



City Council Meeting 03-2024

Tuesday, January 9, 2024 at 7:00 pm
in the Council Chamber at City Hall.

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City Council Meeting 03-2024

Agenda

Tuesday, January 9, 2024

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(Council Chamber)

Call Meeting to Order

Roll Call

The Committee of the Whole “Closed Meeting”

Approval of Addeds

Disclosure of Potential Pecuniary Interest

Presentations

Delegations

Briefings

Petitions

1. A petition bearing approximately 285 signatures with respect to a request for City Council to call for an immediate permanent ceasefire and release of hostages and detainees, and the unrestricted entry of humanitarian assistance and the restoration of food, water and electricity to Gaza was submitted to the Clerk’s Department on January 2, 2024.

Motions of Congratulations, Recognition, Sympathy, Condolences and Speedy Recovery

Motions of Congratulations, Recognition, Sympathy, Condolences and Speedy Recovery are presented in order of category as one group and voted on as one motion.

Deferred Motions

Reports

Report Number 09: Received from the Chief Administrative Officer (Consent)

Report Number 09

To the Mayor and Members of Council:

The Chief Administrative Officer reports and recommends as follows:

All items listed on the Consent Report shall be the subject of one motion. Any member may ask for any item(s) included in the Consent Report to be separated from that motion, whereupon the Consent Report without the separated item(s) shall be put and the separated item(s) shall be considered immediately thereafter.

That Council consent to the approval of the following routine items:

1. Renewal of the Service Level Agreement between the City of Kingston and the Kingston and Area Association of Museums, Art Galleries and Historic Sites

That the Mayor and Clerk be authorized to execute a Service Level Agreement between the City of Kingston and the Kingston and Area Association of Museums, Art Galleries and Historic Sites (KAM) that identifies the services to be provided by KAM and the associated funding to be issued by the City of Kingston for those services, in a form acceptable to the Director of Legal Services; and

That Council approve the release of \$107,036 from the Heritage Services Department's 2024 operating budget to support the Kingston Association of Museums, Art Galleries and Historic Sites (KAM) and the services identified as part of a Service Level Agreement between the City of Kingston and KAM in 2024.

(The Report of the Commissioner, Community Services (24-048) is attached to the agenda as schedule pages 1-37)

Report Number 10: Received from the Chief Administrative Officer (Recommend)

Report Number 10

To the Mayor and Members of Council:

The Chief Administrative Officer reports and recommends as follows:

1. 2024 Interim Tax Levy

That a By-Law, attached to Report Number 24-033 as Exhibit A, be presented to Council for all three readings to provide for the levying and collecting of 2024 interim property taxes, including the following provisions:

- a. the 2024 interim tax bill be no greater than 50% of the 2023 taxes levied;
- b. the rates be as specified in Schedule A to the by-law attached hereto;
- c. the due date for interim taxes be February 29, 2024;
- d. various payment options be provided; and
- e. late payment charges be added to taxes that are in default

(See By-Law Number (1), 2024-110 attached to the agenda as schedule pages 43-52)

(The Report of the Chief Financial Officer & City Treasurer (24-033) is attached to the agenda as schedule pages 38-52)

2. 2024 Municipal Borrowing By-Law

That the By-Law, attached to Report Number 24-039 as Exhibit A, be presented to Council for all three readings to authorize the municipality to borrow up to \$270,000,000 during the January 1, 2024 to September 30, 2024 period and up to \$135,000,000 during the October 1, 2024 to December 31, 2024 period in order to finance the City's current operating expenditures on an interim basis, as required.

(See By-Law Number (2), 2024-111 attached to the agenda as schedule pages 57-58)

(The Report of the Chief Financial Officer & City Treasurer (24-039) is attached to the agenda as schedule pages 53-58)

3. Capital Project Status Report as of October 31, 2023

That Council approve capital budget changes, as outlined in Exhibit A to Report Number 24-023, as well as financing of capital projects or (return of funds) as follows:

Source of Financing (Return of Funds):	Amount	
Municipal Capital Reserve Fund		\$(2,229,855)
Other Reserve Funds and Reserves:		
Recycling Equipment Replacement Reserve Fund	\$ (331,948)	
Federal Gas Tax Reserve Fund	(675,600)	
Fire Capital Reserve Fund	(480,000)	
Development Charge Reserve Fund	(27,941)	
Transit Capital Reserve Fund	855,792	
Library Capital Reserve Fund	(1,705)	
Working Fund Reserve	(1,697)	(663,099)
Grant revenues		<u>(2,247,000)</u>
Total Sources of Financing (Return of Funds)		<u>\$(5,139,954)</u>

That Council approve an additional capital budget of \$3,405,000, to be funded \$675,600 from the Federal Gas Tax Reserve Fund and \$2,729,400 from the Municipal Capital Reserve Fund, to complete the Gardiners-Centennial MTO intersection project.

(The Report of the Chief Financial Officer & City Treasurer (24-023) is attached to the agenda as schedule pages 59-87)

Report Number 11: Received from the Planning Committee

Report Number 11

To the Mayor and Members of Council:

The Planning Committee reports and recommends as follows:

All items listed on this Committee Report shall be the subject of one motion. Any member may ask for any item(s) included in the Committee Report to be separated from that motion, whereupon the Report of the Committee without the separated item(s) shall be put and the separated item(s) shall be considered immediately thereafter.

1. Official Plan & Zoning By-Law Amendment – 500 Cataraqui Woods Drive

That the applications for Official Plan and zoning by-law amendments (File Number D35-002-2023) submitted by Arcadis and City Flats, on behalf of Centennial Land Development LP, for the property municipally known as 500 Cataraqui Woods Drive, be approved; and

That the City of Kingston Official Plan, as amended, be further amended, amendment number 91, as per Exhibit A, (Draft By-Law and Schedule A to Amend the Official Plan) to Report Number PC-24-006; and

That Kingston Zoning By-Law Number 2022-62, as amended, be further amended, as per Exhibit B (Draft By-Law and Schedule A to Amend Zoning By-Law Number 2022-62) to Report Number PC-24-006; and

That Council determines that in accordance with Section 34(17) of the Planning Act, no further notice is required prior to the passage of the by-law; and

That the amending by-law be presented to Council for all three readings.

(See By-Law Number (3), 2024-112 attached to the agenda as schedule pages 88-90)

(See By-Law Number (4), 2024-113 attached to the agenda as schedule pages 91-96)

(Exhibits A & B to Report Number PC-24-006 are attached to the agenda as schedule pages 88-96)

2. Zoning By-Law Amendment – 36 Durham Street

That the application for a zoning by-law amendment (File Number D14-004-2022) submitted by Arcadis, formerly known as IBI Group Inc., on behalf of Nathan Blaine Patry, for the property municipally known as 36 Durham Street, be approved; and

That Kingston Zoning By-Law Number 2022-62 as amended, be further amended, as per Exhibit A (Draft By-Law and Schedules A & B to Amend Zoning By-Law Number 2022-62) to Report Number PC-24-014; and

That Council determines that in accordance with Section 34(17) of the Planning Act, no further notice is required prior to the passage of the by-law; and

That the amending by-law be presented to Council for all three readings.

(See By-Law Number (5), 2024-114 attached to the agenda as schedule pages 97-100)

(Exhibit A to Report Number PC-24-014 is attached to the agenda as schedule pages 97-100)

Report Number 12: Received from Kingston Heritage Properties Committee

Report Number 12

To the Mayor and Members of Council:

Kingston Heritage Properties Committee reports and recommends as follows:

All items listed on this Committee Report shall be the subject of one motion. Any member may ask for any item(s) included in the Committee Report to be separated from that motion, whereupon the Report of the Committee without the separated item(s) shall be put and the separated item(s) shall be considered immediately thereafter.

1. Notice of Intention to Designate under the Ontario Heritage Act

That Council direct staff to serve a Notice of Intention to Designate the property located at 101 Logan Street, known as Mrs. Dawson's Tavern, as a property of cultural heritage value or interest pursuant to Section 29 of the *Ontario Heritage Act*, attached as Exhibit A to Report Number HP-24-002; and

That should no Notice of Objection be received by the Clerk of The Corporation of the City of Kingston within thirty (30) days of the publication of the Notice of Intention to Designate, the Designation By-Law for 101 Logan Street, attached as Exhibit B to Report Number HP-24-002, be presented to Council for all three readings, and that staff be directed to carry out the requirements as prescribed under Section 29(8) of the Act; and

That Council direct staff to serve a Notice of Intention to Designate the property located at 103 Logan Street, known as Mrs. Dawson's Tavern, as a property of cultural heritage value or interest pursuant to Section 29 of the *Ontario Heritage Act*, attached as Exhibit A to Report Number HP-24-002; and

That should no Notice of Objection be received by the Clerk of The Corporation of the City of Kingston within thirty (30) days of the publication of the Notice of Intention to Designate, the Designation By-Law for 103 Logan Street, attached as Exhibit B to Report Number HP-24-002, be presented to Council for all three readings, and that staff be directed to carry out the requirements as prescribed under Section 29(8) of the Act; and

That Council direct staff to serve a Notice of Intention to Designate the property located at 110 Ordnance Street, known as the Crowley House, as a property of

cultural heritage value or interest pursuant to Section 29 of the Ontario Heritage Act, attached as Exhibit A to Report Number HP-24-002; and

That should no Notice of Objection be received by the Clerk of The Corporation of the City of Kingston within thirty (30) days of the publication of the Notice of Intention to Designate, the Designation By-Law for 110 Ordnance Street, attached as Exhibit C to Report Number HP-24-002, be presented to Council for all three readings, and that staff be directed to carry out the requirements as prescribed under Section 29(8) of the Act; and

That Council direct staff to serve a Notice of Intention to Designate the property located at 112 Ordnance Street, known as the Crowley House, as a property of cultural heritage value or interest pursuant to Section 29 of the Ontario Heritage Act, attached as Exhibit A to Report Number HP-24-002; and

That should no Notice of Objection be received by the Clerk of The Corporation of the City of Kingston within thirty (30) days of the publication of the Notice of Intention to Designate, the Designation By-Law for 112 Ordnance Street, attached as Exhibit C to Report Number HP-24-002, be presented to Council for all three readings, and that staff be directed to carry out the requirements as prescribed under Section 29(8) of the Act; and

That Council direct staff to serve a Notice of Intention to Designate the property located at 114 Ordnance Street, known as the Ordnance Street Terrace, as a property of cultural heritage value or interest pursuant to Section 29 of the Ontario Heritage Act, attached as Exhibit A to Report Number HP-24-002; and

That should no Notice of Objection be received by the Clerk of The Corporation of the City of Kingston within thirty (30) days of the publication of the Notice of Intention to Designate, the Designation By-Law for 114 Ordnance Street, attached as Exhibit D to Report Number HP-24-002, be presented to Council for all three readings, and that staff be directed to carry out the requirements as prescribed under Section 29(8) of the Act; and

That Council direct staff to serve a Notice of Intention to Designate the property located at 116 Ordnance Street, known as the Ordnance Street Terrace, as a property of cultural heritage value or interest pursuant to Section 29 of the Ontario Heritage Act, attached as Exhibit A to Report Number HP-24-002; and

That should no Notice of Objection be received by the Clerk of The Corporation of the City of Kingston within thirty (30) days of the publication of the Notice of

Intention to Designate, the Designation By-Law for 116 Ordnance Street, attached as Exhibit D to Report Number HP-24-002, be presented to Council for all three readings, and that staff be directed to carry out the requirements as prescribed under Section 29(8) of the Act; and

That Council direct staff to serve a Notice of Intention to Designate the property located at 118 Ordnance Street, known as the Ordnance Street Terrace, as a property of cultural heritage value or interest pursuant to Section 29 of the Ontario Heritage Act, attached as Exhibit A to Report Number HP-24-002; and

That should no Notice of Objection be received by the Clerk of The Corporation of the City of Kingston within thirty (30) days of the publication of the Notice of Intention to Designate, the Designation By-Law for 118 Ordnance Street, attached as Exhibit D to Report Number HP-24-002, be presented to Council for all three readings, and that staff be directed to carry out the requirements as prescribed under Section 29(8) of the Act; and

That Council direct staff to serve a Notice of Intention to Designate the property located at 124 Ordnance Street, as a property of cultural heritage value or interest pursuant to Section 29 of the Ontario Heritage Act, attached as Exhibit A to Report Number HP-24-002; and

That should no Notice of Objection be received by the Clerk of The Corporation of the City of Kingston within thirty (30) days of the publication of the Notice of Intention to Designate, the Designation By-Law for 124 Ordnance Street, attached as Exhibit E to Report Number HP-24-002, be presented to Council for all three readings, and that staff be directed to carry out the requirements as prescribed under Section 29(8) of the Act; and

That Council direct staff to serve a Notice of Intention to Designate the property located at 251 Sydenham Street, as a property of cultural heritage value or interest pursuant to Section 29 of the Ontario Heritage Act, attached as Exhibit A to Report Number HP-24-002; and

That should no Notice of Objection be received by the Clerk of The Corporation of the City of Kingston within thirty (30) days of the publication of the Notice of Intention to Designate, the Designation By-Law for 251 Sydenham Street, attached as Exhibit E to Report Number HP-24-002, be presented to Council for all three readings, and that staff be directed to carry out the requirements as prescribed under Section 29(8) of the Act; and

That Council direct staff to serve a Notice of Intention to Designate the property located at 201 Princess Street/30-32 Montreal Street, as a property of cultural heritage value or interest pursuant to Section 29 of the Ontario Heritage Act, attached as Exhibit A to Report Number HP-24-002; and

That should no Notice of Objection be received by the Clerk of The Corporation of the City of Kingston within thirty (30) days of the publication of the Notice of Intention to Designate, the Designation By-Law for 201 Princess Street/30-32 Montreal Street, attached as Exhibit F to Report Number HP-24-002, be presented to Council for all three readings, and that staff be directed to carry out the requirements as prescribed under Section 29(8) of the Act; and

That Council direct staff to serve a Notice of Intention to Designate the property located at 207 Wellington Street, known as the Crothers Building, as a property of cultural heritage value or interest pursuant to Section 29 of the Ontario Heritage Act, attached as Exhibit A to Report Number HP-24-002; and

That should no Notice of Objection be received by the Clerk of The Corporation of the City of Kingston within thirty (30) days of the publication of the Notice of Intention to Designate, the Designation By-Law for 207 Wellington Street, attached as Exhibit G to Report Number HP- 24-002, be presented to Council for all three readings, and that staff be directed to carry out the requirements as prescribed under Section 29(8) of the Act; and

That Council direct staff to serve a Notice of Intention to Designate the property located at 4017 Unity Road, as a property of cultural heritage value or interest pursuant to Section 29 of the Ontario Heritage Act, attached as Exhibit A to Report Number HP-24-002; and

That should no Notice of Objection be received by the Clerk of The Corporation of the City of Kingston within thirty (30) days of the publication of the Notice of Intention to Designate, the Designation By-Law for 4017 Unity Road, attached as Exhibit H to Report Number HP-24-002, be presented to Council for all three readings, and that staff be directed to carry out the requirements as prescribed under Section 29(8) of the Act.

(Exhibits A – H to Report Number HP-24-002 are attached to the agenda as schedule pages 101-135)

Report Number 13: Received from Administrative Policies Committee

Report Number 13

To the Mayor and Members of Council:

Administrative Policies Committee reports and recommends as follows:

All items listed on this Committee Report shall be the subject of one motion. Any member may ask for any item(s) included in the Committee Report to be separated from that motion, whereupon the Report of the Committee without the separated item(s) shall be put and the separated item(s) shall be considered immediately thereafter.

1. Tax Write Offs Pursuant to the Municipal Act, 2001 (2023-4)

That Council approve the cancellation, reduction, or refund of taxes pursuant to applications made under Sections 357 and 358 of the Municipal Act, 2001 totaling \$113,198.80 of which \$85,840.56 is the City's portion and the amount charged back to the school boards is \$27,358.24, for the properties listed in Exhibit A to Report Number AP-24-004.

(Exhibit A to Report Number AP-24-004 is attached to the agenda as schedule page 136)

2. Uncollectable Tax Write-offs and Tax Sale Provisions under the Municipal Act, 2001

That Council authorize the City Treasurer to write-off uncollectible taxes in the amount of \$663.85, of which \$556.47 is the City's portion and the amount charged back to the school boards and Downtown Kingston Business Improvement Association (DBIA) is \$99.18 and \$8.20 respectively, for the properties listed in Exhibit A to Report Number AP-24-002.

(Exhibit A to Report Number AP-24-002 is attached to the agenda as schedule page 137)

Report Number 14: Received from Arts, Recreation and Community Policies Committee

Report Number 14

To the Mayor and Members of Council:

Arts, Recreation and Community Policies Committee reports and recommends as follows:

All items listed on this Committee Report shall be the subject of one motion. Any member may ask for any item(s) included in the Committee Report to be separated from that motion, whereupon the Report of the Committee without the separated item(s) shall be put and the separated item(s) shall be considered immediately thereafter.

1. Approval of the Kingston Arts Council Plan for Administration of Arts Funding for The Corporation of the City of Kingston in 2024

That the 'Plan for Administration of Arts Funding for The Corporation of the City of Kingston Arts Fund in 2024', attached as Exhibit A to Report ARCP-24-005, be approved.

(Exhibit A to Report Number ARCP-24-005 is attached to the agenda as schedule pages 138-172)

2. Update to the Sports Field Allocation Policy

That Council approve the Sports Field Allocation Policy and Guideline updates, attached as Exhibit A to Report ARCP-24-001.

(Exhibit A to Report Number ARCP-24-001 is attached to the agenda as schedule pages 173-193)

Committee of the Whole

Information Reports

1. Annual Update on Planned Road Projects Including Road Condition Information

The purpose of this report is to provide Council with an annual report on planned road projects including road condition information.

(The Report of the Commissioner, Infrastructure, Transportation & Emergency Services (24-043) is attached to the agenda as schedule pages 194-205)

2. Development Analysis over the Past Three Years and Potential Impact on Precarious Housing, Homelessness and Vacancy Rate

The purpose of this report is to provide Council with information regarding the number of Planning applications submitted in the last three years, number of units approved, number of affordable housing units, number of units appealed, as well as Development Charges.

(The Report of the Commissioner, Growth & Development Services and the Commissioner, Community Services (24-004) is attached to the agenda as schedule pages 206-217)

3. 2022 Corporate Greenhouse Gas (GHG) Emissions Inventory

The purpose of this report is to provide Council with a summary of the 2022 Corporate Greenhouse Gas Emissions Inventory report.

(The Report of the Commissioner, Growth & Development Services (24-008) is attached to the agenda as schedule pages 218-244)

4. Options for Support of Affordable Housing and Homelessness Initiatives

The purpose of this report is to provide Council with a summary of all financial tools and options that could be applied to the 2024 budget to leverage specific funding dedicated to affordable housing and homelessness.

(The Report of the Chief Financial Officer & City Treasurer and the Commissioner, Community Services (24-013) is attached to the agenda as schedule pages 245-252)

Information Reports from Members of Council

Miscellaneous Business

Miscellaneous Business Items are voted on as one motion.

1. Moved by Councillor Ridge

Seconded by Councillor Boehme

That as requested by Haben Tekie, Festival Coordinator, Council designate the event, 2024 Kingston I Heart Beer & Taco Festival, scheduled for Saturday, April 20, 2024 at Slush Puppie Place (formerly Leon's Centre), Kingston, as an event of municipal significance, to which a Special Occasion Permit may be issued by the Alcohol and Gaming Commission of Ontario.

(See Communication 03-74)

New Motions

Notices of Motion

Minutes

That the Minutes of City Council Meeting Number 02-2024, held Tuesday, December 19, 2023 be confirmed.

(Distributed to all Members of Council on January 5, 2024)

Tabling of Documents

2024-06 Kingston Police Services Board Special Meeting Number 23-16 Agenda. The meeting was scheduled for Monday, December 18, 2023 at 9:00 am at the Kingston Police Headquarters.

(Distributed to all members of Council on December 18, 2023)

Communications

That Council consent to the disposition of Communications in the following manner:

Filed

Referred to All Members of Council

03-71 Resolution received from the Township of Clearview with respect to Cemetery Transfer/Abandonment Administration & Management Support, dated December 12, 2023.

(Distributed to all members of Council on December 13, 2023)

03-72 Correspondence received from Association of Municipalities Ontario with respect to AMO WatchFile, dated December 14, 2023.

(Distributed to all members of Council on December 14, 2023)

03-73 Resolution received from the City of Greater Sudbury with respect to Amendment to the Occupational Health and Safety Act to Clarify the Definition of “Employer”, dated December 12, 2023.

(Distributed to all members of Council on December 14, 2023)

03-74 Correspondence received from Haben Tekie, Festival Coordinator, requesting Council designate the event, I Heart Beer & Taco Festival, scheduled for April 20, 2024 as an event of municipal significance, dated December 15, 2023.

(Distributed to all members of Council on December 15, 2023)

03-75 Correspondence received from Emily McIntosh with respect to Next Steps in Basic Human Rights Legislation, dated December 13, 2023.

(Distributed to all members of Council on December 15, 2023)

03-77 Correspondence received from Dalal Daoud with respect to Ceasefire Call Electronic Petition, dated December 15, 2023.

(Distributed to all members of Council on December 18, 2023)

- 03-78 Correspondence received from Rural Ontario Municipal Association with respect to ROMA 2024 Conference Program Update, dated December 16, 2023.

(Distributed to all members of Council on December 18, 2023)
- 03-79 Correspondence received from Association of Municipalities Ontario with respect to Policy Update – Bill 150, Energy Symposium Summary, and Development Charges Consultation, dated December 15, 2023.

(Distributed to all members of Council on December 18, 2023)
- 03-80 Correspondence received from Vicki Schmolka with respect to Tannery witness statements, dated December 18, 2023.

(Distributed to all members of Council on December 19, 2023)
- 03-81 Correspondence received from Federation of Canadian Municipalities with respect to FCM Voice: FCM at COP28, Municipal Trailblazers, Resource for sustainable affordable housing, and more, dated December 18, 2023.

(Distributed to all members of Council on December 19, 2023)
- 03-82 Correspondence received from Rural Ontario Municipal Association with respect to “Monday Programming Information for ROMA 2024 Conference”, dated December 19, 2023.

(Distributed to all members of Council on December 19, 2023)
- 03-83 Resolution received from the City of Stratford with respect to CEBA Loan Businesses, dated December 19, 2023.

(Distributed to all members of Council on December 19, 2023)
- 03-84 Correspondence received from Melanie Duckett-Wilson with respect to “Council gas plant decision”, dated December 20, 2023.

(Distributed to all members of Council on December 21, 2023)
- 03-85 Correspondence received from Antonio da Costa with respect to “Integrated Care Hub”, dated December 21, 2023.

(Distributed to all members of Council on December 21, 2023)

03-86 Correspondence received from Association of Municipalities Ontario with respect to AMO WatchFile, dated December 21, 2023.

(Distributed to all members of Council on December 21, 2023)

03-87 Resolution received from the Town of Aurora with respect to Homelessness Crisis, dated December 12, 2023.

(Distributed to all members of Council on December 21, 2023)

03-88 Resolution received from the Township of Asphodel-Norwood with respect to Rising Municipal Insurance Costs, dated December 22, 2023.

(Distributed to all members of Council on December 28, 2023)

03-89 Resolution received from the Township of Conmee with respect to request for amendments to the Municipal Act and Municipal Elections Act to prohibit those with criminal record from holding municipal office, dated December 19, 2023.

(Distributed to all members of Council on December 28, 2023)

03-90 Correspondence received from Association of Municipalities Ontario with respect to AMO WatchFile, dated December 21, 2023.

(Distributed to all members of Council on January 2, 2024)

Other Business

By-Laws

- a) **That** By-Laws (1) through (5), (12) and (13) be given their first and second reading.
- b) **That** By-Laws (1) through (13) be given their third reading.
- 1) A By-Law to Provide for a 2024 Interim Tax Levy; Payment of Taxes by Instalment; Penalty and Interest at One and One Quarter Percent Monthly on Tax Arrears

Three Readings

Proposed Number 2024-110

(Clause 1, Report Number 10)

- 2) A By-Law to Authorize the Municipality to Borrow up to \$270,000,000 during the January 1, 2024 to September 30, 2024 Period and up to \$135,000,000 during the October 1, 2024 to December 31, 2024 Period in Order to Finance the City's Current Operating Expenditures on an Interim Basis

Three Readings

Proposed Number 2024-111

(Clause 2, Report Number 10)

- 3) A By-Law to Amend The City of Kingston Official Plan (Amendment Number 91, 500 Cataraqui Woods Drive)

Three Readings

Proposed Number 2024-112

(Clause 1, Report Number 11)

- 4) A By-Law to Amend By-Law Number 2022-62, "Kingston Zoning By-Law Number 2022-62" (Change to URM2, Removal of Legacy Exception 'L74', and Introduction of Exception Number 'E142' and Exception Number 'E143', and Removal of Holding Overlay H164 and Introduction of Holding Overlay H231 (500 Cataraqui Woods Drive))

Three Readings

Proposed Number 2024-113

(Clause 1, Report Number 11)

- 5) A By-Law to Amend By-Law Number 2022-62, "Kingston Zoning By-Law Number 2022-62" (Zone Change from 'UR5' to 'UR8' Zone, and Introduction of Exception E81 and Exception E82 (36 Durham Street))

Three Readings

Proposed Number 2024-114

(Clause 2, Report Number 11)

- 6) A By-Law to Provide Annual Tax Increment-Based Rehabilitation Grants pursuant to the Brownfields Community Improvement Plan Brownfields for the project at 700 Gardiners Road, Kingston, Ontario

Third Reading

Proposed Number 2024-098

(Clause 2, Report Number 05, December 19)

- 7) A By-Law to Provide Annual Tax Increment-Based Rehabilitation Grants pursuant to the Brownfields Community Improvement Plan Brownfields for the project at 605 Princess Street, Kingston, Ontario
- Third Reading Proposed Number 2024-099
(Clause 2, Report Number 05, December 19)
- 8) A By-Law to Amend By-Law 2010-128, “A By-Law to Regulate Parking”
- Third Reading Proposed Number 2024-100
(Clause 3, Report Number 05, December 19)
- 9) A By-Law to Amend By-Law 2010-128, “A By-Law to Regulate Parking”
- Third Reading Proposed Number 2024-101
(Clause 3, Report Number 05, December 19)
- 10) A By-Law to Amend By-Law 99-166, “A By-Law to Prohibit the Parking or Leaving of Motor Vehicles on private property without the consent of the Owner or Occupant of the property, or on property owned or occupied by the City of Kingston or any local Board thereof, without the consent of the City of Kingston or local Board
- Third Reading Proposed Number 2024-102
(Clause 3, Report Number 05, December 19)
- 11) A By-Law to Amend City of Kingston By-Law Number 2023-204, Committee By-Law
- Third Reading Proposed Number 2024-103
(Clause 2, Report Number 06, December 19)
- 12) A By-Law to provide for the assumption of the public highways in Baycreek Meadows Subdivision, Registered Plan 13M-118, in the City of Kingston, in accordance with section 31(4) of the Municipal Act, Chapter 25, S.O. 2001; and to provide acceptance by the City of Kingston, of the associated public works within
- Three Readings Proposed Number 2024-115
(Delegated Authority)
(See schedule pages 253-254)

- 13) A By-Law to confirm the proceedings of Council at its meeting held on Tuesday, January 9, 2024

Three Readings

(City Council Meeting Number 03-2024)

Proposed Number 2024-116

Adjournment



**City of Kingston
Report to Council
Report Number 24-048**

To: Mayor and Members of Council
From: Jennifer Campbell, Commissioner, Community Services
Resource Staff: Kevin Gibbs, Director, Heritage Services
Date of Meeting: January 9, 2024
Subject: Renewal of the Service Level Agreement between the City of Kingston and the Kingston and Area Association of Museums, Art Galleries and Historic Sites

Council Strategic Plan Alignment:

Theme: 5. Drive Inclusive Economic Growth

Goal: 5.7 Foster culture, history, education, arts and recreation (CHEAR).

