in the room usage hours and an approximate 14% increase in room rental revenue.

October 1, 2019

Page 6 of 6

To receive the \$50,000 in capital funding from the Province, the Ministry requires the space be secured by way of a formal agreement for at least five (5) years.

**Contacts:**

Ruth Noordegraaf, Acting Director, Housing & Social Services 613-546-4291 extension 4916

**Other City of Kingston Staff Consulted:**

Jaclyn Grimmon, Manager, Recreation Programs, Recreation & Leisure Services

Kathy Gray, Acting Manager, Real Estate, Real Estate & Environmental Initiatives

Laura Austin, Supervisor, Childcare and Early Years Services, Housing & Social Services

**Exhibits Attached:**

Not applicable