Executive Summary:

The purpose of this report is to ask Council to approve the renewal of the Service Level Agreement (SLA) between the City of Kingston and the Kingston and Area Association of Museums, Art Galleries and Historic Sites (KAM).

Since 2011, the City of Kingston has entered into an SLA with KAM on an annual basis. These agreements include financial support transferred to KAM to fund initiatives that align with various City-approved strategies and plans as well as Council's Strategic Priorities. Funds to support this SLA are included annually as part of the Heritage Services Department's operating budget. The relationship has been renewed each year since 2011.

In 2023, KAM received \$104,937 in funding through their SLA with the City of Kingston. As a component of their 2023 agreement, KAM administered the 2023-2024 City of Kingston Heritage Fund, which was one of several deliverables. The 'KAM SLA 2023 Report' (Exhibit A) provides an overview of all of KAM's activities over the past year. The report has been reviewed by staff who are satisfied KAM has met its obligations as required by the 2023 SLA.

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The renewal of the SLA between the City of Kingston and KAM in 2024 will also include several deliverables, notably the administration of the 2024-2025 City of Kingston Heritage Fund as well as the provision of professional development opportunities and support for the cultural heritage and intersecting tourism sectors in Kingston. It is proposed that the SLA include a 2% inflationary increase over the 2023 SLA funding, which is the targeted annual funding increase. The total proposed SLA funding for 2023 is \$107,036 and this amount has been included as part of the 2024 Heritage Services operating budget.

Recommendation:

That the Mayor and Clerk be authorized to execute a Service Level Agreement between the City of Kingston and the Kingston and Area Association of Museums, Art Galleries and Historic Sites (KAM) that identifies the services to be provided by KAM and the associated funding to be issued by the City of Kingston for those services, in a form acceptable to the Director of Legal Services; and

That Council approve the release of \$107,036 from the Heritage Services Department's 2024 operating budget to support the Kingston Association of Museums, Art Galleries and Historic Sites (KAM) and the services identified as part of a Service Level Agreement between the City of Kingston and KAM in 2024.

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Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

**Jennifer Campbell,
Commissioner, Community
Services**

ORIGINAL SIGNED BY CHIEF

ADMINISTRATIVE OFFICER

**Lanie Hurdle, Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

Paige Agnew, Commissioner, Growth & Development Services	Not required
Neil Carbone, Commissioner, Corporate Services	Not required
David Fell, President & CEO, Utilities Kingston	Not required
Peter Huigenbos, Commissioner, Major Projects & Strategic Initiatives	Not required
Brad Joyce, Commissioner, Infrastructure, Transportation & Emergency Services	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	

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Options/Discussion:**Background**

The City of Kingston established its first SLA with KAM in 2011 with an initial allocation of \$45,000 transferred to KAM from the then Cultural Services Department's operating budget. This relationship was renewed and expanded in 2012 through a SLA requiring additional services alongside an increase in funding to \$90,000 and has continued in the time since. From 2012 to 2020 the City provided an annual inflationary increase of 2% to the funding allocated to KAM. Due to the budgetary impacts of the COVID-19 pandemic, the 2021 and 2022 KAM SLA funding was held at the 2020 amount and did not include any inflationary increase.

For 2023, the SLA funding again included a 2% inflationary increase and an additional \$2,000 was approved to support increased responsibilities related to the popular Doors Open program for a total of \$104,937. For 2024, it is proposed that the SLA funding include a 2% inflationary increase over the 2023 funding amount. Therefore, the total proposed SLA funding for 2024 is \$107,036 and this amount has been included as part of the 2024 Heritage Services operating budget.

Analysis

At this time, it is being recommended that the City's SLA with KAM be renewed again in 2024. It is anticipated the services to be included as part of the 2024 agreement will be as follows:

- Administration of the 2024-25 City of Kingston Heritage Fund (CKHF) that includes, but is not limited to, the following:
 - Develop the 2025 Administration Plan;
 - Oversee and administer the necessary submission, review and reward processes;
 - Pursue strategies to increase the profile of the CKHF, as well as its continuing growth and success that includes targeted efforts to attract an increased number of applications from across the community; and
 - Work with staff to facilitate a review of the CKHF to ensure it continues to meet the needs and expectations of the community, fund recipients and the City.
- Provide organizational support to the delivery of Doors Open events in Kingston.
- Support sector development through the provision of professional development and training opportunities designed to benefit KAM, its member organizations and the broader cultural heritage and tourism sectors in Kingston.

As in previous years, the agreement will include language specifically related to the management and expenditure of the funding KAM receives. It will also outline requirements related to reporting that includes providing quarterly reports as well as a year-end report. The agreement will also include general terms and conditions typical of all such agreements the City of Kingston uses when entering partnerships with external organizations like KAM.

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KAM ‘Year End Report’

In November 2023, KAM submitted a year end report, ‘SLA 2023 Report’ (Exhibit A). This report provides an overview of the services identified as part of their 2023 SLA along with activities that are in keeping with the principles and intent of various City-approved heritage, cultural and tourism strategies and plans as well as Council’s Strategic Priorities.

City staff have reviewed the Year End Report and are satisfied KAM has met its obligations as required by the 2023 SLA. As a result, staff are recommending that the City of Kingston renew its SLA with KAM in 2024 so the organization can continue to develop and administer the CKHF as well as further support the development of the heritage sector in Kingston. Museums, galleries and historic sites are a vital part of the cultural and creative economies and offer important experiences as part of the tourism and hospitality sectors, and as a professional development agency, KAM plays a critical role in supporting the overall heritage sector.

Next Steps

With Council’s approval to renew the City of Kingston’s SLA with KAM, staff will meet with representatives of the KAM Board and administrative staff to review the outcomes of the 2023 agreement and to discuss any alterations, changes and/or additions that need to be made to finalize the 2024 Agreement. Once that work has been completed, the 2024 SLA can then be executed by the Mayor and Clerk in a form that is acceptable to the Director of Legal Services.

Existing Policy/By-Law:

Investing in KAM through an SLA on an annual basis aligns with a number of recommendations first identified in the Kingston Culture Plan approved by Council in September 2010. It also helps to fulfill various City-approved strategies and plans as well as Council’s Strategic Priorities.

Financial Considerations:

Funding for KAM in 2024 was included as part of the proposed 2024 operating budget for the Heritage Services Department. The SLA funding in the amount of \$107,036 will be paid out in two installment that include: (1) 25% to be paid out when Council approves the renewal of the SLA between the City of Kingston and KAM; and (2) 75% to be paid out when the 2024 agreement has been signed by both parties.

Contacts:

Kevin Gibbs, Director, Heritage Services, 613-546-4291 extension 1354

Other City of Kingston Staff Consulted:

None

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Exhibits Attached:

Exhibit A – KAM SLA 2023 Report



**kingston and
area association
of museums
art galleries +
historic sites**

SLA 2023 Report

The Kingston & Area Association of Museums, Art Galleries and Historic Sites, Inc. (KAM) is pleased to submit a to-date, year-end report in compliance with the 2023 Service Level Agreement with the Corporation of the City of Kingston.

This document was ratified by the Kingston Association of Museums, Art Galleries and Historic Sites Board of Directors on 10 November 2023.

With Hopefulness and Gratitude...

We recognize and acknowledge that our work and the work of our membership takes place on a range of Indigenous territories across the regions now known as Eastern Ontario.

We recognize and acknowledge that this work, and the communities it strives to serve, is woven within our experiences of these lands, and those of the Anishinaabe, Haudenosaunee and Huon-Wendat peoples, whose traditional and ongoing stewardship of these territories is fundamental to our pasts, presents and futures.

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INTRODUCTION

The Kingston & Area Association of Museums, Art Galleries and Historic Sites (KAM) first emerged over 40 years ago as a community-initiated, professional support network to promote public awareness and increase engagement across Kingston's cultural heritage sites through the facilitation of collective marketing, promotion, and joint programming initiatives on behalf of its membership. KAM supports its membership through the dissemination of information, sector best practices, and professional development training related to cultural heritage in all its forms. From its inception, KAM was driven by the ideal that by working collaboratively, despite differences in size, mandates and resources, cultural heritage sites and organizations could quite simply; do better together, improving practice and strengthening their connections within and across communities.

Over the years, KAM has continued to evolve in scope and activity as an organization, but this originating spark and collaborative spirit remains as true and as relevant today as it did then. KAM officially incorporated as a non-profit organization in 2009 and has administered the Heritage Fund in partnership with the City of Kingston since 2013. As *the* professional network and resource hub within Kingston's cultural heritage landscape, KAM is committed to facilitating a resilient, innovative, and responsive cultural heritage sector within the Kingston and area community. We are pleased to partner with the City of Kingston through a Service-Level Agreement to provide relevant cultural heritage sector services that "support initiatives that align with the City's strategic objectives and promotion of heritage and cultural vitality" (SLA 2023).

GOVERNANCE AND OPERATIONS

KAM has evolved from an entirely volunteer-run operational model (1980-2009) to a not-for-profit corporation model (2009-present) where staff are tasked to perform daily operations under the direction and oversight of a (volunteer) Board of Directors. The Board of Directors includes a strategic mix of representatives of cultural institutions and cultural sectors experts and is responsible for governance and general over-sight of the organization. Operations are led and managed by KAM Staff. In 2011, KAM hired its first Managing Director, which is currently maintained as a part-time position. In June of 2012, through a job creation partnership grant (Ontario Ministry of Universities and Colleges), KAM hired an Office Coordinator, which is currently maintained as a full-time position. In 2022, KAM received a Tourism Relief Fund (TRF) Grant through the Federal Economic Development Agency for Southern Ontario, through which we were able to hire a Marketing and Communications Coordinator under a full-time, temporary contract which ended in March 2023. In June 2023, KAM was awarded a Community Services Recovery Fund grant, and this position will continue until June 2024.

KAM services, provided by staff and Board Members, are aimed at:

- SUPPORTING professional best practices and access to resources.
- FACILITATING collaboration within the cultural heritage community, across related sectors and with community stakeholders.
- ASSISTING member sites to develop market-capacities to fulfill their individual missions.
- FACILITATING public access and engagement with cultural heritage experiences
- ADVOCATING for sector support, investment, and resource development.
- ADMINISTERING the City of Kingston Heritage Fund, and other SLA-contracted services, on behalf of the City of Kingston.

Operations Team:

- Jamie McKenzie-Naish, Managing Director (P/T core contract; upgraded to F/T grant funded contract)

- Debbie Holdich, Officer Coordinator (F/T)
- Sadie Babcock, Marketing and Communications Coordinator (F/T grant-funded contract)

Board of Directors:

- Lena Beliveau, President
- Kevin Moorhouse, Vice-President
- Bill Visser, Past-President
- Ashley Mendes, Treasurer
- Amber Meyer, Secretary
- Simge Erdogan-O'Connor, Director at Large
- Tamara van Dyk, Director at Large
- Kevin Fox, Director at Large
- Liz McLean, Director at Large

KAM Committees:

Traditionally, KAM operations have been supported through additional member-volunteer committees, which included regular standing committees and ad hoc committees. A member of the KAM Board of Directors is usually assigned to a committee portfolio, to as a point of communication between Board and Committee levels. A KAM committee consists of those individuals who either represent a member organization or association or recruited from the larger KAM member-volunteer base, depending on their expressed area of expertise and interest.

In 2023, KAM restructured its Operating Committees into Advisory Committees – to ensure member input into service development. KAM now has two categories of committees – Governance and Advisory. Governance Committees meet as required, consist of current or previous board members and address governance issues related to operations; Advisory Committees meet 2-3 times per annum, consists of volunteers are recruited from the general membership and address issues related to member services.

KAM Governance Committees

Constitution (Governance) Committee:

- Dave St. Onge
- Kevin Fox
- Bill Visser
- Kevin Moorhouse
- Annette Gillis

Nominations Committee:

- Bill Visser
- Amber Meyer

Health and Safety Committee:

- Kevin Fox
- Debbie Holdich

KAM Advisory Committees

Programming and Community Engagement Committee (PaCE)

- Staff Lead: Jamie McKenzie-Naish
- Dave McCarey
- Claire Notman
- Simge Erdogan-O'Conner
- Amber Meyer
- Liz Watkins-McLean
- Nicole Mulder
- Dakota LaPierre
- Turner Douglas
- Ashlyn Gregory
- Mathew Thivierge
- Alice McMurty

Professional Development (PD)

- Staff Lead: Jamie McKenzie-Naish
- Kevin Moorhouse
- Jennifer Lucas
- Lena Beliveau

The purpose of KAM's Professional Development (PD) Advisory Committee is to:

- a. Be an advocate for sector development through individual capacity building.
- b. Provide consistent opportunities for ongoing personal learning and professional development.
- c. Facilitate access and knowledge-sharing of current policies, procedures, best practice, and research.
- d. Facilitate the sharing of professional knowledge, skills, and expertise within the KAM membership network.
- e. Facilitate sharing of knowledge, skills, and expertise of KAM members outside of the KAM network.

Marketing & Analytics Committee (MAC)

- Staff Lead: Sadie Babcock
- Sarah Deacon
- Karen Young
- Alex McLean

STRATEGIC VISION

SLA 2023 (1): "KAM SHALL CONTINUE TO IMPLEMENT ITS MULTI-YEAR STRATEGIC FRAMEWORK: RENEWAL AND RESILIENCY 2020-2025 TO ENSURE ITS SERVICES SERVE THE EVOLVING NEEDS OF THE LOCAL CULTURAL HERITAGE COMMUNITY AND SUPPORT THE PROFESSIONAL DEVELOPMENT AND SUSTAINABILITY OF THE CULTURAL SECTOR IN KINGSTON."

KAM's strategic framework, entitled **Renewal and Resiliency 2020-2025**, further refines, and evolves KAM's historic mission, vision, and values, and fundamentally drives KAM's operational activities through its four strategic pillars. visit the KAM website to see the complete framework.

Our Mission

KAM's mission is simple - to CHAMPION, NURTURE and AMPLIFY Kingston's cultural heritage landscape by fostering **Professional Development, Advocacy, Public Engagement, and Collaborative Partnerships**.

Our Vision

At KAM, we believe in the power of cultural heritage to ignite imagination, dialogue, and engagement, thereby enriching and supporting vibrant, diverse, and healthy communities. We envision a resilient, innovative, and responsive cultural heritage network integral to the identity, health and expression of the Kingston and area community.

Our Values

KAM has evolved over time, but the values that drive what we do and how we do it remain the same: EMBRACE COLLEGIALITY. INSPIRE EXCELLENCE. ENCOURAGE INNOVATION. FACILITATE COLLABORATION. EMBRACE DIVERSITY. ACT WITH INTEGRITY.

Our Strategic Pillars

Strategic Pillar #1: Professional Development

Life-long learning and professional development opportunities are critical to building capacity, resiliency and advancing best practice within the cultural heritage sector. Sector workers who are consciously engaged in learning practices infuse their organizations with a sensibility of possibility, innovation, and connection – thereby improving visitor experience and engagement opportunities. **KAM's intention is to be the first-line, core provider and facilitator of high quality and high impact professional development opportunities for the Kingston cultural heritage sector.**

Strategic Pillar #2: Advocacy

Advocacy is the process of generating and sustaining networks of support for the public value of museums and other cultural heritage sites and organizations. Networks of support involve a variety of factors, including, but not limited to, appropriate funding and staff support, community participation, sector development, and political goodwill. Advocacy signifies a long-term commitment to the purposeful communication of the public value cultural heritage to communities, as well as demonstrating and evidencing their worth. Advocacy also represents an opportunity for negotiation and dialogue between other cultural heritage sites and organizations, community and political stakeholders, and wider visiting publics – an outwardly-focused point of education and an inwardly-focused growth of aspiration, social values, and ambition. **KAM aspires to model and champion clear, thoughtful, and sustainable advocacy-based leadership, and practices to empower local cultural heritage sites and organizations and to facilitate external support, interest and understanding of cultural heritage within the broader Kingston area.**

Strategic Pillar #3: Public Engagement

Public engagement refers to the many and varied ways that KAM (as a professional network and resource hub) engages with others outside the organization, both in partnership with, and on behalf of, our

members. Purposeful, high quality public engagement benefits everyone involved, both professional and visiting publics, and creates opportunities for improving access to cultural heritage resources, learning new knowledge sets, developing new skills, gaining new insights or ideas, raising aspirations, or simply being inspired. **KAM aims to facilitate (support our member sites and organizations to do their best work), to connect (support our member sites and organizations to reach wider and diverse audiences), and to sustain (support our member sites and organizations to be durable and relevant) effective and high-quality public engagement opportunities.**

Strategic Pillar #4: Collaborative Partnerships

Collaborative partnerships are both a practice and a statement of values. They have been, and remain to this day, the driving force behind KAM's resiliency and purpose. They are a means of looking towards the future, of transforming challenges into opportunities, a source of creativity and innovation. Collaborative partnerships represent our commitment to the communities we serve, and a call to our stakeholders for the value of sustained investment in both KAM and the cultural heritage sector. To be successful, they require a commitment to authentic communication, mutual respect, and the ability to recognize the expertise and contribution of all parties involved, accountability, transparency, and a willingness to pool common interests, assets, and professional skills to promote broader goals and outcomes. **KAM aspires to be a community leader within the local cultural heritage sector, modelling best practice and building social capital with other community stakeholders and partners to implement effective, productive, and forward-looking endeavours.**

STRATEGIC COMMITMENTS

KAM Statement of Commitment: Inclusion, Indigeneity; Diversity, Equity and Accessibility (IIDEA)

We at KAM believe in the power of cultural heritage to ignite imagination, dialogue, and engagement. We envision a resilient, innovative, and responsive cultural heritage network integral to the identity, health, and expression of our local communities. However, we also recognize historic and ongoing forces of domination, forces of differentiation and varying forms of privilege and penalty within cultural heritage systems, activities and purposes that impact what narratives are shared, how they are told, who does the telling, what audiences they are told too, and why.

As an organization, KAM embraces the principles of inclusivity, Indigeneity, diversity, equity and accessibility as both ethical imperatives and necessary best practices within the 21st century cultural heritage sector. We are committed to growing and infusing our own organizational systems, attitudes, and protocols in ways reflective of and authentic to these principles, and to prioritizing their conscious deployment in our real-world activities and actions. This is and will always remain a persevering process of un-learning and learning. We also remain committed to supporting our members in their own IIDEA commitments, processes, and actions, not only by modelling our own priorities and actions, but also by providing access to tools and resources, and building collaborative relationships across community stakeholders.

KAM has expanded our IDEA commitments to include 'Indigeneity/Indigenization' to explicitly embrace the findings of the Truth and Reconciliation Commission and its "Calls to Action," and to acknowledge our obligations not only to unsettle colonial power inequities, but to re-imagine and affirm all our futures in just and equitable ways.

Actions to Date:

- Developed IIDEA Statement of Commitment (2022)
- Joined the KEYS *Workplace Inclusion Charter* program (2022)
- Review of processes, protocols, and language for recruitment of volunteers and staff
- Community Supporter of Lodge Pole Arts Alliance (2022)
- Develop an organizational Land Acknowledgement Statement (2023)

Next Steps:

- Review Operational Policies and develop an explicit IIDEA policy document
- Continue to expand IIDEA resources for membership

KAM Statement of Commitment: Sustainability and Climate Justice

Climate change is the defining issue of our time. It affects us all and all have a role to play in securing a more just and sustainable future. Sustainability, in its broadest conception, is both practical necessity and ethical imperative. Sustainability builds capacity for resiliency and ingenuity; while resiliency and ingenuity inform commitments to climate action that is just and purposeful.

At KAM, we are committed to infusing principles of sustainability and climate justice at the heart of what we do as an organization and to actively expanding intersections between heritage and sustainability. We look to the *UN Sustainable Development Goals* as a guiding framework for operations and embrace the persistent process of unlearning and learning to improve our capacity for action within our biosphere.

We believe that small, consistent changes lead to profound impacts, and that the first step into sustainable practices is being conscious and accountable within our own decision-making processes, actively deploying a *'think global, act local'* stance, and implementing the 4Rs – *Refuse, Reduce, Reuse, Recycle*.

We are equally committed to supporting our members in their sustainability and climate justice obligations, processes, and actions; not only by modelling our own obligations and actions, but also by providing equitable access to tools and resources and building collaborative ecologies and partnerships across community stakeholders.

Actions to Date:

- Created Statement of Commitment (2022)
- Became a Supporting Partner of the Coalition of Museums for Climate Change (2022) - <https://cmcj.ca/>
- Joined the Ontario Living Wage Network (2022) - <https://www.ontariolivingwage.ca/>

Next Steps:

- Develop an explicit Sustainable Procurement Policy
- Build a community partnership with Sustainable Kingston
- Evaluate and publish KAM office Carbon Footprint
- Initiate Carbon Footprint evaluation for KAM events
- Continue to expand Sustainability & Climate Justice resources for membership

MEMBERSHIP

As the Ontario Museum Association's Regional Museum Network (RMN) office hub for Kingston and area, our membership is diverse, and includes virtually all local cultural heritage sites within the

municipality of Kingston and continues to grow within neighbouring counties and townships. We represent and connect our members at the provincial and even federal levels.

Our members range from federally owned sites with professional staff, to sites which are member-owned, and volunteer operated. Their financial capacities are also wide-ranging. Some operate seasonally, others, year-round. Many tell the stories and histories of our communities from local, regional, and national perspectives. In addition to built (architectural) heritage, KAM members' collections include archaeology, earth sciences and natural history, fine art, trade and technology, social history, education, marine, medical, military, and sports history.

KAM offers three types of membership, each with different sub-categories, and all renewable on an annual basis:

1. **Institutional Member**: operates within Kingston and the surrounding area that is recognized by the Association, and includes the following sub-categories:
 - a. Museum
 - b. Art Gallery
 - c. Library or Archive
 - d. Historic Site

2. **Associate Member**: A group or organization in Kingston and the surrounding area that is sympathetic to the Mission of the Association, and includes the following sub-categories:
 - a. Cultural Heritage Programming/Advocacy Organization
 - b. Historic Church
 - c. Historical Society

3. **Individual Member**: An individual who is sympathetic to the Mission of the Association and is recognized by the Association, and includes the following sub-categories:
 - a. Community Individual/Cultural Heritage Sector Professional
 - b. Student: An individual in full or part-time studies at a recognized post-secondary institution in a field related to cultural heritage.
 - c. Emerging Museum Professional (EMP): an individual in the first 10 years of their cultural heritage career.

2023 Membership:

Our members make us who we are as an organization, driving KAM's development over the past 43 years. Our members define the focus and determine the success our four strategic pillars - Professional Development, Advocacy, Public Engagement and Collaborative Partnerships. When a member joins KAM, they are joining a whole community of individual dedicated to promoting cultural heritage and have access to a variety of resources and opportunities, including:

- Professional development learning and training opportunities – both for individuals and for organizations.
- Collaborative programming initiatives that engage with local and visiting publics.
- Collaborative marketing program promoting cultural heritage resources and experiential engagement opportunities.
- Building professional and collegial networks.

- Benefit from peer mentoring and operational support resources.
- Benefit from our Community Volunteer program.
- Actively contribute to your local community and cultural heritage sector.
- Stay connected to local community stakeholders through collaborative partnerships and programs.
- Stay connected to the Ontario Museum Association and the wider cultural heritage sector through the *Regional Museum Network*.

KAM's membership roster for 2023 included a total of **60 members**:

- **10 Individual Members**, which include:
 - 2 Student
 - 10 Community/Cultural Sector Professional
- **12 Associate Members**, which include:
 - 4 Cultural Heritage Programming/Advocacy Organization
 - 4 Historic Churches
 - 4 Historical Societies
- **38 Institutional Members**, which include:
 - **3 Art Galleries**
 - **4 Libraries and Archives**
 - **32 Museums**
 - **16 Historic Sites**

COMMUNICATIONS

KAM's communication scope is twofold – 1) our professional member sites, organizations, and individuals, and 2) the broader visiting public, both local to Kingston and from beyond. Communications activities include the use of digital platforms, member meetings and engagements, as well as marketing and promotional activities. KAM continues to maintain a variety of communication management platforms to ensure quality communications and membership information management.

Digital Engagement Platforms

KAM maintains multiple digital communication platforms including a public website (www.kingstonmuseums.ca), a Facebook organization page, Twitter, Instagram, Wordpress blog, and LinkedIn page. Our website remains the critical access portal for both members and the public. Our Twitter (@kingstonmuseums) has been repurposed as a professional development/professional sector resource portal, where we share current best-practices and research, as well as promote PD opportunities to members and interested twitter followers. Our Facebook page has been reoriented more explicitly as a promotional and communication portal with public audiences. We deploy our Instagram as an organic engagement tool, with some promotional content, and with the support of our Marketing Assistant summer student, created, for the first time, Instagram Reels, to engage with a variety of audiences. KAM continues to maintain a "Visitor-in-Residence" Blog through Wordpress. And bloggers continue to be recruited from the Department of History at Queen's University. We continue to develop and activate our organizational LinkedIn page as an additional digital networking resource and continue develop Instagram reels as a digital engagement hook. Overall, we gained followers and views across all platforms from the previous year.

KAM Website (www.kingstonmuseums.ca) Analytics:



64K

Webse
Engagem



19K

Website
Traffic



7.9K

Website
New users

KAM Social Media (@kingstonmuseums) Analytics:



192

Blog
Views



1882

Facebook
Followers



2069

Instagram
Followers



3142

Twitter
Followers



208

LinkedIn
Followers

Member Communications

As required by our constitution, KAM facilitates regular member meetings on behalf of our membership. Membership meetings take place on a quarterly basis, for a total of four meetings per annum, and continue to occur digitally with Zoom and are organized by KAM staff. The first membership meeting of 2023 was KAM's AGM in March 2023 (Q1). The remaining meetings occurred in Q2, Q3 and Q4 – themed to topics such as programming and community engagement, marketing and analytics and professional development. Member meetings are designed to offer member-led, peer-learning opportunities, for the purpose of co-learning, skill-building, information sharing and networking, as well as to share any relevant information and discuss current topics or issues. In addition to our member meetings, KAM staff distributes a quarterly newsletter (KAM Quarterly) which reminds members about key dates, initiatives, and shares relevant information on resources and programs at the beginning of each operating quarter.

Marketing and Member Promotions

Historically, marketing and promotions has been a central purpose of KAM as an organization. KAM has been providing collaborative marketing support to local cultural heritage sites since its inception and prior to the creation of tourism regions and DMOs in Ontario. Kingston's cultural heritage sector is diverse and uneven in site resources and capacities. KAM's collaborative marketing approaches provide a sustainable, launchpad brand model that balances and mitigates these capacities so that all members can effectively participate in, contribute to, and benefit from the tourism economy. It serves to further amplify already established sites and renders visible those who are not. KAM continues to offer an

inclusive Marketing Partnership to members, as well as individual asset buy-in options. Our Marketing Partnership is separate from membership status – while you must be a member in good standing to participate, participation is not a requirement of membership. Our website, social media platforms and annual collaborative brochure (including racking fees at the VIC) remain our key marketing outputs, however, we continue to expand into digital ads. Ongoing stakeholder partnerships with Tourism Kingston and Downtown BIA are also an important part of our marketing strategy. KAM continues to explore additional high-impact and complementary promotional activities to our usual marketing services.

Tourism Relief Fund (TRF) Grant

In late 2021, KAM applied to the Tourism Relief Fund, a COVID-19 recovery program administered through Federal Economic Development of Southern Ontario. KAM applied for a total of **\$172, 989** and received approval for this amount. This grant ran from September 2021 to March 2023. This external funding permitted KAM to hire a full-time Marketing and Communications Coordinator, redevelop our digital marketing resources, expand our wayfaring sign program, expand shoulder season events, and redevelop our marketing strategy. It also allowed KAM to offer member marketing services free of charge for 2022 and 2023. Our TRF project encompassed 4-key outcomes and 9-specific outputs related to tourism infrastructure and program development.

Project Outcomes:

1. Develop an evidence-based collaborative marketing and communications strategy AND implement a marketing program appropriate to the COVID-19 recovery context which serves to amplify and connect Kingston and area cultural heritage sites and organizations with hyper-local audiences, as well as laying foundations for engagements with provincial, national, and international audiences
2. Further strengthen professional partnerships and interconnections with cultural tourism stakeholders (e.g. Tourism Kingston; Kingston Accommodation Partners) to collaborate in and mutually support destination development within the Kingston area as an explicit COVID-19 recovery tactic, and to maximize long-term cultural tourism infrastructure and sustainability, with particular emphasis on off-peak, shoulder season resource development
3. Develop and execute, through public-private partnership, a destination-focused, shoulder-season event (tourism product) as a specific COVID-19 recovery tactic that engages multiple cultural sites across the Kingston region, and which promotes accessible and diverse audience (re)engagement with cultural heritage through cultural tourism destination development
4. Identify, generate, and integrate short, medium and long-term tourism services and promotional infrastructure explicitly in support of Kingston's cultural heritage and which support the broader context of cultural and experiential tourism of Kingston as a 4-season destination location.

Project Outputs:

1. Create a new Marketing & Communications Coordinator employment position.
2. Generate a contemporary, evidence-based marketing & communications strategy.
3. Update and enhance a context-sensitive, collaborative marketing program/collateral for KAM members.
4. Commission contemporary photographic collateral of all member sites across all 4-seasons.
5. Implement a fully subsidized marketing program for all members in 2022 & 2023 as a COVID recovery support.
6. Create a high-impact, shoulder-season, play-based destination event with Improbable Escapes (local private business) to engage non-traditional audiences with local cultural heritage and expand March of the Museums event.

7. Expansion of KAM member webpages into dynamic digital site sneak peaks and development of other digital marketing assets.
8. Expand and update cultural heritage wayfaring & road sign program (VIC and road signs)
9. Redevelop a regional cultural heritage educational tour/programming roster (appropriate to COVID context) and promotional booklet for Travel/Trade clientele (in partnership with Tourism Kingston).

PROFESSIONAL DEVELOPMENT

SLA 2023 (5A): “SUPPORT THE GROWTH OF PROFESSIONAL CAPACITY WITHIN THE HERITAGE SECTOR THROUGH THE DELIVERY OF THREE (3) PROFESSIONAL DEVELOPMENT EVENTS IN 2022.”

KAM is committed to delivering Professional Development opportunities to support its members, at both an individual professional level and at an organizational level to help build professional capacity, best practices, and sector resiliency. As identified in KAM’s Strategic Plan: Renewal and Resiliency 2020-2025, PD is one of our core strategic pillars. The Professional Development Advisory committee provides expertise and advice to KAM staff in terms of planning and implementing a professional development program that is fit-for-purpose for KAM members.

a. 2023 Professional Development Program

KAM continued to implement its **Professional Development Program Framework** in the organization of our 2023 PD program. This framework includes: **Learner Stages** (Exploratory; Emergent Professional; Established Professional; Expert Professional); **PD Type** (Self-led; Facilitated Workshop; Peer-learning; External Workshop); and, **Thematic Content Categories** (Operations Management; Research and Evaluation; Personal Development; Special Topics; Collections Care and Management; Interpretation and Exhibition Design; Programming and Engagement; HR and Leadership). As identified in our strategic framework, KAM has committed to offering at minimum six PD sessions per annum. We reintroduced in-person learning workshops, while also continuing to facilitate digital engagements over Zoom or MS Teams.

1. **A Short Guide to the City of Kingston Heritage Fund – Information Sessions – July 17th 2023**
2. **CKHF Grant Writing Series: Critical Approaches to Project Grants – July 20th 2023**
3. **CKHF Grant Writing Series: Critical Approaches to Operating Grants – July 27th 2023**
4. **Improved Accessibility in Museums: Consultation, Design & Co-Creation- 24 August 2023** with Dr. Singe Erdogan-O’Connor.
5. **Advocacy for Community Museums and the Communities they Serve – 27 September 2023** with Michael Rikley-Lancaster
6. **Digital Photo-documentation of Museum Objects (CCI workshop)– 24-25 October 2023** with Mylène Choquette and Germain Wiseman
7. **iUnsettling! – Confronting our Histories through Play – 9 November 2023** with Dr. Lib Spry
8. **Sisters Doing it for Themselves: A Museum of Women’s History – 21 November 2023** with Heather Morrison.

b. KAM Quarterly Members’ Meetings (PD Component):

All members' meetings include a PD knowledge-sharing and co-learning component through peer-led presentation or member discussion roundtables.

c. **Other PD Opportunities:**

KAM continues to actively promote external PD events, opportunities, and resources with members through our Twitter and member emails.

PROFESSIONAL SECTOR ENGAGEMENT AND COMMUNITY STAKEHOLDER PARTNERSHIPS

SLA 2023 (5B): "ACT AS A SUPPORT AND COORDINATION AGENCY TO BUILD CONNECTIONS BETWEEN MEMBER ORGANIZATIONS AND PARTNERS ACROSS THE CULTURAL HERITAGE, CULTURAL TOURISM AND HOSPITALITY SECTORS IN KINGSTON."

KAM is committed to engaging with broader museum and cultural heritage sector best practice, research, and advocacy in order to serve and strengthen member operations; as well as to represent and connect our members with local, regional, provincial and national stakeholders.

1. **Ontario Museum Association (OMA) - Regional Museum Network (RMN):**

KAM continues to deepen our relationship with the Ontario Museum Association, supporting its advocacy and professional networking efforts. Since 2017, KAM has assumed the role as Regional Museum Network node for the Kingston area within the broader operations umbrella of the Ontario Museum Association (OMA). Our role is to provide a communications conduit between the OMA and our member sites for the purposes of sharing best practice and information, as well supporting sector advocacy initiatives. We also support other local networks to develop their own models through information sharing and professional development. The KAM Managing Director was designated co-chair for the RMN network for 2024.

2. **Canadian Museum Association (CMA):**

KAM maintains our membership with the Canadian Museum Association on behalf of our membership and actively participates in their AGM. The KAM Managing Director also participated as a stakeholder in a national Museum Ethics Review focus group.

3. **Tourism Kingston:**

KAM is committed to developing sustainable and enriching partnerships with community stakeholders to amplify engagement and impact across the cultural heritage sector, and to better acknowledge and deepen alignments with the hospitality and tourism sectors, the arts sector, as well as other community organizations, as indicated in the *Integrated Destination Strategy* (2022). KAM continues to work in partnership with Tourism Kingston to integrate and align strategic and operational opportunities within the Kingston area. We work closely with Tourism Kingston on a variety of initiatives and committees, often providing letters of support for their various grant applications, and assisting them in liaising with local cultural heritage sites.

- a. **Kingston Destination Marketing Committee:** this committee consists of a cross-section of for-profit and non-profit professionals from the cultural heritage, hospitality, and tourism sectors. This committee works at a strategic level to develop and coordinate joint-marketing and data analytic efforts through the Tourism Kingston Brand. KAM is represented by the Managing Director.

- b. **Travel Trade Committee:** this committee works to better engage and develop strong relationships with international and education tour operators, and to coordinate and amplify available services and product from local providers, including cultural heritage sites. KAM is represented by the Managing Director.
- c. **Solar Eclipse Working Group** – planning, organizing and implementing programmatic activations, branding and other operational planning and supports for the 2024 solar eclipse event.
- d. **In-Persons Attractions Committee** – to discuss, organize and implement attraction-based packages and communications as part of the Visit Kingston brand.

4. **Educational Institutions – SLC and Queen’s University:**

KAM recognizes the critical importance of supporting emerging professionals as they pursue their studies and training, and the valuable contribution they have to offer the cultural heritage sector through placements and internships. KAM actively seeks to develop and maintain relationships with our local educational institutions and facilitates member engagement with them as well. In 2023, KAM made new connections with the SLC Office Administration Program to host placement students in 2024, and hosted a total of 5 placement students/interns (in-person and hybrid).

- SLC Digital Marketing Communications Placement students – (January – February 2023) and (May – June 2023)
- SLC Tourism and Hospitality Placement Student – (July 2023)
- Queen’s University Department of History Intern – (January – April 2023) and (September – December 2023)

5. **Coalition of Museums for Climate Justice (CMCJ):**

Sustainability and climate action is a key strategic priority for KAM, and although we are in the early stages of mapping and developing how we will enact it, connecting and working with appropriate organizational partners is a critical component of this work. As part of these first steps, KAM actively shares resources and promotes dialogue on this issue through our Twitter platform. In 2022, KAM became an official CMCJ supporting organization (on behalf of our members) and is listed as such on the CMCJ website.

6. **Lodge Pole Arts Alliance:**

KAM continues to be a community partner to Lodge Pole Arts Alliance, a newly developed organization that seeks to build an Indigenous owned, operated, programmed, and animated land-based cultural creative centre within the Frontenac biosphere. This partnership role will continue to evolve as Lodge Pole Arts Alliance further develops its operations.

7. **Other Local Community Partnerships:**

KAM continues to actively strengthen professional relationships and working partnerships with other local stakeholders such as the **Kingston Frontenac Public Library (KFPL)**, the **Kingston Arts Council (KAC)**, **Downtown BIA**, **Sustainable Kingston**, and **Preserve our Wrecks (POW)**.

PUBLIC ENGAGEMENT

SLA 2023 (2B): “WORK IN PARTNERSHIP WITH ORGANIZATIONS ACROSS THE CULTURE, HOSPITALITY, AND TOURISM SECTORS IN KINGSTON TO CREATE/SUPPORT PROFESSIONAL DEVELOPMENT AND PARTNERSHIP OPPORTUNITIES FOR KAM MEMBER SITES.”

SLA 2023 (2D): “ORGANIZE AND PROMOTE A DOORS OPEN KINGSTON 2023 EVENT.”

KAM is committed to facilitating to amplifying the profile and relevancy of the cultural heritage sector within the broader Kingston and area community by facilitating professional and organizational collaborations. In 2023, the KAM organized and implemented two major programming events and developed several new programming partnerships.

1. March of the Museum 2023:

- March of the Museums is a week-long collaborative, free-of-charge, shoulder-season museum festival, focused on creative play, craft, imagination, and cultural heritage stories that took place over the March Break. Our 2023 event was hybrid in approach, with both take home activities and online resources, as well as onsite crafting events. Seventeen sites/cultural heritage organizations from across the KAM membership participated, providing hands-on craft activities. 150 hundred activity bags were assembled, and available free of charge through Eventbrite ticket booking. Activity bags were once again collected from various Kingston Frontenac Public Library Sites. All available activity bags were booked, and activity instructions were available for free download from the KAM website for those who missed out. For the 2023 event, we forged a new community partner relationship with Kahwa:tsire Indigenous-Led Child & Family Programs to activate and amplify Indigenous-led programming as part of March of the Museums.

Participating sites/organizations included:

- Military Communications & Electronics Museum
- Royal Canadian Electrical and Mechanical Engineers Museum
- Murney Tower National Historic Site
- Fort Henry National Historic Site
- Bellevue National Historic Site
- Frontenac County Schools Museum
- Smiths Falls Heritage House Museum (Smiths Falls, ON)
- 1000 Islands History Museum (Gananoque, ON)
- Miller Museum of Geology
- Museum of Health Care at Kingston
- Kingston Frontenac Public Library
- Great Lakes Museum
- Royal Military College Museum
- Mississippi Valley Textile Museum (Almonte, ON)
- Perth Museum (Perth, ON)
- Bath Museum and Information Visitor Centre (Bath, ON)
- Fairfield-Gutzeit House (Bath, ON)

We also partnered with several other community organizations and service providers to offer additional added-value programming through out the weeklong event, at multiple sites. They include:

- Drumming with Kahwa:tsire Indigenous-Led Child & Family Programs
- Stories & Songs with Grandmother Judi
- Paddling Puppeteers and Soapstone Carving
- 101 Things to Do With Kids Media Raffle
- Improbable Escapes Wonderland: Boardgame Cafe

2. Doors Open Kingston & Area 2023:

For 2023, KAM modified our approach to organizing a Doors Open event to maximize opportunity for site as well as visitor participation. Doors Open Kingston & Area took place over three separate days between July and September and returned to a fully in-person event, with no additional digital engagement offerings. The registration fee was reinstated by the Ontario Heritage Trust for 2023 (\$1130.00). KAM member sites were invited to participate, as well as non-members located within the Municipality of Kingston. In total, **nineteen sites participated**, with several participating over multiple days.

The following sites participated on 23 July 2023:

- Military Communications & Electronics Museums
- HMCS Cataraqui
- Bellevue House National Historic Site
- Murney Tower National Historic Site
- Museum of Health Care at Kingston
- Frontenac County Schools Museum
- Macpherson House and Park
- Museum of Lennox and Addington
- Smiths Fall Heritage House Museum
- Agnes Etherington Art Centre
- Loving Spoonful
- Royal Military College of Canada
- Marine Museum of the Great Lakes at Kingston

The following sites participated on 26 August 2023:

- Pumphouse
- St. Georges Cathedral
- Military Communications & Electronics Museums
- HMCS Cataraqui
- Murney Tower National Historic Site
- Frontenac County Schools Museum
- Museum of Health Care at Kingston
- Bellevue House National Historic Site
- Agnes Etherington Art Centre
- Marine Museum of the Great Lakes at Kingston
- Perth Museum
- Inge-Va

The following sites participated on 23 September 2023:

- WD Jordan Rare Books and Special Collections (Queen's University Libraries)
- The Spire
- Frontenac County Schools Museum

- Bellevue House National Historic Site
- Agnes Etherington Art Centre
- St. George's Cathedral

KAM also promoted other public, heritage spaces within Kingston, including: Manidoo Ogitigan (The Spirit Garden) @Lake Ontario Park; Barriefield Village Heritage District and Rock Garden; Old Sydenham Heritage Conservation District; Market Square Heritage Conservation District; Queen's University Campus; Royal Military College of Canada; Portsmouth Village; Kingston Waterfront Pathway.

KAM maintains a separate Doors Open Kingston & Area event page on our website, and in 2023 we implemented a robust social media marketing campaign, as well as providing a digital resource guide (available to download). The Doors Open Kingston & Area event was also promoted through the Doors Open Ontario website, and Teachers on Call wrote two blogs about the Kingston event (July and September). A **total of 3932 visitors attended Doors Open Kingston & Area 2023** (July – 1306; August – 2171; September - 455). Visitor participation continues to significantly grow year on year for this event. In comparison, total visitors for 2020 was 117 (social bubbles); 2021 – 640 (strict site maximums); 2022 – 1070 (single day event).

3. Community Services Recovery Fund Grant (CSRF):

In February 2023, KAM applied to the Community Services Recovery Fund (another Federal COVID-recovery program) to redevelop and rebuild the KAM volunteer program, intended to recruit, train, and connect a range of community volunteers and placement students to member sites. We received notification of our approval in June 2023. This funding (approximately \$99K) will not only help us to rebuild an important member service in an appropriate and context-sensitive way, but it also allows us to re-hire the Marketing & Communications Coordinator position for another 12month period. This project will be complete in June 2024 and the program will be launched for September 2024.

DATA ANALYTICS

SLA 2023 (5C): “AGGREGATE AND PROVIDE THE CITY OF KINGSTON WITH MEMBERSHIP STATISTICS AND SECTOR INFORMATION RELEVANT TO THE KAM MEMBERSHIP”

KAM is committed to evidence-base policy and practice, actively seeking to analyse and synthesis relevant information and data and to share this information with our members and community stakeholders for purposes of advocacy, improving relevancy and operational practice, market readiness and to create stellar visitor experiences. KAM initiated our first annual member survey in 2019, using google forms as the digital deployment platform. Survey questions evolved between on a year-on-year basis between 2019 and 2021 to improve data sets and their analysis. In 2022, KAM engaged in two major projects to improve and further develop our data analytic processes, and this work continued in 2023.

1. Kingston Resiliency Dashboard Project – Kingston IN Focus:

In late summer 2021, KAM partnered with the Department of Geography & Planning, Queen's University, the Centre for Advanced Computing, Kingston Economic Development, MITACS, and the City of Kingston to research, develop and launch the “Kingston InFocus” Dashboard. KAM participated as a

community project investor, financially sponsoring the hiring of a computer science undergraduate to undertake the coding work for the cultural heritage dashboard, in partnership with MITACS (KAM invested 1/3 of the total amount, MITACS funded the remaining 2/3).

This publicly accessible virtual Dashboard brings together real-time data points, from a variety of shared and open data sources, within eight areas: Local Economy, Employment, Community Health, Mobility, Housing, Environment, Cultural Heritage, and Demographics. This collaborative data project is the first of its kind to explicitly feature region-specific data through type of public dashboard platform and is intended to serve as a data tool for policymakers, community stakeholders, researchers, as well as residents and visitors.

The data for the cultural heritage dashboard is derived from the KAM member benchmark survey. Data reported between 2019-2021 will be static (due to how we previously collected this information) on the dashboard, but data from 2022 onwards will be updated in real-time through a JSON feed –on an annual and quarterly basis. The pilot dashboard launched in September 2022.

Phase 2 of this project work took place in 2023 to integrate Indigenous perspectives and data points within the Kingston IN Focus Dashboard. KAM once again participating as a community investor, along with Queen’s University for a MITACS funded Indigenous graduate student researcher to lead this phase of dashboard development. This research and relationship-building process with Indigenous organizations culminated in a day-long workshop with Indigenous rights-holders on November 30th 2023. The data collected through this collaborative workshop event will inform what and how Indigenous-related data will be incorporated into the dashboard moving forward.

2. Annual Membership Benchmark Survey:

2023 marks the fifth year of KAM’s Membership Benchmark Survey. Its purpose is to map the local cultural heritage sector, its trends, gaps, and strengths to better understand its composition and socio-economic impact, as well as to better plan and advocate for future growth and support of the sector. This aggregated data is shared Heritage Services at City of Kingston, and with our members. The standard kind and type of information collected reflects that collected by the OMA and the Ministry of Tourism, Culture and Sport as part of the Community Museums Grants program, is also more specifically defined by the data needs of Kingston’s cultural heritage sector.

Through our involvement in the dashboard project, KAM has transformed and improved our own data collection and management approaches – making better use of digital resources available to us and simplifying accessibility. We have redeveloped and redeployed the membership benchmark survey as webform through the KAM website. Member data is secured through our webmaster JumpHost, following information management standards. See KAM’s Privacy & Data Collection Use statement: <https://www.kingstonmuseums.ca/about/privacy-data-collection-use-statement>. 2023 marked the first full year of quarterly and annual benchmark surveys as established through the dashboard project. KAM members will complete both an annual survey in December of each operating year, and a shorter quarterly survey, completed within two-weeks of previous quarter. Member data from both the annual and quarterly surveys will be aggregated, and data points pulled into the Kingston InFocus Dashboard and become part of the larger “picture” of Kingston and area’s cultural heritage sector. KAM also authors a summative and aggregated survey report made available to Heritage Services at City of Kingston, as well as to all our members. This annual report will be available each year at the KAM AGM.

FINANCIAL HIGHLIGHTS

1 January 2023 – 31 December 2023

As a regional non-profit professional network and resource hub, KAM deploys a Lean Management and Operations model, which champions the dual objective of maximizing value to our members while minimizing resource waste. Key structural features include: 1) defining value from the standpoint of the client; 2) minimizing waste in resource management; and 3) continuously improving all work processes and purposes through small incremental changes for long-term sustainability and improvement. KAM is committed to maintaining a balanced annual budget; any year-end surpluses are directed into financial reserves for future access or re-invested directly into member services. KAM's ongoing organizational wellbeing and resiliency depends on the continuous assessment of our revenue streams in relation to our mission driven activities and outputs, ensuring ongoing improvement of KAM operations and member services. As part of our new strategic vision for 2020-2025, KAM continues to pursue revenue diversification opportunities. In 2023, KAM completed a major Federal government grant through the Tourism Relief Fund (TRF), which was intended to support tourism cluster COVID-19 recovery. KAM also received another Federal grant through the Community Services Recovery Fund (CSRF) to support the redevelopment of the KAM Volunteer program. TRF deployed a cost-recovery model, which meant that KAM fronted project costs on a quarterly basis between 2022 and Q1 2023. These highlights, which include actuals and projections, are derived from staff interrogation of KAM 2023 finances at the time of writing this report. The 2023 indicated surplus is actually a recovery of previously existing organizational reserves rather than an actual surplus. For a full and detailed analysis of KAM 2022 finances, please see our 2023 audited statements (available in March 2023).

\$244,082.19
2023 Operational Revenue

\$225,708.19
2023 Operational Expenses

\$18, 374.00
2023 Recovery of Reserves

Revenues

Type	Source	\$ Received & projected to 12.31.2022	Approx. % of Revenues
Operational (SLA)	Municipal	\$102,937.00	42%
Programming – Door Open	Municipal	\$3,130.00	1.5%
Operational	Membership	\$3,435.00	1.5%
Operational (HODG)	Provincial	\$1,159.00	0.47%
Operational (CSJ)	Federal	\$7,518.00	3%
Operational (Tourisielief Fund)	Federal	\$64,644.65	26.4%
Operational (Commuty Services Recovery Fund)	Federal	\$54,070.54	22%
Operational	Corporate/Community Sponsorship	\$2,500.00	1%
Operational	Reclaimed Shared Services fees (LPAA)	\$967.00	0.6%
Project (IN Focus Dashboard)	Strategic Reserves	\$3,750.00	1.54%
	TOTAL	\$244,082.19	100%

Expenditures

Value Stream	Description	\$ Actual & Projected Spend to 12.31.2023	Approx. % of expenditures
Administration – Staffore Budget	Office Coordinator Wages & overhead	45346.34	24%
Administration Staff Tism Relief Fund Project Bud	Office Coordinator Wages & Overhead	3240.63	
Administration Staff Community Services Recovery Fund Project Budget	Office Coordinator Wages & Overhead	5,733.84	
Administration – Staffore Budget	Managing Director Wages & Overhead	31019.56	21%
Administration – Staff Tourism Relief Fund Prect Budget	Managing Director Wages & Overhead	5078.10	
Administration – Staff Community Services Recovery Fund Project Budget	Managing Director Wages & Overhead	11290.30	
Administration – Staff Tourism Relief Fund Prect Budget	Marketing and Communications Coordinator Wages & Overhead	12869.30	19%
Administration – Staff Community Services Recovery Fund Project Budget	Marketing and Communications Coordinator Wages & Overhead	30141.58	
Administration	Liability and Board Insurance	\$1,647.00	1%
Administration	General Office/ Operations	\$5,037.91	2%
Administration	Auditors	\$10,000.00	4%
Administration	Rent/Utilities	\$9,460.00	4%
Administration	Telecommunications	\$2,640.00	1%
Administration	Subscribed Services (Digital Platforms)	\$8,439.90	4%
Professional Sector Engagement	Networking & Professional Association fees	\$400.00	Less than 1%
Professional Developpmt	Professional Development Program	\$2000.00	1%
Doors Open	Programming and Outreach	\$3130.00	1%
Tourism Relief Fund	Sector Investment Marketing and Programming Initiatives	\$34,250.00	15%
Special Projects	Kingston IN Focus Dashboard – Community Partner	\$3,750.00	2%
	TOTAL:	\$225,474.50	100%

CITY OF KINGSTON HERITAGE FUND

SLA 2023 (3): “KAM SHALL PROVIDE THE FOLLOWING SERVICES RELATED TO THE CITY OF KINGSTON HERITAGE FUND (CKHF) TO THE CITY IN A DILIGENT AND TIMELY MANNER, USING QUALIFIED STAFF.”

The City of Kingston Heritage Fund (CKHF) provides support for museums, heritage projects, cultural groups, and historical societies to improve how Kingston’s stories are told both locally and to the world. Operating grants help provide a stable base of funding for cultural heritage organizations in Kingston to support their long-term sustainability and capacity building. Project Grants nurture and support cultural heritage initiatives in Kingston. Many organizations are returning applicants year on year in both grant categories.

CKHF is administered by the Kingston & Area Association of Museums, Art Galleries and Historic Sites (KAM) to ensure that the Heritage Fund supports and nurtures the capacity of Kingston’s cultural heritage sector and to facilitate community engagement with cultural heritage experiences. While KAM administers the CKHF grant program on behalf of the City of Kingston, applications are reviewed using a peer assessment process that engages stakeholders from across Kingston as jury members. Jury members are those who value and champion heritage sector in the City of Kingston and are selected for their knowledge, awareness of the City of Kingston context and the broader heritage environment and, where possible, are reflective of the gender, demographic, and cultural diversity of Kingston itself.

CKHF Recipients (2013-2023)

- Lower Burial Ground Society
- HIV/AIDS/National Indigenous Peoples Day
- CFRC Radio
- Frontenac County Schools Museum
- Community Living Kingston
- Cataraqui Cemetery
- International Hockey all of Fame and Kingston Film Festive
- Friends of the Penitentiary Museum
- CAMH (Kingston)
- Alzheimer Society of FKL&A
- Kingston Community Health Care
- Boys & Girls Club of Kingston
- Four Directions Indigenous Student Centre
- Friends of Kingston Inner Harbour
- Beth Israel Congregation of Kingston
- Limestone Learning Foundation
- Loving Spoonful and Kingston Indigenous Language Nest
- Frontenac Heritage Foundation
- Museum of Health Care at Kingston
- Marine Museum of the Great Lakes at Kingston
- Kingston Regional Heritage Fair
- Beyond Classrooms Kingston
- Kingston Scouts Museum
- Kingston African Caribbean Collective
- Friends of the Spire Inc

- Kingston Handloom Weavers and Spinners
- SWITCH Ontario
- Prison 4 Women Collective
- Single Thread Theatre

CKHF Investment in Kingston’s Cultural Heritage Sector to Date (2013-2023)

\$2,613,024.62

Total amount awarded

15.4% over

Average percentage of requests
to funds awarded

31

Community organizations
amplified through project grants

\$3,089,370.49

Total amount requested

47

Total applicants

40

Full/Large Operating Grants
awarded

\$2,009,962.27

Total amount of Full/Large
Operating Funds awarded

107

Total Grants Awarded

20

Investment/Small Operating
Grants awarded

\$67,612.23

Total amount of
Investment/Small Operating
Funds awarded

70%

Overall Success rate of
applicants

54

Project Grants awarded

\$535,450.12

Total amount of Project Funds
awarded

9

Organizations developed through
Operating Grants

\$15.14 per capita

CKHF investment in cultural
heritage from 2013 to 2023 ¹

¹ Based on 2021 population Kingston Census Metropolitan Area (CMA) of 172, 546 -
<https://kingstoninfocus.ca/dashboards/demographics>

CKHF 2022-2023 Cycle Highlights

SLA 2023 (3K): "COLLABORATE WITH THE CITY TO DEVELOP PERFORMANCE MEASURES AND INDICATORS APPROPRIATE TO THE CITY OF KINGSTON HERITAGE FUND (CKHF)."

\$385,967.97 Total amount awarded	\$518,944.00 Total amount requested	25.6% Average percentage of requests to funds awarded	\$2.23 CKHF investment in cultural heritage in 2023 per capita
5 Large Operating Grants awarded	1 Small Operating Grants awarded	6 Community Cultural Heritage Project Grants Awarded	4 Cultural Heritage Development Project Grants Awarded
\$306,053.32 Total amount of Full Operating Funds awarded	\$3,183.04 Total amount of Small Operating Funds awarded	\$60,021.61 Total amount of Community Cultural Heritage Project Funds awarded	\$16,710.00 Total amount of Cultural Heritage Development Project Funds awarded

For 2023, it is anticipated that CKHF funding will have facilitated:

8	9	17	140
FT Positions	PT Positions	Seasonal Staff	Volunteers engaged
1451	35	202	231
Programming Hours	Exhibitions Developed	Program Events	Digital Events
22,759	269,059	\$1, 121, 599	
Total visitors/participants	Total Digital Engagements	Total Revenues generated by CKHF Recipients in 2023	

CKHF Transition Grant 2022-2023 – Kingston Scout Museums

In 2022, Scouts Canada notified the City of Kingston that it wished to terminate their lease of the land at 640 MacDonnell Street and their intent to demolish Selby Hall – the location of the Kingston Scout Museum (a separately incorporated organization from Scouts Canada). As the demolition of Selby Hall will permanently displace the Kingston Scout Museum, KAM assisted in facilitating conversations with Heritage Services and the Kingston Scout Museum to determine possible solutions moving forward that would enable the museum’s operations and collections to remain within Kingston. As such, KSM was ultimately offered free, temporary storage space for KSM’s collections at 42 Church Street (Former Harold Harvey arena) with an initial 1-year term (August 2022 until August 2023) – which was later extended until December 2023. A CKHF Transition Grant of \$2000 was offered from the City of Kingston to assist in relocation expenses. This grant was administered through KAM to the KSM.

CKHF 2023-2024 Recipients

Applicant numbers increased for the 2023-2024 adjudication cycle, particularly within the project grant category, and the overall total requested amount of grant funds exceeded the total amount available for award by 11.7%. CKHF applications offered interesting and innovative themes and projects to enhance community engagement with cultural heritage assets and experiences.

\$448,596.37	\$508,400.00	\$428,496.37	11.7%	4.4%
			over	less
Total amount available	Total Amount requested	Total amount Awarded	Average percentage of requests to funds available	Average percentage of award to funds available

Large Operating Grant Recipients

Beyond Classrooms Kingston	\$61, 707.98
Frontenac County Schools Museum	\$61,128.81
Marine Museum of the Great Lakes at Kingston	\$62,087.07
Murney Tower Museum	\$63, 308.59
Museum of Healthcare at Kingston	\$64, 193.14
Total Awarded	\$312,425.59

Small Operating Grant Recipients

Kingston Regional Heritage Fair	\$2882.16
Total Awarded	\$2882.16

Community Cultural Heritage Project Grant Recipients

Beth Israel Congregation	\$20,000.00
Lakeshore Parents Council, Inc.	\$20,000.00
Military Communications & Electronics Museum Foundation	\$20,000.00
Kingston Scout Museum	\$11,644.31

Canadian Museum of Women’s History	11,644.31
Total Awarded	\$83,288.62

Cultural Heritage Development Grant Recipients

Beyond Classrooms Kingston	\$5000.00
Frontenac County Schools Museum	\$5000.00
Kingston Scout Museum	\$5000.00
Military Communications & Electronics Museum Foundation	\$5000.00
Lakeshore Parents Council, Inc	\$5000.00
Kingston School of Art	\$4,900.00
Total Awarded	\$29,900.00

2023-2024 CKHF Adjudication Committees

Operating Grants:

Voting Members

- Kim Hill-Tout
- Jim Neill
- Brianne Franklin
- Judith Brown
- Michael Rikley-Lancaster

Non-voting Members

- Kevin Gibbs, City of Kingston
- Councillor Wendy Stephen, City of Kingston
- Jamie McKenzie-Naish, KAM
- Debbie Holdich, KAM
- Cameron Smith, Adjudication Chair

Project Grants:

Voting Members

- Linda Tsuji
- Hugh Ostrom
- Heather Home
- Deirdre Bryden
- Jake Miller

Non-voting Members

- Kevin Gibbs, City of Kingston
- Councillor Vincent Cinanni, City of Kingston
- Jamie McKenzie-Naish, KAM
- Debbie Holdich, KAM
- Cameron Smith, Adjudication Chair

MOVING FORWARD, LOOKING AHEAD:

Looking ahead towards 2024, KAM remains committed to deepening member services and sector development. While our focus and operations will continue to be shaped by our Strategic Plan: Renewal and Resiliency 2020-2025, it is important to note that 2024 marks the final year of this strategic plan. Despite the impacts of COVID-19 over the last three years, KAM has continued to evolve in significant ways, by capitalizing on recovery initiatives and funding opportunities. Our strategic vision and our collaborative ethos are even more relevant and more important than ever – not only for our members, but for our communities and the sector at regional, provincial, and national levels.

2024 will be a crucial year for KAM and will define our organizational development for the next 5 to 10 years. As we look to developing our next strategic plan and roadmap, we need to critically evaluate our funding structures, and both reinvigorate and secure sustainable funding structures. We are also committed to exploring the question and possibility of creating a Regional Curatorial Centre and Cultural Heritage Programming Hub – a non-profit, collaborative, shared storage and programming facility for this region's cultural heritage sector. To answer this question, we have applied to the Ontario Trillium Foundation (2023) for funding to pursue a feasibility study and will continue to pursue other sources of funding for this project in 2024.

We look forward to continuing our partnership with the City of Kingston in the upcoming year and our work to amplify and celebrate cultural heritage within the Kingston region. Many thanks, as always to our funders, partners, and members - we could not achieve what we do without your interest and support.

FUNDERS



SECTOR AND COMMUNITY PARTNERS



CONTACT INFORMATION

Kingston Association of Museums, Art Galleries and Historic Sites
837 Princess Street, Suite 302
Kingston, ON K7L 1G8
(613) 507-4014

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WEBSITE: www.kingstonmuseums.ca

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TWITTER: @kingstonmuseums

LINKEDIN: @kingstonmuseums

BLOG: www.museumskingston.ca



**kingston and
area association
of museums
art galleries +
historic sites**



**City of Kingston
Report to Council
Report Number 24-033**

To: Mayor and Members of Council
From: Desirée Kennedy, Chief Financial Officer & City Treasurer
Resource Staff: Lana Foulds, Director, Financial Services
Jeff Walker, Manager, Taxation and Revenue
Date of Meeting: January 9, 2024
Subject: 2024 Interim Tax Levy

Council Strategic Plan Alignment:

Theme: Financial measures/budget

Goal: See above

Executive Summary:

The [Municipal Act, 2001](#), as amended, allows municipal councils to pass by-laws for the purpose of levying an interim tax levy, prior to the adoption of the estimates for the year. The interim tax amount to be levied shall not exceed 50% of the total amount of taxes levied on the property in the previous year. This levy will provide funds to assist in financing daily operations and reduce reliance on short-term borrowings prior to setting tax rates and issuing the final tax bill.

Staff requests Council to waive the requirements of [City of Kingston By-Law Number 2021-41](#) so the By-Law to Provide for a 2024 Interim Tax Levy; Payment of Taxes by Instalment; Penalty and Interest at One and One Quarter Percent Monthly on Tax Arrears, being presented as Exhibit A to this report, may be given three readings at the same Council meeting in order to allow interim tax bills to be mailed by February 8, 2024.

January 9, 2024

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Recommendation:

That a by-law, attached to Report Number 24-033 as Exhibit A, be presented to Council for all three readings to provide for the levying and collecting of 2024 interim property taxes, including the following provisions:

- a. the 2024 interim tax bill be no greater than 50% of the 2023 taxes levied;
- b. the rates be as specified in Schedule A to the by-law attached hereto;
- c. the due date for interim taxes be February 29, 2024;
- d. various payment options be provided; and
- e. late payment charges be added to taxes that are in default.

January 9, 2024

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Authorizing Signatures:

ORIGINAL SIGNED BY CHIEF

FINANCIAL OFFICER & CITY TREASURER

**Desiree Kennedy, Chief
Financial Officer & City
Treasurer**

ORIGINAL SIGNED BY CHIEF

ADMINISTRATIVE OFFICER

**Lanie Hurdle, Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

Paige Agnew, Commissioner, Development & Growth Services	Not required
Jennifer Campbell, Commissioner, Community Services	Not required
Neil Carbone, Commissioner, Corporate Services	Not required
David Fell, President & CEO, Utilities Kingston	Not required
Peter Huigenbos, Commissioner, Major Projects & Strategic Initiatives	Not required
Brad Joyce, Commissioner, Infrastructure, Transportation & Emergency Services	Not required

January 9, 2024

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Options/Discussion:**Background**

The interim tax levy by-law is required in order to provide funds to assist in financing daily operating requirements until the final tax rates are set and the final tax bills are issued later in 2024.

Analysis

The [Municipal Act, 2001](#), as amended, (the Act) provides that the amount to be levied shall not exceed 50% of the total amount of taxes levied on the property in the previous year. For properties where assessment was added to the collector's roll during 2023 as supplementary tax levies, the 2024 interim taxes will be based on 50% of an annualized 2023 amount. Where new assessment has been added to the 2024 roll, the interim tax levy will apply to the new assessment. For these properties, an interim billing adjustment will be applied to ensure the levies do not exceed the maximum amounts allowable under the Act.

To provide for the February 29, 2024 due date, tax bills must be mailed no later than February 8, 2024 to allow for the required 21 days' notice.

The draft interim tax levy by-law is being presented to Council to provide for the interim property tax billing.

Payment methods, as provided for in the draft by-law, include:

- in person at City Hall (216 Ontario Street)
- at any financial institution in the City of Kingston area having payment arrangements with the City of Kingston
- through banks offering telephone and internet payment plans registered with the City of Kingston
- by using one of the 24 hour drop boxes located at City Hall and 1211 John Counter Boulevard
- by mail
- at Canada Post outlets where MoneyGram Bill payment services are offered
- by pre-authorized payment under the City's pre-authorized property tax payment program and
- by **Visa or MasterCard** online or over the telephone through Paymentus Corporation, a third-party bill payment service (Paymentus charges the payor a separate convenience fee per transaction).

The draft by-law also provides for the imposition of late payment charges, at a rate of 1¼ per cent per month, for the non-payment of taxes. Penalty charges are imposed for the non-

January 9, 2024

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payment of taxes on the first day of default and interest will be charged on unpaid taxes on the first day of each month thereafter.

Existing Policy/By-Law

[Municipal Act, 2001](#), as amended, which allows Council to pass by-laws for the purpose of levying an interim tax levy before the adoption of the estimates for the year.

Financial Considerations

The interim tax levy, for municipal and school purposes, will provide revenues of approximately \$163.5M. This revenue will assist in financing daily operations and payment of education levies, reduce reliance on short-term borrowings, and maximize investment income. In order to provide the necessary cash flow, and as provided for in the *Municipal Act, 2001*, as amended, the interim tax bill represents 50% of the previous year's total tax levy.

Contacts:

Jeff Walker, Manager, Taxation and Revenue, 613-546-4291 extension 2484

Other City of Kingston Staff Consulted:

None

Exhibits Attached:

Exhibit A - Draft by-law, being a By-Law to Provide for a 2024 Interim Tax Levy; Payment of Taxes by Instalment; Penalty and Interest at One and One Quarter Percent Monthly on Tax Arrears, including Schedule A: City of Kingston - 2024 Interim Tax Rates

By-Law Number. 2024-XX

**A By-Law to Provide for a 2024 Interim Tax Levy; Payment of Taxes
by Instalment; Penalty and Interest at One and One Quarter Percent
Monthly on Tax Arrears**

Passed: January 9, 2024

Whereas sub-sections 317(1) and (2) of the *Municipal Act, 2001*, c.25, as amended, provide that:

1. The council of a local municipality, before the adoption of the estimates for the year under section 290 of the *Municipal Act, 2001*, may pass a by-law levying amounts on the assessment of the property in the local municipality rateable for local municipality purposes.
2. A by-law for levying amounts under subsection (1) shall be passed in the year that the amounts are to be levied or may be passed in December of the previous year if it provides that it does not come into force until a specified day in the following year; and

Whereas sub-section 317(3) of the *Municipal Act, 2001*, contains the following additional rules:

1. The amounts levied on a property shall not exceed the prescribed percentage or 50 percent if no percentage is prescribed, of the total amount of taxes for municipal and school purposes levied on the property for the previous year.
2. The percentage under paragraph 1 may be different for different property classes but shall be the same for all properties in a property class.
3. For the purposes of calculating the total amount of taxes for the previous year under paragraph 1, if any taxes for municipal and school purposes were levied on a property for only part of the previous year because assessment was added to the collector's roll during the year, an amount shall be added equal to the additional taxes that would have been levied on the property if the taxes for municipal and school purposes had been levied for the entire year; and

Whereas sub-section 317(5) of the *Municipal Act, 2001*, contains the following additional rule:

1. Amounts may be levied on assessment added to the tax roll for the current year that were not on the assessment roll upon which the amounts are levied; and

Whereas clause 342(1)(a) of the *Municipal Act, 2001*, c.25, as amended, provides that the council of a local municipality may pass by-laws providing for the payment of taxes in one amount or by instalments and the date or dates in the year for which the taxes are imposed on which the taxes or installments are due; and

Whereas subsection 343(4) of the *Municipal Act, 2001*, c.25, as amended, provides that a local municipality may pass a by-law providing for the billing of a property class separately from the other property classes; and

Whereas sub-section 345(1) of the *Municipal Act, 2001*, c.25, as amended, provides that the council of a local municipality may pass by-laws to impose late payment charges for the non-payment of taxes or any instalment by the due date; and

Whereas sub-sections 345(2) and (3) of the *Municipal Act, 2001*, contain the following additional rules:

1. A percentage charge, not to exceed 1¼ per cent of the amount of taxes due and unpaid, may be imposed as a penalty for the non-payment of taxes on the first day of default or such later date as the by-law specifies.
2. Interest charges, not to exceed 1¼ per cent each month of the amount of taxes due and unpaid, may be imposed for the non-payment of taxes in the manner specified in the by-law but interest may not start to accrue before the first day of default; and

Whereas sub-section 346(2) of the *Municipal Act, 2001*, c.25, as amended, provides that the council of a local municipality may pass by-laws to provide for the payment of taxes by any person into a financial institution to the credit of the treasurer of the municipality and, in that case, the person making the payment shall be entitled to be issued a receipt by the institution for the amount paid; and

Whereas Council deems it expedient to pass a by-law for such purposes;

Therefore be it resolved that the Council of The Corporation of the City of Kingston hereby enacts as follows:

1. An interim tax rate is hereby imposed and levied on the whole of the assessment for real property in each of the “Residential Assessment”, “New Multi-Residential Assessment”, “Multi-Residential Assessment”, “Commercial Assessment”, “Industrial Assessment”, “Pipe Line Assessment”, “Farm Assessment”, “Managed Forest Assessment”, “Railway Property Assessment” and “Utility Transmission and Distribution Corridor Assessment” and the applicable subclasses pursuant to Section 7 of the *Assessment Act*, R.S.O. 1990, c.A.31, as amended, as set out in Schedule A attached hereto.

2. All amounts as calculated above shall be adjusted by an amount to provide that the levy does not exceed 50 percent of the 2023 tax levy, subject to the following rules:
 - a. Taxes for municipal and school purposes levied on a property for only part of the previous year because assessment was added to the collector's roll during the year, shall have an amount added equal to the additional taxes that would have been levied on the property if the taxes for municipal and school purposes had been levied for the entire year.
 - b. The amounts levied on assessment added to the tax roll for the current year that was not on the assessment roll upon which the amounts are levied, shall be deemed to be 50% of the 2023 tax levy.
3. Taxes levied for Residential, New Multi-Residential, Pipeline, Managed Forests, and Farm property classes for the said interim tax levy will be billed together and shall become due and payable on the 29th day of February 2024.
4. Taxes levied for Commercial, Industrial, Multi-Residential, Railway and Utility Transmission & Distribution Corridor property classes for the said interim tax levy will be billed together and shall become due and payable on the 29th day of February 2024.
5. A percentage charge of 1¼ per cent of taxes due and unpaid shall be imposed as a penalty for non-payment of taxes, or any instalment thereof, and shall be added to any tax or instalment remaining unpaid on the first day of default.
6. Interest charges shall be imposed for the non-payment of taxes on the first day of each month at the rate of 1¼ per cent per month (15% per annum) of taxes due and unpaid.
7. Penalties and interest on all taxes of the interim tax levy in default shall become due and payable and shall be collected forthwith as if the same had originally been imposed and formed part of such unpaid interim tax levy.
8. The tax bill shall be sent to the taxpayer's residence or place of business or to the premises in respect of which the taxes are payable unless the taxpayer directs the City Treasurer in writing to send the bill to another address, in which case it shall be sent to that address.

9. The taxes are payable using the following methods:
 - a. City of Kingston municipal office at 216 Ontario Street, Kingston, Ontario,
 - b. At any financial institution in the City of Kingston area having payment arrangements with the City of Kingston,
 - c. Through banks offering telephone and internet payment plans registered with the City of Kingston,
 - d. By using one of the 24 hour drop boxes located at City Hall and 1211 John Counter Boulevard,
 - e. By mail,
 - f. At Canada Post outlets where MoneyGram Bill payment services are offered,
 - g. Under the City's pre-authorized property tax payment program and provided the City Treasurer has received and approved a taxpayer's request to use the alternative instalments and due dates under that program pursuant to City of Kingston By-Law Number 2003-368, and
 - h. By VISA or MasterCard online or over the telephone through Paymentus Corporation, a third-party automated bill payment service, subject to a convenience fee, pursuant to City of Kingston By-Law Number 2014-69.
10. Pursuant to section 347 of the Municipal Act, 2001 as amended, where any payment is received on account of taxes, the following applies:
 - a. The payment shall first be applied against late payment charges owing in respect of those taxes according to the length of time the charges have been owed, with the charges imposed earlier being discharged before charges imposed later.
 - b. The payment shall then be applied against the taxes owing according to the length of time they have been owed, with the taxes imposed earlier being discharged before taxes imposed later.

- c. No part payment shall be accepted on account of taxes in respect of which a tax arrears certificate is registered except under an extension agreement entered into.

11. This By-Law shall come into force and take effect on the date of its passing.

Given Third Reading and Passed: January 9, 2024

Janet Jaynes
City Clerk

Bryan Paterson
Mayor

City of Kingston - 2024 Interim Tax Rates

Residential Properties – RT, RP

Note: Garbage rates are not levied on condominium properties.

Service	Central	West	East
Municipal	0.00542204	0.00542204	0.00542204
Fire	0.00096287	0.00053701	0.00036156
Garbage	0.00007313	0.00007313	0.00007313
Education	0.00076500	0.00076500	0.00076500
Total	0.00722304	0.00679718	0.00662173

New Multi-Residential Properties – NT

Service	Central	West	East
Municipal	0.00542204	0.00542204	0.00542204
Fire	0.00096287	0.00053701	0.00036156
Education	0.00076500	0.00076500	0.00076500
Total	0.00714991	0.00672405	0.00654860

Multi-Residential Properties – MT

Service	Central	West	East
Municipal	0.00921747	0.00921747	0.00921747
Fire	0.00163689	0.00091292	0.00061466
Education	0.00076500	0.00076500	0.00076500
Total	0.01161936	0.01089539	0.01059713

Farm Properties – FT

Service	Central	West	East
Municipal	0.00108441	0.00108441	0.00108441
Fire	0.00019258	0.00010740	0.00007231
Education	0.00019125	0.00019125	0.00019125
Total	0.00146824	0.00138306	0.00134797

Managed Forest Properties – TT

Service	Central	West	East
Municipal	0.00135551	0.00135551	0.00135551
Fire	0.00024072	0.00013426	0.00009039
Education	0.00019125	0.00019125	0.00019125
Total	0.00178748	0.00168102	0.00163715

Commercial Occupied (100%) Properties – CT, DT, GT, ST, CP

Service	Central	West	East
Municipal	0.01073564	0.01073564	0.01073564
Fire	0.00190649	0.00106328	0.00071589
Education	0.00440000	0.00440000	0.00440000
Total	0.01704213	0.01619892	0.01585153

Commercial Vacant (70%) Properties – CU, CX, DU, SU, CQ

Service	Central	West	East
Municipal	0.00751495	0.00751495	0.00751495
Fire	0.00133454	0.00074430	0.00050113
Education	0.00440000	0.00440000	0.00440000
Total	0.01324949	0.01265925	0.01241608

Occupied Small Business on Farm (100%) Properties – C7

Service	Central	West	East
Municipal	0.01073564	0.01073564	0.01073564
Fire	0.00190649	0.00106328	0.00071589
Education	0.00110000	0.00110000	0.00110000
Total	0.01374213	0.01289892	0.01255153

Industrial Occupied (100%) Properties - IT, LT, IP

Service	Central	West	East
Municipal	0.01425997	0.01425997	0.01425997
Fire	0.00253236	0.00141234	0.00095091
Education	0.00440000	0.00440000	0.00440000
Total	0.02119233	0.02007231	0.01961088

Industrial Vacant (65%) Properties - IU, IX, LU

Service	Central	West	East
Municipal	0.00926898	0.00926898	0.00926898
Fire	0.00164603	0.00091802	0.00061809
Education	0.00440000	0.00440000	0.00440000
Total	0.01531501	0.01458700	0.01428707

Pipeline Properties – PT

Service	Central	West	East
Municipal	0.00635897	0.00635897	0.00635897
Fire	0.00112926	0.00062981	0.00042404
Education	0.00440000	0.00440000	0.00440000
Total	0.01188823	0.01138878	0.01118301

Railway Right-of-Way Properties - WT

Service	Central	West	East
Municipal	0.55000000	0.55000000	0.55000000
Education	0.26810000	0.26810000	0.26810000
Total	0.81810000	0.81810000	0.81810000

City of Kingston - 2024 Interim Tax Rates – Payment In Lieu Taxes (PILT)

Residential Properties – RF, RG, RH

Note: Garbage rates are not levied on condominium properties.

Service	Central	West	East
Municipal	0.00542204	0.00542204	0.00542204
Fire	0.00096287	0.00053701	0.00036156
Garbage	0.00007313	0.00007313	0.00007313
Education	0.00076500	0.00076500	0.00076500
Total	0.00722304	0.00679718	0.00662173

New Multi-Residential Properties – NF

Service	Central	West	East
Municipal	0.00542204	0.00542204	0.00542204
Fire	0.00096287	0.00053701	0.00036156
Education	0.00076500	0.00076500	0.00076500
Total	0.00714991	0.00672405	0.00654860

Multi-Residential Properties – MF

Service	Central	West	East
Municipal	0.00921747	0.00921747	0.00921747
Fire	0.00163689	0.00091292	0.00061466
Education	0.00076500	0.00076500	0.00076500
Total	0.01161936	0.01089539	0.01059713

Commercial Occupied (100%) Properties – CF, CG, CH, GF

Service	Central	West	East
Municipal	0.01073564	0.01073564	0.01073564
Fire	0.00190649	0.00106328	0.00071589
Education	0.00625000	0.00625000	0.00625000
Total	0.01889213	0.01804892	0.01770153

Commercial Vacant (70%) Properties – CW, CY

Service	Central	West	East
Municipal	0.00751495	0.00751495	0.00751495
Fire	0.00133454	0.00074430	0.00050113
Education	0.00625000	0.00625000	0.00625000
Total	0.01509949	0.01450925	0.01426608

Industrial Occupied (100%) Properties - IF, IH

Service	Central	West	East
Municipal	0.01425997	0.01425997	0.01425997
Fire	0.00253236	0.00141234	0.00095091
Education	0.00625000	0.00625000	0.00625000
Total	0.02304233	0.02192231	0.02146088

Industrial Vacant (65%) Properties - IK

Service	Central	West	East
Municipal	0.00926898	0.00926898	0.00926898
Fire	0.00164603	0.00091802	0.00061809
Education	0.00625000	0.00625000	0.00625000
Total	0.01716501	0.01643700	0.01613707

Utility Transportation & Distribution Corridor Properties – UH

Service	Central	West	East
Municipal	0.09930000	0.09930000	0.09930000
Education	0.17230000	0.17230000	0.17230000
Total	0.27160000	0.27160000	0.27160000



**City of Kingston
Report to Council
Report Number 24-039**

To: Mayor and Members of Council
From: Desirée Kennedy, Chief Financial Officer & City Treasurer
Resource Staff: Lana Foulds, Director, Financial Services
Date of Meeting: January 9, 2024
Subject: 2024 Municipal Borrowing By-Law

Council Strategic Plan Alignment:

Theme: Regulatory & compliance

Goal: See above

Executive Summary:

The municipality must pass a by-law on an annual basis to enable it to borrow funds, if required, to meet its current operational needs. In accordance with Section 5(3) of the [Municipal Act, 2001](#), as amended, municipal powers are to be exercised by by-law, unless the municipality is specifically authorized to do otherwise. Section 407 of the *Municipal Act 2001*, as amended, outlines the borrowing limits for operating purposes. Based on cash flow projections, and similar to previous years, short-term borrowing for current operations in 2024 is expected to be minimal.

Staff is presenting the draft by-law, attached to Council Report Number 24-039 as Exhibit A, for all three readings in order to have the flexibility to borrow early in 2024, if required.

Recommendation:

That the by-law, attached to Report Number 24-039 as Exhibit A, be presented to Council for all three readings to authorize the municipality to borrow up to \$270,000,000 during the January 1, 2024 to September 30, 2024 period and up to \$135,000,000 during the October 1, 2024 to December 31, 2024 period in order to finance the City's current operating expenditures on an interim basis, as required.

January 9, 2024

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Authorizing Signatures:

ORIGINAL SIGNED BY CHIEF

FINANCIAL OFFICER & CITY TREASURER

**Desiree Kennedy, Chief
Financial Officer & City
Treasurer**

ORIGINAL SIGNED BY CHIEF

ADMINISTRATIVE OFFICER

**Lanie Hurdle, Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

Paige Agnew, Commissioner, Development & Growth Services	Not required
Jennifer Campbell, Commissioner, Community Services	Not required
Neil Carbone, Commissioner, Corporate Services	Not required
David Fell, President & CEO, Utilities Kingston	Not required
Peter Huigenbos, Commissioner, Major Projects & Strategic Initiatives	Not required
Brad Joyce, Commissioner, Infrastructure, Transportation & Emergency Services	Not required

January 9, 2024

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Options/Discussion:

At any time during a fiscal year, it may be necessary for a municipality to utilize temporary borrowing to meet its operating expenses until taxes are collected and other revenues received. The municipality must pass a by-law on an annual basis to enable it to borrow funds to meet its current operational needs.

Based on cash flow projections, short-term borrowing for current operations in 2024 is expected to be minimal; however, the City of Kingston has periodically, in the past, been in a borrowing position in order to fund its day-to-day operations during the period from mid-December until the time when the current year's interim tax bills are due. If required, borrowing for operational needs is most often executed through an internal borrowing from City reserve funds.

Section 407 of the [Municipal Act, 2001](#), as amended, outlines the borrowing limits for operating purposes imposed upon Ontario municipalities. The limitations are such that in the first nine months of the year, municipalities can borrow no more than 50% of the budgeted revenues for the year. After September 30th, the loan amounts cannot exceed 25% of budgeted revenues. Where approval of the current year's budget is pending, the municipality is required to calculate its borrowing limits using budgeted revenues for the previous year.

Should it be necessary to finance the City's current operating expenditures on an interim basis, maximum borrowing limits for the period from January 1, 2024 to September 30, 2024 and for the period from October 1, 2024 to December 31, 2024 are \$270,000,000 and \$135,000,000, respectively.

Indigenization, Inclusion, Diversity, Equity & Accessibility (IIDEA) Considerations

None

Existing Policy/By-Law

[Municipal Act 2001](#), as amended, outlines the borrowing limits for operating purposes imposed upon Ontario municipalities.

Notice Provisions

None

Financial Considerations

Finance charges will only apply should the City be required to borrow under this by-law. Based on cash flow projections, short-term borrowing for current operations is expected to be minimal and transacted by way of temporary internal borrowings of other City funds with interfund interest recorded accordingly.

January 9, 2024

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Contacts:

Lana Foulds, Director, Financial Services, 613-546-4291 extension 2209

Other City of Kingston Staff Consulted:

None

Exhibits Attached:

Exhibit A - Draft By-Law to Authorize the Municipality to Borrow up to \$270,000,000 during the January 1, 2024 to September 30, 2024 Period and up to \$135,000,000 during the October 1, 2024 to December 31, 2024 Period in Order to Finance the City's Current Operating Expenditures on an Interim Basis.

By-Law Number. 2024-XX

A By-Law to Authorize the Municipality to Borrow up to \$270,000,000 during the January 1, 2024 to September 30, 2024 Period and up to \$135,000,000 during the October 1, 2024 to December 31, 2024 Period in Order to Finance the City's Current Operating Expenditures on an Interim Basis.

Passed: January 9, 2024

Whereas Section 407 of the *Municipal Act, 2001*, c.25, as amended, authorizes Council to pass a by-law authorizing the municipality to borrow from time to time by way of promissory note or bankers' acceptance such sums as Council considers necessary to meet the current expenditures of the Corporation for the year until the taxes are collected and other revenues are received, provided the amounts borrowed between January 1 and September 30 and between October 1 and December 31 of the year do not exceed fifty per cent (50%) and twenty five per cent (25%) respectively, of the total estimated revenues of the Corporation as set forth in the approved 2023 operating budget; and

Whereas Council deems it necessary to authorize the borrowing together with any similar borrowings that have not been repaid, to a maximum of two hundred and seventy million dollars (\$270,000,000) during the period between January 1, 2024 and September 30, 2024, and a maximum of one hundred and thirty-five million dollars (\$135,000,000) during the period between October 1, 2024 and December 31, 2024 in order to meet the current operating expenditures of the Corporation until the taxes are collected, such sums representing not more than fifty percent (50%) and twenty-five percent (25%) respectively, of the total estimated revenue of the Corporation as set forth in the approved 2023 operating budget; and

Whereas Council deems it expedient to pass a by-law for such purpose.

Therefore be it resolved that the Council of The Corporation of the City of Kingston hereby enacts as follows:

1. The Mayor and City Treasurer of the Corporation are hereby authorized under the seal of the Corporation to borrow by way of promissory note or bankers' acceptance, from any chartered bank or banks in the City of Kingston or any other person, firm or corporation, a sum not exceeding two hundred and seventy million dollars (\$270,000,000) between January 1, 2024 and September 30, 2024 and one hundred and thirty-five million dollars (\$135,000,000) between October 1, 2024 and December 31, 2024, for the purpose of meeting the current operating expenditures of the Corporation until the taxes are collected.

2. Despite the provisions of Section 1 of this by-law, the amounts that may be borrowed during the times and for the purposes mentioned in Section 1 of this by-law, together with the total of any similar borrowings that have not been repaid, shall not, except with the approval of the Ontario Land Tribunal, exceed during the period between January 1, 2024 and September 30, 2024, and during the period between October 1, 2024 and December 31, 2024, fifty percent (50%) and twenty-five percent (25%) respectively, of the total estimated revenues of the Corporation as set forth in the approved 2023 operating budget.
3. The Mayor and City Treasurer are hereby authorized to pay or allow the bank or banks or any other person, firm or corporation that lends money to the Corporation, interest on the sums borrowed at such rates of interest and on such other terms as may be arranged by the City Treasurer and adopted by Council. The promissory note, or notes, debentures, covenants, or agreements sealed with the seal of the Corporation and signed on behalf of the Corporation by the Mayor and City Treasurer may be given to the said bank or banks, person, firm or corporation as security for the repayment of the amounts borrowed with interest thereon as previously mentioned.
4. This By-Law shall come into force and take effect on the date of its passing.

Given all Three Readings and Passed: January 9, 2024

Janet Jaynes
City Clerk

Bryan Paterson
Mayor



**City of Kingston
Report to Council
Report Number 24-023**

To: Mayor and Members of Council
From: Desirée Kennedy, Chief Financial Officer & City Treasurer
Resource Staff: Lana Foulds, Director, Financial Services
Date of Meeting: January 9, 2024
Subject: Capital Project Status Report as of October 31, 2023

Council Strategic Plan Alignment:

Theme: Financial measures/budget

Goal: See above

Executive Summary:

This report provides Council with an update on the status of capital works in process. When projects are complete Council is advised and the necessary recommendation is made to complete the financing requirements. In most cases this recommendation results in additional funding or a return of funds (denoted in brackets) to the original approved financing source and may include a change in the debt financing requirements.

In some instances, budget amendments may also be required and are included in the recommendation, supported by the detail in Exhibit A to this report. The recommendations include reallocations and amendments to previously approved capital budgets and related funding to ensure that appropriate tracking and monitoring processes are maintained and supported. This report also recommends an additional capital budget allocation for the Gardiners-Centennial MTO intersection project.

January 9, 2024

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Recommendation:

That Council approve capital budget changes, as outlined in Exhibit A to Report Number 24-023, as well as financing of capital projects or (return of funds) as follows:

Source of Financing (Return of Funds):	Amount
Municipal Capital Reserve Fund	\$ (\$2,229,855)
Other Reserve Funds and Reserves:	
Recycling Equipment Replacement Reserve Fund	\$ (331,948)
Federal Gas Tax Reserve Fund	(675,600)
Fire Capital Reserve Fund	(480,000)
Development Charge Reserve Fund	(27,941)
Transit Capital Reserve Fund	855,792
Library Capital Reserve Fund	(1,705)
Working Fund Reserve	<u>(1,697)</u> (663,099)
Grant revenues	<u>(2,247,000)</u>
Total Sources of Financing (Return of Funds)	<u>\$ (5,139,954)</u>

That Council approve an additional capital budget of \$3,405,000, to be funded \$675,600 from the Federal Gas Tax Reserve Fund and \$2,729,400 from the Municipal Capital Reserve Fund, to complete the Gardiners-Centennial MTO intersection project.

January 9, 2024

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Authorizing Signatures:

ORIGINAL SIGNED BY CHIEF

FINANCIAL OFFICER & CITY TREASURER

Desiree Kennedy, Chief
Financial Officer & City
Treasurer

ORIGINAL SIGNED BY CHIEF

ADMINISTRATIVE OFFICER

Lanie Hurdle, Chief
Administrative Officer

Consultation with the following Members of the Corporate Management Team:

Paige Agnew, Commissioner, Growth & Development Services

Jennifer Campbell, Commissioner, Community Services

Neil Carbone, Commissioner, Corporate Services

David Fell, President & CEO, Utilities Kingston Not required

Peter Huigenbos, Commissioner, Major Projects & Strategic Initiatives Not required

Brad Joyce, Commissioner, Infrastructure, Transportation
& Emergency Services

January 9, 2024

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Options/Discussion:**Background**

This report provides information on the status of capital works, including completed projects, project variances and budget amendments as well as capital works-in-process balances. The recommendations in this report ensure that the integrity of the budget approval process is maintained by ensuring that any changes to funding as a result of capital project completion or other capital budget amendments are documented and approved. This report provides information on capital works with recommended close outs and amendments as of October 31, 2023.

The capital project structure is configured with both capital envelopes as well as individual project approvals specific to strategic capital projects. Strategic capital projects are closed out upon completion. Capital envelopes are not subject to a routine close out process, however unspent balances are reviewed as part of the annual budget process. While Exhibit A includes recommendations for closure of some capital envelopes, this reflects staff's ongoing efforts to streamline the capital account structure and close out duplicate capital programs, historically approved in separate years.

Exhibit A provides details in support of the recommendations for closing and finalizing the financing requirements for completed capital projects, which can result in additional funding or a return of unspent funds to the original approved funding source.

Also included on Exhibit A are a number of capital projects listed under Information Systems & Technology, Heritage Services and Arts & Culture Services that are being closed and balances reallocated to a related capital envelope for ease of project management and reporting and as a strategy for reducing the 2024 capital budget requests by utilizing previously approved and unspent funds.

Further details on capital budget amendments included on Exhibit A are provided below.

Grant Funding

Budget amendments included on Exhibit A include a number of grant funding adjustments.

- Facilities Management and Construction Services - Non-Heritage capital envelope - grant submission was unsuccessful, and the related scope of work reduced.
- Facilities Management and Construction Services - Green Municipal Fund grant funding received, replacing the municipal share of funding.
- Fire & Rescue – second phase of NG911 grant funding received, replacing the municipal share of funding.
- Airport Passenger Terminal Building project – grant submission was unsuccessful, and the related scope of work reduced.

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- ICIP grant related projects – amendments made to the split between municipal and grant funding in accordance with final grant agreements.

Other Capital Budget Amendments

- Transportation ICIP Project - Phase 2 - Transit Corridor project deferred to a later date.
- IS&T – Enterprise Point of Sale project deferred to a later date.
- King Street and Portsmouth projects – consolidated into one project number for project management purposes, including a reallocation from the general engineering envelope.

Capital Budget Recommendation

This report includes a capital budget request of \$3.4M for the previously approved Gardiners-Centennial MTO intersection project. The total cost of the intersection reconstruction has been adjusted to \$15.5M to reflect an updated cost estimate based on the final design and to accommodate construction timelines and staging elements as required by the Ministry of Transportation.

Exhibit B provides information on the capital works-in-process as at October 31, 2023, including information on approved expenditure budgets and actual costs to date.

Existing Policy/By-Law

Capital budget by-laws for all years up to and including 2023 with capital budget amendments as approved by Council.

Notice Provisions

None

Financial Considerations

Included in the body of the report.

Contacts:

Desiree Kennedy, Chief Financial Officer & City Treasurer, 613-546-4291 extension 2220

Lana Foulds, Director, Financial Services, 613-546-4291 extension 2209

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Other City of Kingston Staff Consulted:

Luke Follwell, Director, Engineering Services

Speros Kanellos, Director, Facilities Management & Construction Services

Brandon Forrest, Director, Business, Real Estate & Environment

Ian Semple, Director, Transportation Services

Brent Fowler, Director, Corporate Asset Management & Fleet

Laird Leggo, Manager, Licensing, Parking Operations and Policy

Exhibits Attached:

Exhibit A - Closed Capital Projects and Budget Amendments as at October 31, 2023

Exhibit B - Capital Works in Process as at October 31, 2023

Closed Capital Projects and Budget Amendments as at October 31, 2023

Department	Project Number and Description	Actual Expenditures	Budget	Expenditure Variance	Amount to Finance (Amount Returned)	Project Status	Municipal Capital Reserve Fund	Other Funding	Funding Description	Comments
Solid Waste	200932 - SLW-Signage	-	30,000	(30,000)	(30,000)	Close	-	(30,000)	Recycling Equipment Replacement Reserve Fund	Funded through another project
Solid Waste	200931 - SLW-Scale and Scale Software upgrade	18,052	320,000	(301,948)	(301,948)	Close	-	(301,948)	Recycling Equipment Replacement Reserve Fund	Project not proceeding
Facilities Management & Construction Services	201024 - FAC-Non-Heritage Capital Envelope	3,738,382	13,965,767	(10,227,385)	(400,000)	Reduce project budget	-	(400,000)	Grant not received	Revised budget \$13,565,767
Facilities Management & Construction Services	200574 - FAC-Building Energy Retrofit	2,948,475	3,925,000	(976,525)		Change funding source	(252,020)	252,020	Green Municipal Fund Grant	Grant received
Facilities Management & Construction Services	200955 - FAC-Richardson Beach Bath House	1,386,433	1,386,433	-	-	Close	-	-		
Fire & Rescue	200901 - FRE-Records Management System	-	25,000	(25,000)	(25,000)	Close and reallocate	-	(25,000)	Fire Capital Reserve Fund	
Fire & Rescue	200507 - FRE-Fire Technology Communications	11,221	600,000		25,000		-	25,000	Fire Capital Reserve Fund	Revised budget \$625,000
Fire & Rescue	100098 - FRE-911 Telephone Service	524,370	1,020,725	(496,355)		Change funding source	-	(480,000)	Fire Capital Reserve Fund	Grant received
							-	480,000	NG911 grant	
Airport	100171 - AIR-Passenger Terminal Building	230,551	270,000	(39,449)	(28,000)	Reduce project budget	-	(28,000)	Grant not received	Revised budget \$242,000
Airport	100175 - AIR-Capital &/or Land Use Plans	73,611	81,537	(7,926)	(7,926)	Close	(7,926)	-		
Airport	200172 - AIR-Technology/Communications	1,491,435	1,520,000	(28,565)	(28,565)	Close	(28,565)	-		
Transportation	201033 - TRP-ICIP KIN10 - Phase 2-A/T Transit Corridor - eligible	-	196,547	(196,547)	(196,547)	Close	(52,419)	(144,128)	ICIP grant	Project deferred
Transportation	201034 - TRP-ICIP KIN10 - Phase 2-A/T Transit Corridor- Ineligible	-	10,990	(10,990)	(10,990)	Close	(10,990)	-		

Department	Project Number and Description	Actual Expenditures	Budget	Expenditure Variance	Amount to Finance (Amount Returned)	Project Status	Municipal Capital Reserve Fund	Other Funding	Funding Description	Comments
Transportation	100252 - TRP-Centennial Drive-2 Lane Road	5,178,837	11,518,052	(6,339,215)	(3,405,000)	Close portion of project	(2,729,400)	(675,600)	Federal Gas Tax	Funds not required; Revised budget \$8,113,052
Transportation	200674 - TRP-ICIP KIN008 - Centralized Traffic Control and TSP	160,140	4,184,900	(4,024,760)		Correct funding split	280,027	(280,027)	ICIP grant	Correct grant and municipal funding split
Transit	200643/200934 - TRN-Bus Stops/Shelters	106,534	1,719,378	(1,612,844)		Correct funding split	-	(855,792)	ICIP grant	Correct grant and municipal funding split
							-	855,792	Transit Capital Reserve Fund	
Transportation	200576 - TRP-Active Transportation - King St. and Portsmouth Avenue	38,748	1,900,000	(1,861,252)	(1,861,252)	Close and consolidate	(496,340)	(1,364,912)	ICIP grant	
Engineering	200683 - ENG-Road Reconstruction & Rehabilitation	20,374,329	24,854,345	(4,480,016)	(520,000)	Close portion of project and reallocate	(520,000)	-		Revised budget \$24,334,345
Transportation	200677 - TRP-ICIP KIN003 - King Street W at Portsmouth (TSP)	18,750	2,116,356	(2,097,606)	2,381,252		2,287,413	93,839	ICIP grant	Correct grant and municipal funding split. Revised budget \$4,497,608
Engineering	100070 - MPO-Strategic Properties & Divestiture	-	500,000	(500,000)	(500,000)	Close and reallocate	(500,000)	-		
Engineering	200686 - ENG-Bridges, Culverts & Retaining Walls	2,184,793	4,659,630	(2,474,837)	500,000		500,000	-		Revised budget \$5,159,630
Engineering	200977 - MPO-MacLean Trails Park	-	675,698	(675,698)	(675,698)	Close and reallocate	(675,698)	-		
Engineering	200477 - ENG-Existing Parks & Shoreline	5,495,772	11,294,850	(5,799,078)	675,698		675,698	-		Revised budget \$11,970,548
Engineering	100287 - ENG-Anglin Bay Seawall	99,467	105,001	(5,534)	(5,534)	Close	(5,534)	-		
Engineering	200690 - ENG-Street Lighting	683,371	1,107,110	(423,739)	(423,739)	Close	(423,739)	-		

Department	Project Number and Description	Actual Expenditures	Budget	Expenditure Variance	Amount to Finance (Amount Returned)	Project Status	Municipal Capital Reserve Fund	Other Funding	Funding Description	Comments
Information Systems & Technology	200518 - IST-Enterprise Point-of-Sale	-	400,000	(400,000)	(400,000)	Close and reallocate	(400,000)	-		Project deferred; funds reallocated to planning
Information Systems & Technology	XXXXXX - IST - Payment Strategy Planning				100,000		100,000	-		New project budget
Information Systems & Technology	200177 - IST-Customer relationship mgmt (phases)	711,771	750,000	(38,230)	(38,230)	Close and reallocate	(26,383)	(11,847)	Utilities Kingston Recovery	
Information Systems & Technology	200520 - IST-Customer relationship mgmt (phases)	432,183	520,382	(88,200)	(88,200)	Close and reallocate	(70,560)	(17,640)	Utilities Kingston Recovery	
Information Systems & Technology	100223 - IST-Enterprise Content Management	641,326	700,000	(58,674)	(8,000)	Close portion of project and reallocate	(8,000)	-		
Information Systems & Technology	200523 - IST-Citizen Identity and Access Management	185,858	200,000	(14,142)	(14,142)	Close and reallocate	(11,314)	(2,828)	Utilities Kingston Recovery	
Information Systems & Technology	200845 - IST-Digital Service Delivery	2,158,906	3,683,578	(1,524,672)	(181,367)	Close portion of project and reallocate	-	(181,367)	Technology Reserve Fund	
Information Systems & Technology	200847 - IST-Continuous Improvement & Innovation	1,178,371	1,419,279	(240,908)	(40,000)	Close portion of project and reallocate	(40,000)	-		
Information Systems & Technology	200515 - IST-Information Management	1,260,628	1,370,713	(110,085)	369,938		156,256	32,315	Utilities Kingston Recovery	Revised budget \$1,740,651
							-	181,367	Technology Reserve Fund	
Business, Real Estate & Environment	200500 - REE-TESS Facility Construction	383,333	383,333	-	-	Close	-	-		
Heritage Services	200466 - HER-Heritage Property Designation Updates	81,051	103,917	(22,866)	(22,866)	Close and reallocate	(22,866)	-		
Heritage Services	200917 - HER-Archaeology Master Plan Updates	62,908	125,000	(62,092)	(62,092)	Close and reallocate	(34,151)	(27,941)	Development Charges Reserve Fund	

Department	Project Number and Description	Actual Expenditures	Budget	Expenditure Variance	Amount to Finance (Amount Returned)	Project Status	Municipal Capital Reserve Fund	Other Funding	Funding Description	Comments
Heritage Services	200918 - HER-Expansion of Market Square HCD - Density by Design	21,285	150,000	(128,715)	(128,715)	Close and reallocate	(128,715)	-		
Heritage Services	XXXXXX - HER - Heritage Planning				213,673		213,673	-		New project budget
Heritage Services	100301 - HER-Cultural Heritage (Interpretation)	210,140	221,056	(10,916)	(10,916)	Close and reallocate	(10,916)	-		
Heritage Services	100296 - HER-Digital Strategy	63,730	100,000	(36,270)	(36,270)	Close and reallocate	(36,270)	-		
Heritage Services	100305 - HER-Museum Review-MWM, PHSM & CH	16,503	100,000	(83,497)	(83,497)	Close and reallocate	(83,497)	-		
Heritage Services	100313 - HER-City Hall Exhibit Development	81,075	368,397	(287,322)	(287,322)	Close and reallocate	(287,322)	-		
Heritage Services	200916 - HER-Naming and Interpretive signage	23,056	150,000	(126,944)	(126,944)	Close and reallocate	(126,944)	-		
Heritage Services	200490 - HER-Cultural Heritage	508,493	1,122,712	(614,219)	544,949		544,949	-		Revised budget \$1,667,661
Arts & Cultural Services	100195 - CUL-Cultural Tourism	192,397	194,094	(1,697)	(1,697)	Close and reallocate	-	(1,697)	Working Fund Reserve	
Arts & Cultural Services	100295 - CUL-Programs & Policy - Culture	216,884	726,854	(509,970)	(509,970)	Close and reallocate	(509,970)	-		
Arts & Cultural Services	200489 - CUL-First Capital Place	49,393	75,000	(25,607)	(25,607)	Close and reallocate	(25,607)	-		
Arts & Cultural Services	200491 - CUL-Cultural Arts Programs	364,564	451,989	(87,425)	537,274		537,274	-		Revised budget \$989,263
Arts & Cultural Services	200290 - CUL-Downtown Gateway & Princess Street Improvements	280,781	310,106	(29,325)	(29,325)	Close and reallocate	(29,325)	-		
Arts & Cultural Services	100311 - CUL-Public Art Program (KCP)	508,739	949,618	(440,879)	29,325		29,325	-		Revised budget \$978,943
Library	200805 - LIB-Bishop's House	248,295	250,000	(1,705)	(1,705)	Close	-	(1,705)	Library Capital Reserve Fund	
Total					(5,139,954)		(2,229,855)	(2,910,099)		

Department	Project Number and Description	Actual Expenditures	Budget	Expenditure Variance	Amount to Finance (Amount Returned)	Project Status	Municipal Capital Reserve Fund	Other Funding	Funding Description	Comments
Summary										
Reserve & Reserve Funds:										
	Municipal Capital Reserve Fund						(2,229,855)			
	Recycling Equipment Replacement Reserve Fund							(331,948)		
	Federal Gas Tax Reserve Fund							(675,600)		
	Fire Capital Reserve Fund							(480,000)		
	Development Charges Reserve Fund							(27,941)		
	Transit Capital Reserve Fund							855,792		
	Library Capital Reserve Fund							(1,705)		
	Working Fund Reserve							(1,697)		
	Sub-Total						(2,229,855)	(663,099)		
	Grant Revenues							(2,247,000)		
	Total						(2,229,855)	(2,910,099)		

Capital Works-In-Progress as of October 31, 2023

Project Number and Description	Actuals	Commitments	Budget	Variance	Comments
Agencies & Boards					
Library - Asset Management Envelopes					
100000 - LIB-Branch Revitalization & Renewal (Shared)	238,702	-	375,000	136,298	
200526 - LIB-Branch Revitalization & Renewal (Un-Shared)	176,261	-	389,216	212,955	
200527 - LIB-Facility Repairs	715,496	64,415	1,046,319	266,408	
200528 - LIB-Materials for Sight Impaired	26,332	-	30,000	3,668	
200529 - LIB-Shared IT	195,958	-	501,000	305,042	
200531 - LIB-Unshared IS&T	39,207	-	207,000	167,793	
Total Library - Asset Management Envelopes	<u>1,391,955</u>	<u>64,415</u>	<u>2,548,535</u>	<u>1,092,165</u>	
Library - Projects					
200806 - LIB-KFPL Branch Donations	10,176	-	36,385	26,209	
Total Library - Projects	<u>10,176</u>	<u>-</u>	<u>36,385</u>	<u>26,209</u>	
Total Library	<u>1,402,131</u>	<u>64,415</u>	<u>2,584,920</u>	<u>1,118,374</u>	
Police - Asset Management Envelopes					
200533 - POL-IT Projects	2,310,925	-	4,841,000	2,530,075	
200534 - POL-Critical Incident Management Equipment	745,009	-	805,788	60,779	
200532 - POL-Replacement Vehicles	2,630,343	-	3,143,000	512,657	
200535 - POL-Building	260,275	-	400,000	139,725	
Total Police - Asset Management Envelopes	<u>5,946,552</u>	<u>-</u>	<u>9,189,788</u>	<u>3,243,236</u>	

Project Number and Description	Actuals	Commitments	Budget	Variance	Comments
Police - Projects					
200698 - POL-911 Upgrades	1,122,177	-	2,200,000	1,077,823	
Total Police - Projects	1,122,177	-	2,200,000	1,077,823	
Total Police	7,068,729	-	11,389,788	4,321,059	
Kingston Access Services - Projects					
100089 - KAS-Facility Upgrades	10,537	-	32,000	21,463	
200972 - KAS-New Dispatch Software	-	-	121,000	121,000	ECD Q2 2024
200820 - KAS-Replacement of KAS Vehicles	106	-	1,375,828	1,375,722	On order
201003 - KAS-Computer Upgrade	-	-	15,000	15,000	
Total Kingston Access Services	10,643	-	1,543,828	1,533,185	
County of Frontenac - Projects					
201026 - COF-Ambulance	-	-	250,000	250,000	
201025 - COF-Ambulance Station	-	-	3,000,000	3,000,000	
Total County of Frontenac	-	-	3,250,000	3,250,000	
Total Agencies & Boards	8,481,503	64,415	18,768,536	10,222,618	

Project Number and Description	Actuals	Commitments	Budget	Variance	Comments
Infrastructure, Transportation & Emergency Services					
Transportation Services - Transportation & Transit - Asset Management Envelopes					
200449/200666 - TRP - City-wide Routes ATMP Infrastructure	2,036,619	860,953	5,180,011	2,282,439	
200451 - TRP-Active Transportation - Pathways & Trails	7,477	1,379	66,000	57,144	
200456 - TRP-City Wide Intersection & Corridor Improvements	814,888	34,688	1,131,000	281,424	
200667 - TRP-Neighbourhood Routes ATMP Infrastructure	830,818	24,683	2,364,823	1,509,323	
200669 - TRP-Intersections and Pedestrian Crossings	1,117,971	109,187	3,400,000	2,172,842	
200671 - TRP-Traffic Management General	1,483,827	3,210	1,659,597	172,560	
200673 - TRP-Pathway and Trail Lighting	186,874	71,643	3,050,000	2,791,482	
Total Transportation Services - Transportation & Transit - Asset Management Envelopes	6,478,474	1,105,743	16,851,431	9,267,214	
Transportation Services - Transportation & Transit - Projects					
100252 - TRP-Centennial Drive-2 Lane Road	5,013,618	268,512	8,113,052	2,830,922	
200668 - TRP-Policies and Programs	160,767	5,347	345,000	178,886	
200670 - TRP-Transportation Data Modelling and Studies	329,627	83,786	787,000	373,587	
200674 - TRP-ICIP KIN008 - Centralized Traffic Control and TSP	165,140	9,539	4,184,900	4,010,221	
200675 - TRP-ICIP KIN002 - Enhanced connections to KT Stops	1,991,192	2,740,041	6,900,759	2,169,526	
200677 - TRP-ICIP KIN003 - King Street W at Portsmouth (TSP)	18,750	-	4,497,608	4,478,858	
200678 - TRP-ICIP KIN004-AT/Transit Corridor, Priority, & AT Enhance	1,689,384	1,888,860	13,081,463	9,503,219	
200810 - TRP-ROW-Downtown Patio Program and Design	187,785		250,000	62,215	ECD Q4 2023

Project Number and Description	Actuals	Commitments	Budget	Variance	Comments
200987 - TRP-School Safety Zones	44,076	-	400,000	355,924	
201028 - TRP-Gardiners Centennial MTO Intersection	2,581	151,473	18,905,000	18,750,946	
201031/201032 - TRP-ICIP KIN12 - Phase 2-Portsmouth Ave to Union Street	-	-	1,991,458	1,991,458	
Total Transportation Services - Transportation & Transit - Projects	9,602,921	5,147,557	59,456,240	44,705,763	
Transit - Transportation & Transit Asset Management Envelopes					
200447 - TRN-Buildings-Transit	175,528	-	500,000	324,472	
200448 - TRN-Equipment	187,455	-	1,643,498	1,456,043	
200643/200934 - TRN-Bus Stops/Shelters	730,478	2,593,313	4,693,026	1,369,235	
Total Transit - Asset Management Envelopes	1,093,461	2,593,313	6,836,524	3,149,750	
Transit - Transportation & Transit Projects					
200641 - TRN-Buildings-Bus Electrification Study	84,104	68,745	250,000	97,151	ECD Q4 2023
200830 - TRN-Driver Protection Barriers	689,647	-	825,000	135,353	ECD Q4 2023
200933 - TRN- Equipment-Farebox	936,019	447,970	1,500,000	116,011	ECD Q4 2023
Total Transit - Transportation & Transit - Projects	1,709,770	516,715	2,575,000	348,515	
Total Transportation & Transit Services	18,884,625	9,363,328	85,719,195	57,471,242	
Public Works - Asset Management Envelopes					
200425 - PBW-Right-of-way Inspections/Repairs	621,332	26,778	890,000	241,890	
200426 - PBW-Forestry	3,166,393	129,850	3,595,000	298,757	
200427 - PBW-Low Volume Roads	1,451,361	24,719	1,700,000	223,920	
200428 - PBW-Building Maintenance Capital	123,847	5,035	130,000	1,118	
200429 - PBW-Technology-Research & Implementation	195,895	-	410,000	214,105	
200430 - PBW-Parks & Sportsfields Repairs	333,813	1,755	425,000	89,432	

Project Number and Description	Actuals	Commitments	Budget	Variance	Comments
200646 - PBW-Pavement Marking	1,337,508	10,879	2,054,000	705,613	
201004 - PBW-Winter De-icing Pilot	-	-	100,000	100,000	
Total Public Works - Asset Management Envelopes	7,230,149	199,017	9,304,000	1,874,834	
Total Public Works	7,230,149	199,017	9,304,000	1,874,834	
Solid Waste - Projects					
100267 - SLW-Radio Equipment	86,870	-	132,104	45,234	
100276 - SLW-Integrated Waste Management Study	136,990	-	200,000	63,010	
200638 - SLW-Drop-off Recycling Depot at KARC	39,326	-	60,000	20,675	
200807 - SLW-Groundwork Repair at Yard Waste Depot at KARC	-	-	100,000	100,000	
Total Solid Waste	263,185	-	492,104	228,919	
Engineering - Asset Management Envelopes					
200477 - ENG-Existing Parks & Shoreline	5,621,767	654,575	11,970,548	5,694,206	
200683 - ENG-Road Reconstruction & Rehabilitation	20,374,329	449,850	24,334,345	3,510,166	
200686 - ENG-Bridges, Culverts & Retaining Walls	2,184,793	1,124,875	5,159,630	1,849,962	
200687 - ENG-ENG-Storm System Improvements	2,343,742	-	4,454,508	2,110,766	
200688 - ENG-Stormwater & Combined Sewer Separation Projects	329,954	308,351	10,238,679	9,600,374	
200691 - ENG-Asset Management & Studies	1,325,802	327,280	2,620,265	967,183	
200692 - ENG-Engineering Capital Program - unallocated	2,255,960	117,229	2,600,825	227,636	
200705 - ENG-DMAF Shoreline Projects	4,265,562	145,623	7,572,385	3,161,200	
200809 - ENG-Turtle Fence	866,585	1,002	1,655,000	787,412	
201022 - ENG-Parks Capital Program - unallocated	-	-	311,275	311,275	
Total Engineering - Asset Management Envelopes	39,568,494	3,128,786	70,917,460	28,220,180	

Project Number and Description	Actuals	Commitments	Budget	Variance	Comments
Engineering - Projects					
100229 - ENG-Catarauqui Woods Extension - Sydenham	4,227,112	-	8,722,489	4,495,377	ECD Q4 2024
200336 - ENG-Community Park West Village (700 Gardiners Rd)	1,392,758	22,697	1,416,000	545	
200658 - ENG-New Parks	2,029,398	1,641,359	8,599,025	4,928,268	
200976 - ENG-700 Princess Street	1,113,865	7,123	1,145,000	24,012	
Total Engineering - Projects	8,763,133	1,671,179	19,882,514	9,448,202	
Major Projects Office - Engineering - Projects					
100245 - MPO-Highway 15 Gore Road Intersection to Lasalle School	5,068,699	-	7,647,761	2,579,062	
100253 - MPO-CWD 2 Lane Rd East of Sydenham	731,783	-	1,248,480	516,697	
200100 - MPO-Third Crossing of the Catarauqui River	179,657,375	114,984	180,000,000	227,641	
200679 - MPO-ICIP KIN007 - JCB/Montreal Intersection	119,794	-	9,990,000	9,870,206	
200978 - MPO-Village Apartments Pathway Improvements	-	-	265,302	265,302	
201029/201030 - MPO-ICIP KIN002 - K&P Trail	-	-	1,500,000	1,500,000	
Total Major Projects Office - Engineering	185,577,651	114,984	200,651,543	14,958,908	
Total Engineering	233,909,278	4,914,949	291,451,517	52,627,290	
Fire & Rescue - Asset Management Envelopes					
100098 - FRE-911 Telephone Service	176,150	22,290	1,020,725	822,286	
100100 - FRE-Communications Centre	103,943	-	302,300	198,357	
100102 - FRE-Headquarters & Stations Capital	1,369,587	3,596	1,404,000	30,818	
100104 - FRE-Response Vehicles - Replace/Refurbish	7,047,313	1,027,278	10,004,960	1,930,368	
100111 - FRE-Planning/Studies	195,239	-	220,000	24,761	

Project Number and Description	Actuals	Commitments	Budget	Variance	Comments
200505 - FRE-Mobile Radio & Communications	699,317	-	1,053,500	354,183	
200507 - FRE-Fire Technology Communications	11,221	-	625,000	613,779	
200509 - FRE-Other Equipment	1,365,075	175,813	1,550,000	9,112	
200902 - FRE-Corporate Radio System	851,559	-	1,096,628	245,069	
201016 - FRE-Emergency Preparedness	-	-	25,000	25,000	
201015 - FRE-Training Centre Facilities and Props	88,366	-	100,000	11,634	
201074 - FRE-Aerial Fire Truck	-	-	2,000,000	2,000,000	
Total Fire & Rescue - Asset Management Envelopes	11,907,770	1,228,977	19,402,113	6,265,366	
Total Fire & Rescue	11,907,770	1,228,977	19,402,113	6,265,366	

Growth & Development Services

Planning Services - Projects

100037 - PLD-North King's Town Secondary Plan	891,803	-	981,000	89,197	ECD Q2 2024
100109 - PLD-Clogg's Road/Creekford Secondary	226,142	-	250,000	23,858	ECD Q2 2024
100110/200936 - PLD-Urban Growth Strategy Update	357,362	-	450,000	92,638	ECD Q4 2025
200467 - PLD-Development Review/Land Management	33,581	-	157,171	123,590	Ongoing
200468 - PLD-Project Costs/Long Term Plan	586,362	32,600	790,364	171,403	
200831 - PLD-Policy Planning Studies	121,795	117,354	650,000	410,851	
200937 - PLD-Commercial Land Use Inventory	30,188	64,976	100,000	4,836	ECD Q4 2024
200938 - PLD-Employment/Industrial Land Strategy	27,830	42,116	75,000	5,053	ECD Q4 2024
200939 - PLD-Population Model Update	179,726	108,876	340,000	51,398	ECD Q4 2024
200940 - PLD-Density by Design	62,620	-	200,000	137,380	

Project Number and Description	Actuals	Commitments	Budget	Variance	Comments
200941 - PLD-GIS Vendor Support	-	-	30,000	30,000	ECD Q4 2024
200942 - PLD-3D GIS Development Strategy	843	-	51,000	50,157	ECD Q4 2024
200943 - PLD-Site Plan By-Law Update	14,780	-	75,000	60,220	ECD Q1 2024
200944 - PLD-Community Benefits Charges Strategy	124,013	3,374	150,000	22,613	ECD Q4 2023
200951 - PLD-Streamline Development Approval Fund Initiative	1,656,787	3,429	1,750,000	89,784	ECD Q4 2023
201014 - PLD-Livable City Design Awards	33,360	-	50,000	16,640	ECD Q4 2023
201012 - PLD-Official Plan Consolidation/ 5 Year Reviews	110,688	-	425,000	314,312	
201013 - PLD-Plan Review Monitors	1,282	-	15,000	13,718	ECD Q2 2024
201075 - PLD-2024 DC Background Study & By-Law Development	-	-	150,000	150,000	
Total Planning Services	4,459,161	372,726	6,689,535	1,857,649	
Building Services - Asset Management Envelopes					
100133 - BEN-Building Hardware	2,009	-	80,000	77,991	
200835 - BEN-Furnishings	-	-	10,000	10,000	
Total Building Services	2,009	-	90,000	87,991	
Licensing & Enforcement Services - Projects					
200834 - BEN-Accela Licensing and Code Enforcement	-	-	300,000	300,000	
200899 - BEN-Enforcement Field Hardware	83,036	9,234	100,000	7,730	
Total Licensing & Enforcement Services	83,036	9,234	400,000	307,730	
Parking - Asset Management Envelopes					
100180 - PRK-Planning/Studies	92,234	-	195,000	102,766	
100181 - PRK-Chown	2,723,499	532,295	4,605,146	1,349,352	
100182 - PRK-Bicycle Parking	44,786	-	160,000	115,214	

Project Number and Description	Actuals	Commitments	Budget	Variance	Comments
100183/200457 - PRK-Technology/Communications-Parking	279,976	-	660,000	380,024	
100184 - PRK-Hanson	2,152,881	79,700	2,480,000	247,419	
100186 - PRK-Surface Lots	328,749	-	1,635,381	1,306,632	
100187 - PRK-Pay & Display-Meters	1,525,280	4,944	2,883,292	1,353,068	
100190 - PRK-Robert Bruce	826,403	11,650	1,125,000	286,947	
100310 - PRK-Parking Other Equipment	78,513	-	115,000	36,487	
200460 - PRK-Parking Enforcement	67,060	3,547	141,948	71,341	
201002 - PRK-Sheraton	-	-	376,000	376,000	
201081 - PRK-Hanson Memorial Parking Garage	-	-	3,700,000	3,700,000	
Total Parking	8,119,383	632,136	18,076,767	9,325,249	
Real Estate & Environmental Initiatives - Asset Management Envelopes					
200496 - REE-Employment Land Acquisition	740,717	2,845	5,200,000	4,456,438	
Total Real Estate & Environmental Initiatives - Asset Management Envelopes	740,717	2,845	5,200,000	4,456,438	
Real Estate & Environmental Initiatives - Projects					
100138 - REE-9 North Street (Old Imperial Oil Building)	45,487	-	100,000	54,513	ECD Q3 2024
100142 - REE-Federal Divestitures	115,108	-	250,000	134,892	
100266 - REE-Brownfield Remediation Project	427,584	24,504	455,400	3,312	ECD Q4 2023
100281 - REE-Kingston East Landfill Closure	297,336	13,017	401,800	91,447	ECD Q3 2023
100314 - REE-Belle Island Stabilization	5,812	-	50,000	44,188	Ongoing
200870 - REE-Employment Land Servicing	2,782,867	307,024	5,700,222	2,610,332	

Project Number and Description	Actuals	Commitments	Budget	Variance	Comments
200170 - REE-Municipal Property Environmental Remediation	89,095	48,839	230,000	92,066	
200322 - REE-Employment Land Agreement	112,972	182,516	300,000	4,511	Ongoing
200337 - REE-Dredging Waterlot-1 Queen Street	73,358	-	133,358	60,000	Ongoing
200493 - REE-Strategic Property Land Development	525,598	170,412	811,165	115,155	
200497 - REE-DT Coal Tar Groundwater Monitoring	66,262	-	95,000	28,738	Ongoing
200498 - REE-Belle Park Landfill	208,132	351	251,863	43,381	ECD Q1 2024
200499 - REE-EMP Remediation and Monitoring	7,436	-	160,000	152,564	
201006 - REE-Orchard Marsh Sediment Control	-	-	250,000	250,000	
201050 - REE-Land Acquisition-Fire Station #11	3,860,948	-	4,300,000	439,052	
201069 - REE-Belle Park Emergency Repairs	58,909	22,581	1,500,000	1,418,511	
201070 - REE-King St Wt Parking Lot Lands	-	-	153,500	153,500	
201079 - REE-2685 Creekford Road	-	-	1,480,000	1,480,000	
Total Real Estate & Environmental Initiatives - Projects	8,676,905	769,243	16,622,309	7,176,161	
Total Real Estate & Environmental Initiatives	9,417,622	772,088	21,822,309	11,632,599	
Climate Leadership Division - Projects					
200811 - CLD-Climate Leadership Priorities Implementation	299,308	-	450,000	150,692	
200812 - CLD-Kingston Home Energy Retrofit Program	4,239,783	295,511	18,475,000	13,939,706	
200900 - CLD-Sustainable Kingston Plan Update	-	-	125,000	125,000	
200925 - CLD-GHG Inventory and Initiative Development	12,373	17,975	45,000	14,652	
Total Climate Leadership Division	4,551,464	313,486	19,095,000	14,230,050	

Project Number and Description	Actuals	Commitments	Budget	Variance	Comments
Community Services					
Rideaucrest - Asset Management Envelopes					
100080 - LTC-Donations, Capital Expenditures	103,694	-	222,000	118,306	
100209 - LTC-Rideaucrest Home-Facility	3,035,426	30,730	3,663,843	597,686	
Total Rideaucrest	3,139,120	30,730	3,885,843	715,992	
Heritage Services - Asset Management Envelopes					
200490 - HER-Cultural Heritage	508,493	1,094	1,667,661	1,158,074	
XXXXXX - HER - Heritage Planning			213,673	213,673	
Total Heritage Services - Asset Management Envelopes	508,493	1,094	1,881,334	1,371,747	
Heritage Services - Projects					
200292 - HER-Engage for Change	261,680	-	450,000	188,320	
Total Heritage Services - Projects	261,680	-	450,000	188,320	
Total Heritage Services	770,173	1,094	2,331,334	1,560,067	
Housing & Social Services - Projects					
100088 - HSG-1316 & 1318 Princess Street	10,325,508	-	15,720,925	5,395,417	ECD Q1 2025
100092/200472 - HSG-Affordable Housing Capital Subsidy	345,094	-	485,626	140,532	
200087 - HSG-Social Housing Seed Funding	150,969	6,818	250,000	92,214	Ongoing
200199 - HSG-Rideau Heights Regeneration Phase 2	354,585	42,113	400,000	3,301	ECD Q4 2024
200343 - HSG-IAH-1 Curtis Crescent	1,496,221	14,313	1,550,000	39,466	ECD Q1 2025
200475 - HSG-Affordable Housing Viability	317,062	-	340,665	23,603	Ongoing

Project Number and Description	Actuals	Commitments	Budget	Variance	Comments
200561 - HSG-27 Wright Cres Redevelopment	2,557,350	-	2,656,820	99,470	ECD Q4 2024
200639 - HSG-Canada-Ontario Community Housing Initiative	2,304,064	512,096	3,675,395	859,235	
200640 - SOC-MFAP Modernization & Sustainment	33,178	17,092	100,000	49,731	ECD Q1 2025
200717 - HSG-1752 Bath Road	-	-	1,400,000	1,400,000	
200727 - HSG-484-Albert Street (Home for Good Program)	2,912,100	-	9,445,000	6,532,900	
200733 - HSG-113 Lower Union	2,177,329	-	2,209,172	31,843	ECD Q4 2024
200763 - HSG-805 Ridley	2,690,066	89,015	6,233,275	3,454,194	
200817 - SOC-Furnishings - 362 Montreal Street	-	-	10,000	10,000	ECD Q1 2025
200874 - HSG-Tiny Homes/Micro Living Spaces	-	-	661,000	661,000	
200894 - HSG-Rapid Housing Initiative	7,424,141	183	7,668,328	244,004	
200895 - HSG-Sleeping Cabin Program	886,025	239,158	1,151,970	26,787	Ongoing
200920 - SOC-Electronic Scheduler	-	-	50,000	50,000	ECD Q1 2025
200981 - HSG-Providence Manor	20,000	-	50,000	30,000	Ongoing
201007 - HSG-Housing & Homeless System Consulting	48,285	-	100,000	51,715	Ongoing
201009 - HSG-Affordable Units	1,240,095	13,469	10,250,000	8,996,436	
201010 - SOC-Business Equipment Replacement	-	-	15,000	15,000	ECD Q1 2025
201011 - SOC-Child Care Plan	-	-	50,000	50,000	Ongoing
201038 - HSG-Ryandale Transitional Housing	793,721	-	900,000	106,279	
201040 - HSG-Rapid Housing Initiative (Round Three)	2,216,675	5,519	6,669,918	4,447,724	
201089 - HSG-365 Nelson Street-Youth Shelter	-	-	141,425	141,425	
Total Housing & Social Services	38,292,467	939,776	72,184,519	32,952,276	

Project Number and Description	Actuals	Commitments	Budget	Variance	Comments
Arts & Culture Services - Asset Management Envelopes					
100297 - CUL-JK Tett Centre Envelope	45,391	-	132,200	86,809	
200491 - CUL-Cultural Arts Programs	364,564	23,446	989,263	601,253	
200492 - CUL-Grand Theatre Functional Capital	448,291	52,513	682,205	181,401	
Total Arts & Culture Services - Asset Management Envelopes	858,246	75,959	1,803,668	869,464	
Arts & Culture Services - Projects					
100311 - CUL-Public Art Program (KCP)	508,739	156	978,943	470,048	
Total Arts & Culture Services - Projects	508,739	156	978,943	470,048	
Total Arts & Culture Services	1,366,985	76,114	2,782,611	1,339,512	
Recreation & Leisure Services - Asset Management Envelopes					
200481 - REC-Community Facilities	388,572	-	730,809	342,237	
200482 - REC-Leon's Centre - Facilities	1,002,184	14,905	1,035,000	17,912	
200483 - REC-Recreation Facilities	559,401	-	769,997	210,596	
200484 - REC-Aquatic Facilities	608,248	-	787,954	179,706	
200485 - REC-Arena Facilities	3,747,058	510,083	4,903,442	646,301	
200486 - REC-Market Square	114,656	9,695	226,703	102,352	
200487 - REC-Marina Facilities	382,539	25,200	1,039,148	631,409	
200488 - REC-Portsmouth Olympic Harbour	476,346	4,883	870,908	389,679	
200653 - REC-Crawford Wharf	2,046	-	50,000	47,954	
Total Recreation & Leisure Services - Asset Management Envelopes	7,281,050	564,765	10,413,961	2,568,146	

Project Number and Description	Actuals	Commitments	Budget	Variance	Comments
Recreation & Leisure Services - Projects					
200930 - REC-Cricket Field Refurbishment	257,121	427,617	750,000	65,262	ECD Q4 2023
201071 - REC-Loyalist Township Aquatics Centre Partnership	-	-	6,550,000	6,550,000	
Total Recreation & Leisure Services - Projects	257,121	427,617	7,300,000	6,615,262	
Total Recreation & Leisure Services	7,538,172	992,381	17,713,961	9,183,408	

Corporate Services

Facilities Management & Construction Services - Asset Management Envelopes

200574 - FAC-Building Energy Retrofit	2,948,475	500,835	3,925,000	475,690	
200650/200909 - FAC-Rideaucrest Home	3,311,003	281,611	5,408,540	1,815,926	
200903 - FAC-Designated Substance Management	45,666	41,747	181,970	94,557	
200906 - FAC-Realty Asset Management	861,151	82,203	4,537,573	3,594,220	
200907 - FAC-Grand Theatre Envelope	25,315	20,464	540,599	494,820	
200910 - FAC-Kingston Fire & Rescue	471,990	160,272	778,963	146,701	
200911 - FAC-Recreation & Leisures Services	214,018	934,970	2,388,506	1,239,518	
200912 - FAC-Leon's Centre	321,722	23,565	471,718	126,430	
200914 - FAC-Kingston Frontenac Public Library	587,475	311,660	995,000	95,865	
201023 - FAC-Heritage Capital Envelope	2,257,926	3,082,914	8,768,290	3,427,449	
201024 - FAC-Non-Heritage Capital Envelope	3,738,382	921,463	13,565,767	8,905,922	
Total Facilities Management & Construction Services - Asset Management Envelopes	14,783,122	6,361,704	41,561,927	20,417,100	

Project Number and Description	Actuals	Commitments	Budget	Variance	Comments
Facilities Management & Construction Services - Projects					
100127 - FAC-701 Division Street, Public Works/Fleet Building	4,233,005	133,731	4,427,084	60,348	ECD Q2 2024
200575 - FAC-Fire Fleet Maintenance Facility-Design	4,320,943	911	4,350,000	28,146	ECD Q4 2023
200802 - FAC-Public Works Vehicle Storage Facility	8,344	-	190,000	181,656	
200803 - FAC-New Creekford Road Building	42,909	12,752	1,020,881	965,220	
200908 - FAC-Energy Retrofit/Efficiency Enhancements/EV	35,906	1,009	250,000	213,085	
200913 - FAC-610 Montreal Envelope	129,158	188,201	2,944,269	2,626,910	
200979 - FAC-Kingston Fire & Rescue, New Fire Stations	25,872	75,545	1,000,000	898,583	ECD Q4 2028
Total Facilities Management & Construction Services - Projects	8,796,137	412,149	14,182,234	4,973,948	
Total Facilities Management & Construction Services	23,579,259	6,773,854	55,744,161	25,391,048	
Asset Management & Fleet Services - Asset Management Envelopes					
100151 - FLT-Replacements-Underground	1,014,119	-	1,172,834	158,715	
100156/200439 - FLT-Replacements-City Other	3,123,100	-	3,203,886	80,786	
100159 - FLT-Replacements-Treatment	503,766	-	648,563	144,797	
200041 - FLT-Replacements-UK Other	561,821	-	678,282	116,461	
200441 - FLT-Replacements-Underground	211,948	-	273,082	61,134	
200442 - FLT-Replacements-Other	124,461	-	192,368	67,907	
200461 - FLT-Vehicle	9,362	-	80,000	70,638	
200607 - FLT-Corporate Asset Management	324,827	191,821	590,000	73,352	

Project Number and Description	Actuals	Commitments	Budget	Variance	Comments
200695 - FLT-Bus Refurbishments	729,727	-	1,348,675	618,948	
200821 - FLT-Replacements-Underground/Treatment	823,046	-	1,853,676	1,030,630	
200822 - FLT-Replacements-City Other	1,320,439	-	1,608,397	287,958	
200823 - FLT-Replacements-Public Works	5,475,540	281,607	7,104,569	1,347,421	
200824 - FLT-Replacements-Solid Waste	36,573	-	540,938	504,365	
200825 - FLT-Replacements - Gas	50,109	-	83,731	33,622	
200826 - FLT-Additions - Public Works (Roads/Sidewalks)	348,743	-	1,055,000	706,257	
200828 - FLT-Technology/Communications/Tooling	462,743	-	482,250	19,507	ECD Q4 2023
200829 - FLT-Buildings/Grounds/Infrastructure	176,477	94,708	745,300	474,115	
200873 - FLT-Installation of Municipal Fleet Chargers	124,716	4,544	130,000	740	ECD Q4 2023
200926 - FLT-Replacements - Full Size Buses (including Electrical)	-	-	6,390,521	6,390,521	
200927 - FLT-Additions - Facilities Maintenance	44,399	-	161,056	116,657	
200928 - FLT-Replacements-City Other-Airport	23,005	252,553	1,160,957	885,399	
201021 - FLT-Municipal-Additions	128,181	-	681,652	553,471	
201019 - FLT-Municipal-Replacements	423,755	193,812	5,790,841	5,173,274	
201020 - FLT-Utilities-Replacements	-	-	1,429,594	1,429,594	
Total Asset Management & Fleet Services	16,040,858	1,019,045	37,406,172	20,346,270	
Information Systems & Technology - Asset Management Envelopes					
100223/200519 - IST-Enterprise Content Management	1,006,005	32,680	1,132,000	93,315	
200173 - IST-Public Facing Sustainment	593,977	-	683,145	89,168	
200513 - IST-Enterprise Resource Management Sustainment	485,900	54,166	542,240	2,174	
200515 - IST-Information Management	1,260,628	1,018	1,740,651	479,006	

Project Number and Description	Actuals	Commitments	Budget	Variance	Comments
200840/200510 - IST-ICT Infrastructure	3,652,207	71,844	3,889,106	165,055	
200841 - IST-Core Capability Sustainment	342,215	-	586,923	244,708	
200842 - IST-Digital Workspace	1,142,551	90,158	1,654,138	421,428	
200843 - IST-Business Applications	2,461,817	-	2,841,767	379,950	
200844/200174/200512 - IST-Cyber Security	695,021	5,882	1,322,288	621,385	
200845 - IST-Digital Service Delivery	1,993,261	-	3,502,211	1,508,950	
200847 - IST-Continuous Improvement & Innovation	1,178,371	3,777	1,379,279	197,131	
200929 - IST-Geospatial Information Management	981,538	113	1,981,278	999,627	
Total Information Systems & Technology - Asset Management Envelopes	15,793,490	259,638	21,255,026	5,201,898	
Information Systems & Technology - Projects					
100215 - IST-Data Centre Upgrades	275,690	-	333,104	57,414	ECD Q4 2024
100217 - IST-Enterprise Applications-HR	459,249	-	515,000	55,751	Ongoing
200522 - IST-DASH Improvements (minor\discretionary)	19,853	9,604	35,000	5,543	ECD Q4 2023
200660 - IST-Financial Management System	2,882,450	852,541	4,060,723	325,732	
200661 - IST-Internal Quality\Process Improvement Tech	25,033	24,459	50,000	508	ECD Q4 2023
200663 - IST-City Website Redesign	261,531	38,467	300,000	2	ECD Q4 2023
XXXXXX - IST-Payment Strategy Planning			100,000	100,000	
Total Information Systems & Technology - Projects	3,923,806	925,071	5,393,827	544,951	
Total Information Systems & Technology	19,717,296	1,184,709	26,648,853	5,746,848	

Project Number and Description	Actuals	Commitments	Budget	Variance	Comments
Chief Administrative Officer					
Airport - Asset Management Envelopes					
200167 - AIR-Planning/Studies	79,888	21,991	285,000	183,121	
200171 - AIR-Grounds/Underground/Fencing	148,074	190,636	896,100	557,390	
200656 - AIR-Runway Rehabilitation	-	-	250,000	250,000	
Total Airport - Asset Management Envelopes	227,961	212,627	1,431,100	990,511	
Airport - Projects					
100171 - AIR-Passenger Terminal Building	230,551	-	242,000	11,449	Ongoing
200296 - AIR-Airport Building and Runway	42,791	-	135,000	92,209	Ongoing
Total Airport - Projects	273,342	-	377,000	103,658	
Total Airport	501,303	212,627	1,808,100	1,094,169	
Total Capital Projects	418,254,817	29,100,687	711,816,631	264,461,127	

By-Law Number 2024-XXX

**A By-Law To Amend The City Of Kingston Official Plan (Amendment Number 91,
500 Cataraqui Woods Drive)**

Passed: [Meeting Date]

Whereas a Public Meeting was held regarding this amendment on August 2, 2023 and December 21, 2023;

Now Therefore the Council of The Corporation of the City of Kingston, in accordance with the provisions of Section 17 of the *Planning Act*, R.S.O. 1990, c.P13, hereby enacts as follows:

1. The City of Kingston Official Plan is hereby amended by the following map change which shall constitute Amendment Number 91 to the Official Plan for the City of Kingston.
 - (a) **Amend** Schedule 'CN-1', 'Cataraqui North Neighbourhood Secondary Plan', of the City of Kingston Official Plan, so as to designate the property located at 500 Cataraqui Woods Drive, as shown on Schedule 'A' to By-law Number 2024-____, as 'Residential'
2. That the City of Kingston Official Plan, as amended, be further amended by adding the following new Policy as Section 10C.3.34.1:

"10C.3.34.1 That high density residential development may be located at the northwest corner of Centennial Drive and Cataraqui Woods Drive, 500 Cataraqui Woods Drive, subject to the following restrictions:

 - a. The maximum density is 280 dwelling units per net hectare of land."
3. This by-law shall come into force and take effect on the day that is the day after the last day for filing an appeal pursuant to the *Planning Act*, provided that no Notice of Appeal is filed to this by-law in accordance with the provisions of Section 17, Subsection 24 of the *Planning Act*, as amended; and where one or more appeals have been filed within the time period specified, at the conclusion of which, the By-Law shall be deemed to have come into force and take effect on the day the appeals are withdrawn or dismissed, as the case may be.

Given all Three Readings and Passed: [Meeting date]

Janet Jaynes
City Clerk

Bryan Paterson
Mayor



Planning
Services

Schedule 'A' to By-Law Number

Address: 500 Cataraqui Woods Drive
File Number: D35-002-2023

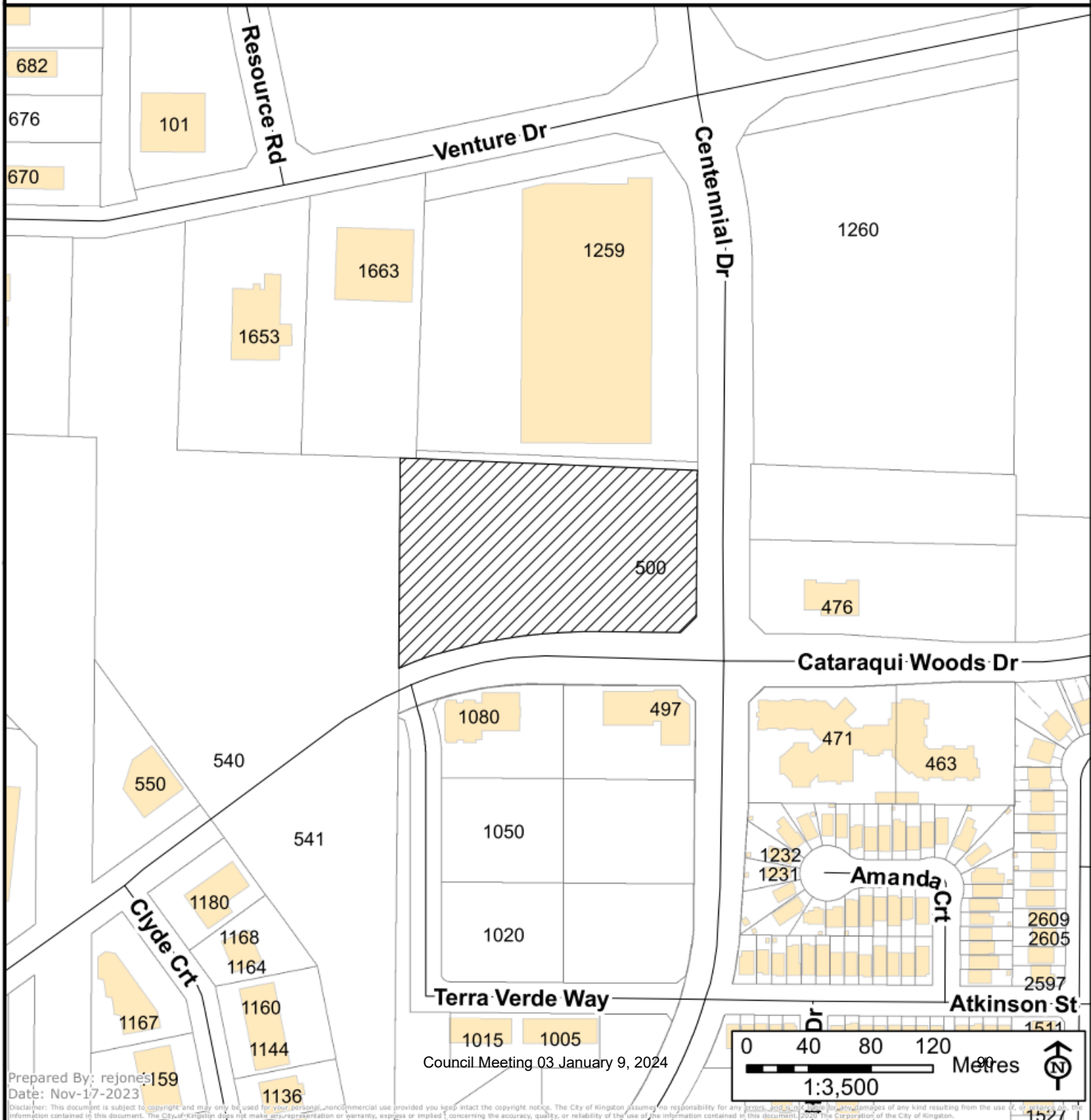
Official Plan - Schedule CN-1 Cataraqui North Land Use

 Lands to be redesignated from
'Business Commercial' to 'Residential'

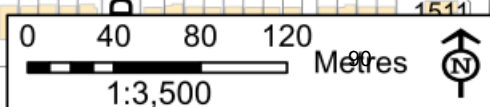
Certificate of Authentication

This is Schedule 'A' to By-Law Number _____, passed this _____ day of _____ 2022.

Mayor Clerk



Council Meeting 03 January 9, 2024



Prepared By: rejones
Date: Nov-17-2023

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By-Law Number 2024-XX

A By-Law to Amend By-Law Number 2022-62, “Kingston Zoning By-Law Number 2022-62” (Change to URM2, Removal of Legacy Exception ‘L74’, and Introduction of Exception Number ‘E142’ and Exception Number ‘E143’, and Removal of Holding Overlay H164 and introduction of Holding Overlay H231 (500 Cataraqui Woods Drive))

Passed: [Meeting Date]

Whereas the Council of The Corporation of the City of Kingston enacted By-Law Number 2022-62, “Kingston Zoning By-Law Number 2022-62” (the “Kingston Zoning By-Law”);

Whereas the Council of The Corporation of the City of Kingston deems it advisable to amend the Kingston Zoning By-Law;

Therefore be it resolved that the Council of The Corporation of the City of Kingston hereby enacts as follows:

1. By-Law Number 2022-62 of The Corporation of the City of Kingston, entitled “Kingston Zoning By-Law Number 2022-62”, is amended as follows:
 - 1.1. Schedule 1 – Zoning Map is amended by changing the zone symbol from ‘M4’ to ‘URM2’, as shown on Schedule “A” attached to and forming part of this By-Law;
 - 1.2. Schedule E – Exception Overlay is amended to remove Legacy Exception L74 and to add Exception E142 and E143, as shown on Schedule “B” attached to and forming part of this By-Law.
 - 1.3. Schedule F – Holding Overlay is amended to remove Hold Number ‘H164’, and to add Hold Number 231 as shown on Schedule “C” attached to and forming part of this By-Law;
 - 1.4. By adding the following Exception Number E142 in Section 21 – Exceptions, as follows:

“**E142.** Despite anything to the contrary in this By-law, the following provisions apply to the lands subject to this Exception:

 - (a) **Dwelling unit in a mixed-use building** is a permitted use;

- (b) The provisions for **apartment buildings** apply to **mixed use buildings**;
- (c) **Mixed-use buildings** may only contain **non-residential uses** that are permitted in the CN Zone as per Table 15.1.2., and the **non-residential uses** are only permitted on the **first storey**.
- (d) The maximum **building height** is 22 metres;
- (e) The minimum **rear setback** is 19 metres;
- (f) The minimum **landscaped open space** is 29%;
- (g) A maximum of 40% of the horizontal length of each face of the main wall of each **storey** may be occupied by **balconies**.”

1.5. By adding the following Exception Number E143 in Section 21 – Exceptions, as follows:

“**E143.** Despite anything to the contrary in this By-law, the following provisions apply to the lands subject to this Exception:

- (a) **Dwelling unit** in a **mixed-use building** is a permitted use;
- (b) The provisions for **apartment buildings** apply to **mixed use buildings**;
- (c) **Mixed-use buildings** may only contain **non-residential uses** that are permitted in the CN Zone as per Table 15.1.2., and the **non-residential uses** are only permitted on the **first storey**.
- (d) The maximum **building height** is 22 metres;
- (e) The minimum **rear setback** is 18 metres;
- (f) The minimum **interior setback** is 4 metres;
- (g) The minimum **amenity area** is 3,390 square metres;
- (h) A maximum of 40% of the horizontal length of each face of the main wall of each **storey** may be occupied by **balconies**;
- (i) The minimum number of **car-share spaces** is 7 spaces.”

1.6. By adding the following Holding Overlay H231 in Section 22 – Holding Conditions, as follows:

- (a) Confirmation from Utilities Kingston of adequate servicing capacity to accommodate the development by way of substantial completion of the Days Road Pumping Station upgrades or an acceptable alternative.

2. This By-Law shall come into force in accordance with the provisions of the *Planning Act*.

Given all Three Readings and Passed: [Meeting Date]

Janet Jaynes
City Clerk

Bryan Paterson
Mayor



Schedule 'A' to By-Law Number

Address: 500 Cataraqi Woods Drive
File Number: D35-002-2023

Kingston Zoning By-Law 2022-62 Schedule 1 - Zoning Map

 Lands to be Rezoned to URM2

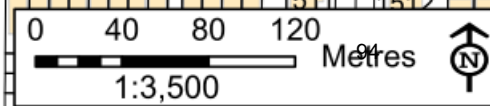
**Planning
Services**

Certificate of Authentication

This is Schedule 'A' to By-Law Number _____, passed this _____ day of _____ 2023.

Mayor

Clerk





Schedule 'B' to By-Law Number

Address: 500 Cataraqi Woods Drive
File Number: D35-002-2023

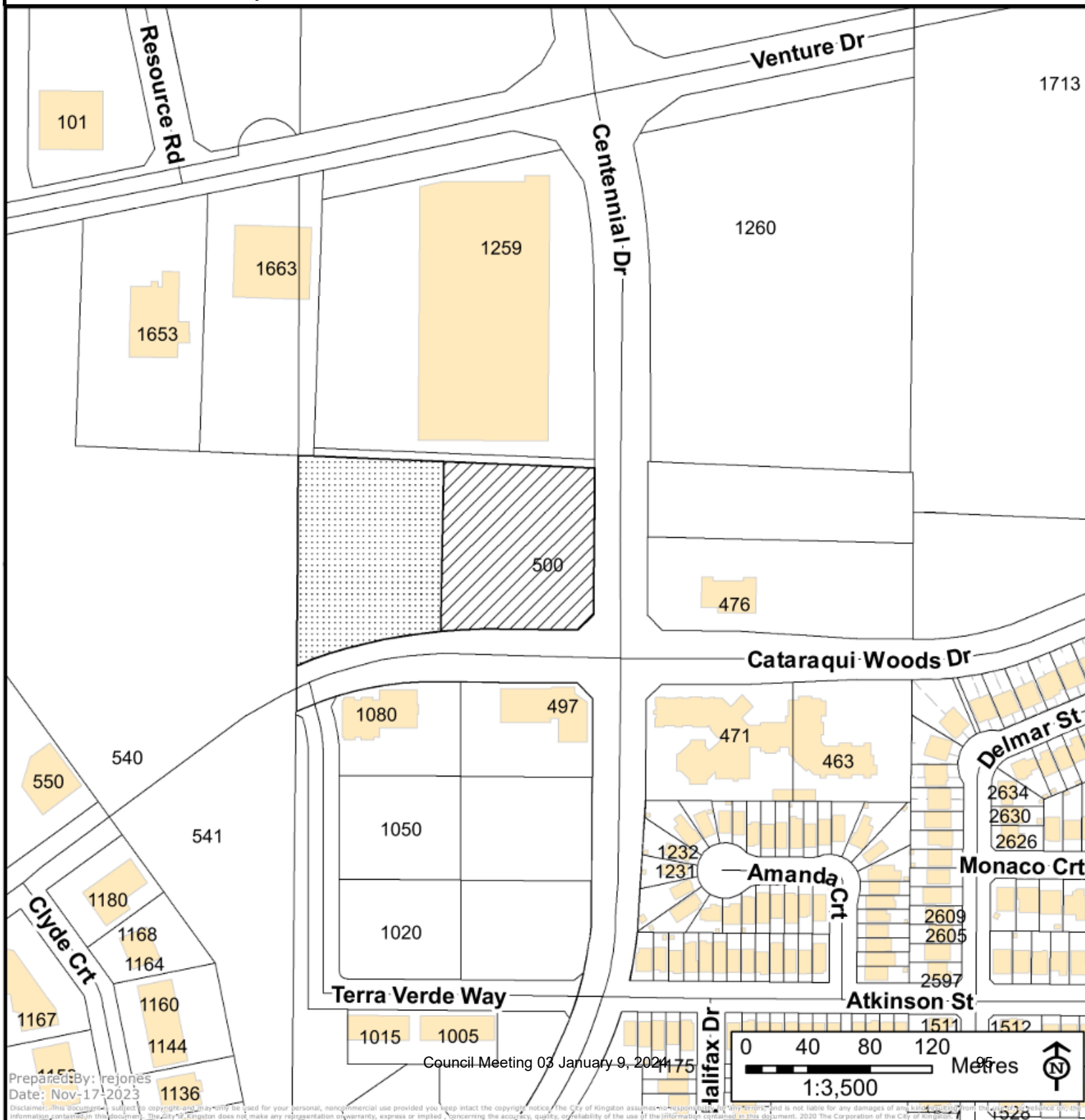
Kingston Zoning By-Law 2022-62 Schedule E - Exception Overlay

- Lands to be added as E142
- Lands to be added as E143

Certificate of Authentication

This is Schedule 'B' to By-Law Number _____, passed this _____ day of _____ 2023.

Mayor Clerk



Prepared By: rejonas
Date: Nov-17-2023

Council Meeting 03 January 9, 2024


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Schedule 'C' to By-Law Number

Kingston Zoning By-Law 2022-62 Schedule F - Holding Overlay

Address: 500 Cataraqui Woods Drive
File Number: D35-002-2023

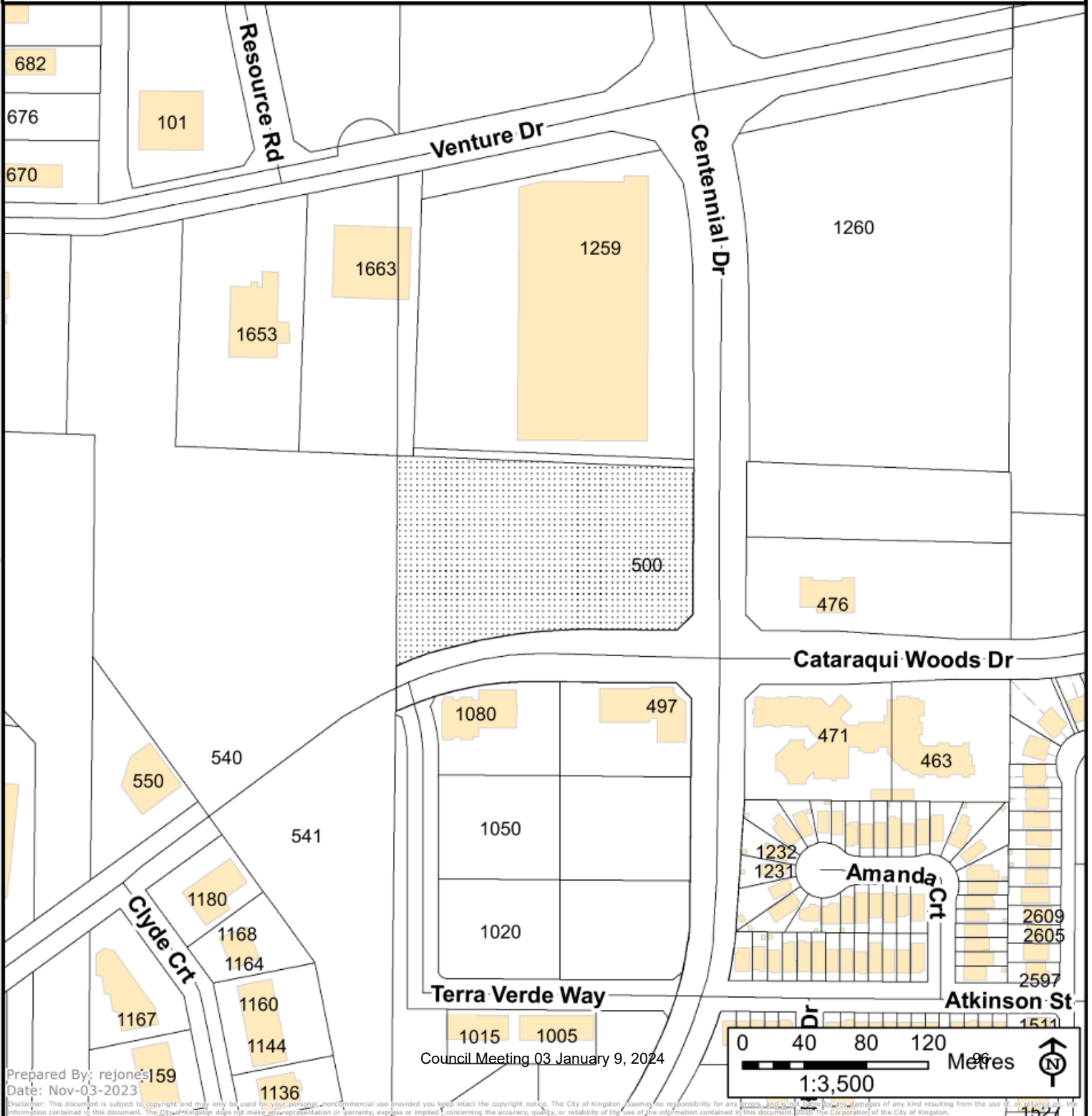
 Lands to be Removed from H164
and Added to H231

Certificate of Authentication

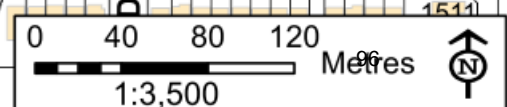
This is Schedule 'C' to By-Law Number _____, passed this _____ day of _____ 202_.

Mayor

Clerk



Council Meeting 03 January 9, 2024



Prepared By: rejon@159
Date: Nov-03-2023

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By-Law Number 2024-XX

A By-Law to Amend By-Law Number 2022-62, “Kingston Zoning By-Law Number 2022-62” (Zone Change from ‘UR5’ to ‘UR8’ Zone, and Introduction of Exception E81 and Exception E82 (36 Durham Street))

Passed:

Whereas the Council of The Corporation of the City of Kingston enacted By-Law Number 2022-62, “Kingston Zoning By-Law Number 2022-62” (the “Kingston Zoning By-Law”);

Whereas the Council of The Corporation of the City of Kingston deems it advisable to amend the Kingston Zoning By-Law;

Therefore be it resolved that the Council of The Corporation of the City of Kingston hereby enacts as follows:

1. By-Law Number 2022-62 of The Corporation of the City of Kingston, entitled “Kingston Zoning By-law Number 2022-62”, is amended as follows:
 - 1.1. Schedule 1 – Zoning Map is amended by changing the zone symbol from ‘UR5’ to ‘UR8’, as shown on Schedule “A” attached to and forming part of this By-Law;
 - 1.2. Schedule E – Exception Overlay is amended by adding Exception ‘E81’ and Exception ‘E82’, as shown on Schedule “B” attached to and forming part of this By-Law;
 - 1.3. By adding the following Exception Number E81 and Exception Number E82 in Section 21 – Exceptions, as follows:

“**E81.** Despite anything to the contrary in this By-law, the following provisions apply to the lands subject to this Exception:

 - (a) For the purposes of the exception overlay, the yard abutting Durham Street shall be deemed to be the **front yard** and the yard abutting Toronto Street shall be deemed to be the **exterior yard**.
 - (b) The minimum **rear setback** is 3.0 metres.”

“**E82.** Despite anything to the contrary in this By-law, the following provisions apply to the lands subject to this Exception:

 - (a) The minimum **lot area** is 195 square metres;

- (b) The minimum **lot frontage** is 11.3 metres;
 - (c) The minimum **front setback** is 3.1 metres;
 - (d) The minimum **rear setback** is 4.9 metres; and
 - (e) The minimum **front setback** for a **porch** is 2.4 metres.”
2. This By-Law shall come into force in accordance with the provisions of the *Planning Act*.

Given all Three Readings and Passed: [Meeting Date]

Janet Jaynes
City Clerk

Bryan Paterson
Mayor



Schedule 'A' to By-Law Number

Address: 36 Durham Street
File Number: D14-004-2022

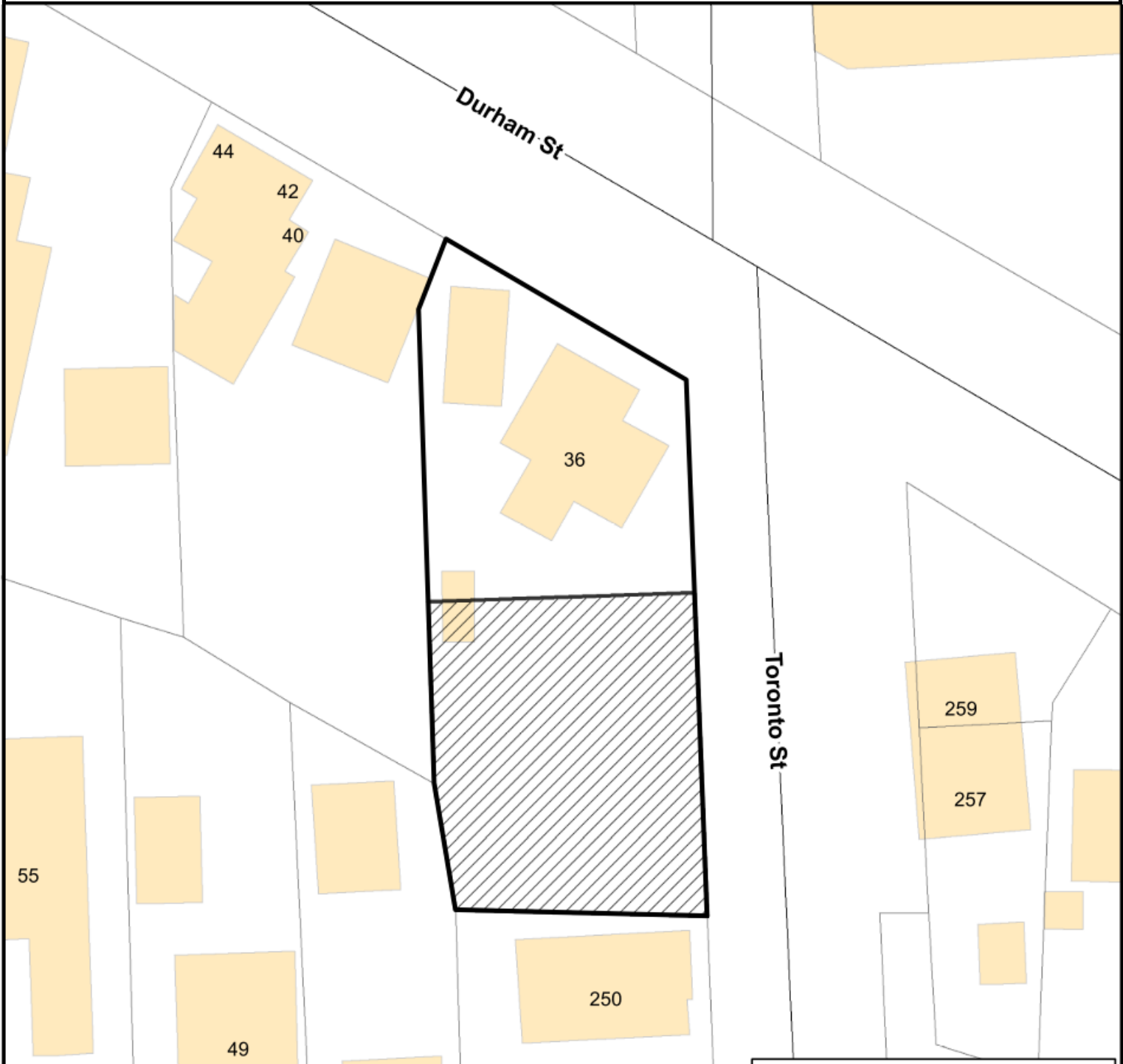
Reference Kingston Zoning By-Law Schedule 1 - Zoning Map

 Lands to be Rezoned from UR5 to UR8

Certificate of Authentication

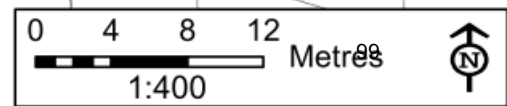
This is Schedule 'A' to By-Law Number _____, passed this _____ day of _____ 2022.

Mayor Clerk



Prepared By: rejones
Date: Oct-12-2022

Council Meeting 03 January 9, 2024





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Schedule 'B' to By-Law Number

Address: 36 Durham Street
File Number: D14-004-2022

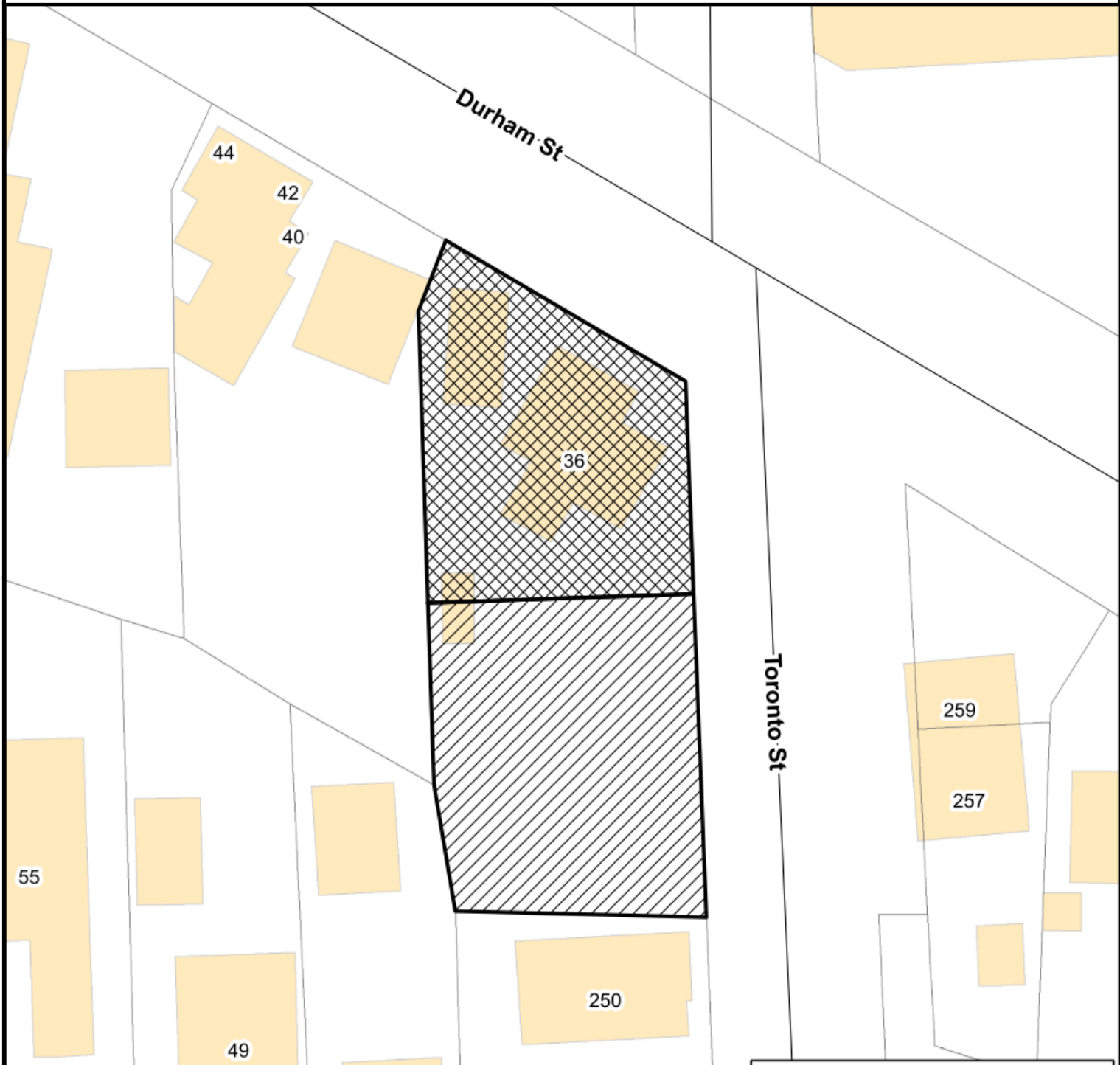
Zoning By-Law 2022-62 Schedule E - Exception Overlay

-  Lands to be Added as Exception Number E81
-  Lands to be Added as Exception Number E82

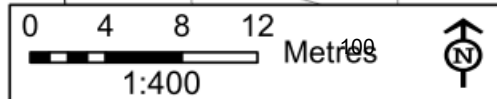
Certificate of Authentication

This is Schedule 'B' to By-Law Number _____, passed this _____ day of _____ 2022.

Mayor Clerk



Council Meeting 03 January 9, 2024



Prepared By: rejonas
Date: Oct-12-2022

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-- Website Version--

**Notice of Intention to Pass By-Laws to Designate
The following properties to be of Cultural Heritage Value and Interest Pursuant to
the Provisions of the *Ontario Heritage Act* (R.S.O. 1990, Chapter 0.18)**

Take Notice that the Council of The Corporation of the City of Kingston intends to pass by-laws under Section 29 of the *Ontario Heritage Act*, R.S.O. 1990, Chapter 0.18, to designate the following lands to be of cultural heritage value and interest:

101 Logan Street (Part Lot 21 N/S Logan St, 22 NW/S Yonge St Plan 54 Kingston City Part 2 13R8868 S/T Interest in FR506397; City of Kingston, County of Frontenac), known as Mrs. Dawson's Tavern; and

103 Logan Street (Part Lot 21 N/S Logan St Plan 54 Kingston City Part 1 13R8868; City of Kingston, County of Frontenac), known as Mrs. Dawson's Tavern:

Spanning two properties and located on the north side of the street at the northwest intersection with Yonge Street in Portsmouth Village, Mrs. Dawson's Tavern is a representative example of a mid-19th century Regency style residence with little ornamentation. Its simple two-storey massing, hipped roof, central entranceways flanked by large windows and prominent location is typical of 19th century Regency dwellings in Ontario. The building was designed by William Coverdale and constructed in 1856 for Frances Dawson as a tavern. Coverdale is a well-known and prolific local architect who designed many landmark buildings in Kingston. Mrs. Dawson's Tavern is an example of his work on a modest building in a style not typically associated with Coverdale. The building's limestone construction, shallow setback from the street and two-storey massing maintains the character of the area and is visually and historically tied to its surroundings. The heritage attributes include the limestone building, original openings, and hipped roof.

110 Ordnance Street (Part Lot 412 Original Survey Kingston City; Part Lot 413 Original Survey Kingston City as in FR440285; City of Kingston, County of Frontenac), known as the Crowley House; and

112 Ordnance Street (Part Lot 413 Original Survey Kingston City Part 1 13R16746; City of Kingston, County of Frontenac), known as the Crowley House:

Located on the south side of Ordnance Street and spanning two separate properties, the two-storey limestone double house, known as the Crowley House, is a representative example of a Georgian-influenced late-19th century urban residence, with several unique architectural features. The original fenestration pattern, consisting of equally proportioned mirrored bays on two stories, with central twin arched doorways, remain extant. The house was built for Irish emigrants Mary and Charles Crowley. Charles was an active member of the Catholic Mutual Benevolent Association, whose insignia (a harp with shamrocks)

appears to be represented in the decorative keystones over the twin doorways. With its shallow setback, regular fenestration pattern, limestone construction, age and location on Ordnance Street, the Crowley House shares a visual and historical relationship with its surroundings and is significant in defining the character of this all-limestone streetscape. Its heritage attributes include its massing and limestone construction, gable roof, fenestration pattern and various stone details including the decorative keystones.

114 Ordnance Street (Part Lot 413 Original Survey Kingston City, as in FR627659; S/T & T/W FR627659; Subject to an Easement over Part 1, 13R2702 in Favour of Parts 2-4, 13R2702 as in FC225922; City of Kingston, County of Frontenac), known as the Ordnance Street Terrace; and

116 Ordnance Street (Part Lot 413 Original Survey Kingston City, Part 2- 4 13R2702; S/T & T/W FR295792; Together with an Easement over Part 1, 13R2702 as in FC225922; City of Kingston, County of Frontenac), known as the Ordnance Street Terrace; and

118 Ordnance Street (Part Lot 413 Original Survey Kingston City; Part Lot 414 Original Survey Kingston City Part 5, 6 13R2702; S/T & T/W FR715232; City of Kingston, County of Frontenac), known as the Ordnance Street Terrace:

Situated on the south side of the street and spanning three separate properties, the Ordnance Street Terrace consists of three attached two storey limestone residential units. With little ornamentation, this limestone terrace exemplifies the simple Georgian proportions and symmetrical fenestration pattern that define the Georgian architectural style in a 19th-century classically balanced urban terraced housing. With its shallow setback, regular fenestration pattern, limestone construction, age and location on Ordnance Street, the Ordnance Street Terrace shares a visual and historical relationship with its surroundings and is significant in defining the character of this all-limestone streetscape. Heritage attributes include the two-storey, six-bay massing and limestone construction, steeply pitched gable roof and original openings.

124 Ordnance Street (Part Lot 414 Original Survey Kingston City as in FR480641; S/T interest in FR480641; City of Kingston, County of Frontenac); and

251 Sydenham Street (Part Lot 414 Original Survey Kingston City as in FR496131; S/T interest in FR496131; City of Kingston, County of Frontenac):

Located on the southeast corner of Ordnance and Sydenham Streets and spanning two separate properties, the two-storey limestone dwelling, is representative of a Georgian-influenced late-19th century classically balanced urban residence. With little ornamentation, this prominent limestone home (now two units) exemplifies the simple Georgian proportions and symmetrical fenestration pattern that defines the Georgian architectural style. With its shallow setback, regular fenestration pattern, limestone construction, age and presence on the Ordnance and Sydenham Street corner, the subject properties share a visual and historical relationship with its surroundings and helps to define and

maintain the character of this all-limestone streetscape. Its heritage attributes include its massing and limestone construction, truncated hip roof, and symmetrical fenestration pattern.

201 Princess Street/ 30-32 Montreal Street (Part Lot 307 Original Survey Kingston City as in FR281829; S/T & T/W FR281829; now City of Kingston, County of Frontenac):

Situated on the northwest corner of Princess and Montreal Streets, in downtown Kingston, this narrow 8.5 metre wide, 365 square metre property, contains an example of a mid-19th century purpose-built commercial and residential building. This three-storey brick building displays a high degree of craftsmanship and artistic merit, particularly through its Italianate design and use of various architectural detailing, such as ornate brick design, polychromatic brick elements, bracketing and an embellished cornice. It was built in 1877 to plans by well-known Kingston architectural firm, Power and Son. Known for their designs of many downtown landmark buildings, such as the McIntosh Castle and Frontenac County Courthouse, John and Joseph Power showed their enthusiasm for designing corner buildings and, despite the constraints of this long narrow lot, demonstrated their creativity by exaggerating its narrowness with the use of tall narrow windows, multi-storey pilasters and oversized brackets. With its distinctive polychromatic brickwork and architectural detailing, together with its prominent corner location, this property is a landmark along Princess Street and supports the historic and eclectic commercial character of downtown Kingston. Heritage attributes include the three-storey brick building, symmetrical fenestration pattern, traditional commercial façade, flat roof with parapet wall, deep decorative cornice, and various wooden, brick and limestone architectural detailing.

207 Wellington Street (Part Lot 112 Original Survey Kingston City; Part Lot 117 Original Survey Kingston City as in FR436803 T/W FR685912; City of Kingston, County of Frontenac), known as the Crothers Building:

Located on the east side of the Wellington Street, between Princess and Queen Streets in downtown Kingston, the three-storey limestone and brick commercial building, is representative of Victorian architecture with Georgian-influences for a late-19th century commercial building. Its limestone façade is relatively symmetrical and plain with its evenly spaced windows and ashlar string courses at each floor level. However, distinctly Victorian taste is evident in the window size and proportions, which are the same size on each floor, and the ornate metal cornice with brackets and dentils above the third floor. The building was built in c.1887 and was home to the W.J. Crothers Biscuit and Confectionary company well into the 20th century. Crothers products were successful in Canada and abroad. The property's location and architectural style, including painted metal cornice, which matches the adjacent building to the south, links it visually and historically to its surroundings through shared architectural finishes and common usage as a confectionary, and helps maintains and supports the character of

Wellington Street. Its heritage attributes include its massing and limestone construction, decorative metal cornice and symmetrical fenestration pattern.

4017 Unity Road (East 1/2 of NE 1/4 Lot 10 CON 5 Western Addition Kingston, Except Part 5 RP1561; City of Kingston, County of Frontenac):

Located on an approximately 10-hectare rural parcel on the south side of the road, in the former Kingston Township, the property includes a rare example of a Regency style limestone two-storey farmhouse. This architectural style is unusual in the rural area of Kingston. This property exemplifies this style through its simple, functional design with modest ornamentation that includes a steep hip roof featuring wide overhanging eaves, square-plan and symmetrical front façade with central entrance flanked by large window openings. Its distinctive architecture and limestone construction make it a landmark in the area. Its heritage attributes include its massing and limestone construction, hip roof, symmetrical fenestration pattern and its gable-roofed west wing.

Additional information, including a full description of the reasons for designation is available upon request from Ryan Leary, Senior Heritage Planner, Heritage Services at 613-546-4291, extension 3233, or at rlenary@cityofkingston.ca during regular business hours.

Any notice of objection to this notice of intention to designate the property, setting out the reason for objection and all relevant facts, must be served upon the City Clerk within 30 days of the first publication of this notice.

Dated at the City of Kingston

Janet Jaynes, City Clerk

This XXX day of XXXX, 2024

City of Kingston

--- Newspaper Version--

**Notice of Intention to Pass By-Laws to Designate
The following properties to be of Cultural Heritage Value and Interest Pursuant to
the Provisions of the *Ontario Heritage Act* (R.S.O. 1990, Chapter 0.18)**

Take Notice that the Council of The Corporation of the City of Kingston intends to pass by-laws under Section 29 of the *Ontario Heritage Act*, R.S.O. 1990, Chapter 0.18, to designate the following lands to be of cultural heritage value and interest:

101 Logan Street (Part Lot 21 N/S Logan St, 22 NW/S Yonge St Plan 54 Kingston City Part 2 13R8868 S/T Interest in FR506397; City of Kingston, County of Frontenac), known as Mrs. Dawson's Tavern; and

103 Logan Street (Part Lot 21 N/S Logan St Plan 54 Kingston City Part 1 13R8868; City of Kingston, County of Frontenac), known as Mrs. Dawson's Tavern; and

110 Ordnance Street (Part Lot 412 Original Survey Kingston City; Part Lot 413 Original Survey Kingston City as in FR440285; City of Kingston, County of Frontenac), known as the Crowley House; and

112 Ordnance Street (Part Lot 413 Original Survey Kingston City Part 1 13R16746; City of Kingston, County of Frontenac), known as the Crowley House; and

114 Ordnance Street (Part Lot 413 Original Survey Kingston City, as in FR627659; S/T & T/W FR627659; Subject to an Easement over Part 1, 13R2702 in Favour of Parts 2-4, 13R2702 as in FC225922; City of Kingston, County of Frontenac), known as the Ordnance Street Terrace; and

116 Ordnance Street (Part Lot 413 Original Survey Kingston City, Part 2- 4 13R2702; S/T & T/W FR295792; Together with an Easement over Part 1, 13R2702 as in FC225922; City of Kingston, County of Frontenac), known as the Ordnance Street Terrace; and

118 Ordnance Street (Part Lot 413 Original Survey Kingston City; Part Lot 414 Original Survey Kingston City Part 5, 6 13R2702; S/T & T/W FR715232; City of Kingston, County of Frontenac), known as the Ordnance Street Terrace; and

124 Ordnance Street (Part Lot 414 Original Survey Kingston City as in FR480641; S/T interest in FR480641; City of Kingston, County of Frontenac); and

251 Sydenham Street (Part Lot 414 Original Survey Kingston City as in FR496131; S/T interest in FR496131; City of Kingston, County of Frontenac); and

201 Princess Street/ 30-32 Montreal Street (Part Lot 307 Original Survey Kingston City as in FR281829; S/T & T/W FR281829; now City of Kingston, County of Frontenac); and

207 Wellington Street (Part Lot 112 Original Survey Kingston City; Part Lot 117 Original Survey Kingston City as in FR436803 T/W FR685912; City of Kingston, County of Frontenac), known as the Crothers Building; and

4017 Unity Road (East 1/2 of NE 1/4 Lot 10 CON 5 Western Addition Kingston, Except Part 5 RP1561; City of Kingston, County of Frontenac).

Additional information, including a full description of the reasons for designation is available on the City of Kingston website at www.cityofkingston.ca/heritage and upon request from Ryan Leary, Senior Heritage Planner, Heritage Services at 613-546-4291, extension 3233, or at rleary@cityofkingston.ca during regular business hours.

Any notice of objection to this notice of intention to designate the property, setting out the reason for objection and all relevant facts, must be served upon the City Clerk within 30 days of the first publication of this notice.

Dated at the City of Kingston

Janet Jaynes, City Clerk

This XXX day of XXX, 2024

City of Kingston

City of Kingston By-Law Number 2024-XX

A By-Law to Designate the properties at 101 and 103 Logan Street to be of Cultural Heritage Value and Interest Pursuant to the *Ontario Heritage Act*

Passed: [insert date]

Whereas:

Subsection 29(1) of the *Ontario Heritage Act*, R.S.O. 1990, Chapter 0.18 (the "*Ontario Heritage Act*") authorizes the council of a municipality to enact by-laws to designate property within the municipality, including buildings and structures on the property, to be of cultural heritage value or interest;

The *property* was listed on the register established pursuant to Section 27 of the *Ontario Heritage Act* in 2010;

On December 20, 2023, Council of the City of Kingston ("*Council*") consulted with its municipal heritage committee regarding the designation of the property at 101 and 103 Logan Street (the "*property*") in accordance with subsection 29(2) of the *Ontario Heritage Act*;

On [insert date], *Council* caused notice of its intention to designate the *property* to be given to the owner of the *property* and to the Ontario Heritage Trust (the "*Trust*"), and on [insert date], notice of the intent to designate the *property* was published in The Kingston Whig-Standard, a newspaper having general circulation in the City of Kingston; and

No notice of objection to the proposed designation was served on the municipal Clerk (the "*Clerk*") of the Corporation of the City of Kingston (the "*City*") within the time prescribed by subsection 29(5) of the *Ontario Heritage Act*.

Therefore, *Council* enacts:

1. The *property* is designated as being of cultural heritage value and interest, as more particularly described in Schedule "A" of this by-law.
2. A copy of this by-law will be registered against the *property* in the appropriate land registry office. The *Clerk* is authorized to serve a copy of this by-law on the owner of the *property* and the *Trust*, and to cause notice of the passing of this by-law to be published in The Kingston Whig-Standard.

City of Kingston By-Law Number 2024-XX

3. The *City* reserves the right to install a designation recognition plaque on the *property*, in a location and style determined by the *City* in consultation with the owner.
4. This by-law will come into force and take effect on the date it is passed.

Given First and Second Readings XXX, 2024

Given Third Reading and Passed XXX, 2024

Janet Jaynes
City Clerk

Bryan Paterson
Mayor

Schedule “A”
Description and Criteria for Designation
Mrs. Dawson’s Tavern

Civic Address: 101 Logan Street
Legal Description: Part Lot 21 N/S Logan St, 22 NW/S Yonge St Plan 54
Kingston City Part 2 13R8868 S/T Interest in FR506397; City
of Kingston, County of Frontenac
Property Roll Number: 1011 070 090 01500

Civic Address: 103 Logan Street
Legal Description: Part Lot 21 N/S Logan St Plan 54 Kingston City Part 1
13R8868; City of Kingston, County of Frontenac
Property Roll Number: 1011 070 090 01400

Introduction and Description of Property

Mrs. Dawson’s Tavern, located at 101 and 103 Logan Street is located on the north side of Logan Street, on the northwest side of the intersection between Logan and Yonge streets, in Portsmouth Village in the City of Kingston. Spanning two separate properties, Mrs. Dawson’s Tavern consists of a two-storey limestone double house. The building, designed by William Coverdale, was constructed in 1856 for Frances Dawson as a tavern; later additions were added to the rear of building in 2001 (101) and 1998 (103).

Statement of Cultural Heritage Value/Statement of Significance

The property has design value or physical value because it is a rare, unique, representative or early example of a style, type, expression, material or construction method.

Mrs. Dawson’s Tavern is a representative example of a modest and restrained mid-19th-century Regency style residence with little ornamentation. The Regency style (1820-1860) is best known for its central entranceways, flanking large windows and hipped roof with twin chimneys. Unfortunately, the chimneys have been removed, but Mrs. Dawson’s Tavern retains its original roof design and fenestration pattern with smooth stone sill and voussoirs. The first storey has centrally placed twin doorways flanked by larger rectangular windows. The second floor contains four windows all in line with the ground floor openings, in the balanced symmetrical arrangement typical of the Regency style. The limestone masonry on the façade is hammer-dressed and laid in even courses, with no quoining or decorative features, and is uncoursed on the side elevations. The front porch was added in the early 20th century.

The location of the building provides maximum visual effect and best possible views to and from the water, a typical feature of the Regency style. Mrs. Dawson's Tavern was strategically located at a prominent and highly visible location at the bend in Yonge Street, which provided direct views to the water, and possibly helped to attract patrons entering by ship.

The property has historical value or associative value because it demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.

Mrs. Dawson's Tavern has historical/associative value through its association with local architect William Coverdale. William Coverdale moved to Kingston in 1832-3 and was hired as the Master Builder for Kingston Penitentiary in 1834, which was already under construction. Coverdale was a prolific and well-known architect in the Kingston area and beyond. His designs, while varied, appear to be largely based on symmetry and stability, resulting in sturdy and visually balanced structures. Some of his most prominent downtown Kingston landmarks include the north gates of Kingston Penitentiary, the Rockwood Asylum, and St. James and Sydenham Street Churches. Coverdale was also responsible for a number of grand residential buildings in the area, such as Rosemount (Sydenham Street), Elmhurst (Centre Street), Lake View (Beverley Street), Eldon Hall (Portsmouth Ave) and St. Helen's (King Street West).

While William Coverdale is well known for his large dominating and influential buildings, perhaps less is known of his more modest and simpler designs. Mrs. Dawson's Tavern is an example of Coverdale's work on a modest building and in a style not typically associated with Coverdale (Regency). Mrs. Dawson's Tavern is a rare surviving example of Coverdale's interpretation of the Regency Style in a prominently sited modest commercial/residential building.

Frances Dawson, a tavern keeper, hired William Coverdale to design this double house in 1856. It appears that its use as a tavern was short lived as the 1859 assessment indicates that Mrs. Dawson was renting the building to William Kennedy and William McDonald and their families. By 1863 the building was sold to James Morton.

The property has contextual value because it is important in defining, maintaining or supporting the character of an area.

The property has contextual value because it is physically, functionally, visually or historically linked to its surroundings.

The property located at 101-103 Logan Street maintains the character of the area through its limestone construction and two-storey massing; features that are visible in residential and commercial properties along Logan and Yonge Streets as well as throughout the former village of Portsmouth. In particular, the properties' shallow setback, regular fenestration pattern, limestone construction, age and prominent location at Yonge and Logan streets, Mrs. Dawson's Tavern demonstrates a visual and

historical relationship with its surroundings, particularly the houses at 107 Logan Street and 61 Yonge Street. As part of this group of buildings, Mrs. Dawson's Tavern helps define the historic limestone character of this portion of Portsmouth Village.

Heritage Attributes

Key exterior elements that contribute to the property's cultural heritage value include its:

- Two-storey, four-bay massing with low pitched hip roof;
- Coursed (on the front/south façade) and uncoursed (on the side elevations), squared and hammer-dressed limestone construction; and
- Regular pattern of window and door openings on the south and east elevations with stone voussoirs and stone window sills.

City of Kingston By-Law Number 2024-XX

A By-Law to Designate the properties at 110 and 112 Ordnance Street to be of Cultural Heritage Value and Interest Pursuant to the *Ontario Heritage Act*

Passed: [insert date]

Whereas:

Subsection 29(1) of the *Ontario Heritage Act*, R.S.O. 1990, Chapter 0.18 (the "*Ontario Heritage Act*") authorizes the council of a municipality to enact by-laws to designate property within the municipality, including buildings and structures on the property, to be of cultural heritage value or interest;

The *property* was listed on the register established pursuant to Section 27 of the *Ontario Heritage Act* in 2013;

On December 20, 2023, Council of the City of Kingston ("*Council*") consulted with its municipal heritage committee regarding the designation of the property municipally known as the Crowley House at 110 and 112 Ordnance Street (the "*property*") in accordance with subsection 29(2) of the *Ontario Heritage Act*;

On [insert date], *Council* caused notice of its intention to designate the *property* to be given to the owner of the *property* and to the Ontario Heritage Trust (the "*Trust*"), and on [insert date], notice of the intent to designate the *property* was published in The Kingston Whig-Standard, a newspaper having general circulation in the City of Kingston; and

No notice of objection to the proposed designation was served on the municipal Clerk (the "*Clerk*") of the Corporation of the City of Kingston (the "*City*") within the time prescribed by subsection 29(5) of the *Ontario Heritage Act*.

Therefore, *Council* enacts:

1. The *property* is designated as being of cultural heritage value and interest, as more particularly described in Schedule "A" of this by-law.
2. A copy of this by-law will be registered against the *property* in the appropriate land registry office. The *Clerk* is authorized to serve a copy of this by-law on the owner of the *property* and the *Trust*, and to cause notice of the passing of this by-law to be published in The Kingston Whig-Standard.

City of Kingston By-Law Number 2024-XX

3. The *City* reserves the right to install a designation recognition plaque on the *property*, in a location and style determined by the *City* in consultation with the owner.
4. This by-law will come into force and take effect on the date it is passed.

Given First and Second Readings XXX, 2024

Given Third Reading and Passed XXX, 2024

Janet Jaynes
City Clerk

Bryan Paterson
Mayor

City of Kingston By-Law Number 2024-XX

Schedule "A"
Description and Criteria for Designation
Crowley House

Civic Address: 110 Ordnance Street

Legal Description: Part Lot 412 Original Survey Kingston City; Part Lot 413 Original Survey Kingston City as in FR440285; City of Kingston, County of Frontenac

Property Roll Number: 1011 030 070 11600

Civic Address: 112 Ordnance Street

Legal Description: Part Lot 413 Original Survey Kingston City Part 1 13R16746; City of Kingston, County of Frontenac

Property Roll Number: 1011 030 070 11700

Introduction and Description of Property

The Crowley House, located at 110 and 112 Ordnance Street is located on the south side of Ordnance Street, between Montreal and Sydenham Streets, in the City of Kingston. Spanning two separate properties, the Crowley House consists of two-storey limestone double house. The house was constructed in 1886 for Mary and Charles Crowley.

Statement of Cultural Heritage Value/Statement of Significance

The property has design value or physical value because it is a rare, unique, representative or early example of a style, type, expression, material or construction method.

The Crowley House is a representative example of a Georgian-influenced late 19th-century urban residence. Unlike its neighbours at 114-118 Ordnance Street, the Crowley House exhibits several unique architectural and decorative features. This limestone dwelling demonstrates the simple proportions and symmetrical fenestration pattern that define the Georgian architectural style. The original fenestration pattern remains with projecting bay windows flanking the entrance doorways on the first floor and four equally spaced windows on the second floor. Each bay has a large double window separated by a stone mullion and topped with a flat roof resting on decorative wooden brackets. The first storey has centrally placed twin doorways, each with a rounded stone arch enclosing a transom light. Openings on both the first and second floors are bordered by smooth stone sills and voussairs.

The limestone is hammer-dressed and laid randomly (uncoursed), with decorative keystones over the main entrances and diamond shaped embellishments between the windows on the twin bays. The house was built by/for Irish emigrants Mary and Charles

Crowley. Charles was a laborer and seaman as well as an active member of the Catholic Mutual Benevolent Association, whose insignia (a harp with shamrocks) appears to be represented in the decorative keystones over the twin entranceways. The limestone building may have been built by, or with the assistance of, former owner and stone mason, George Wilson, who sold the property to Mary Crowley in 1886 and who built, owned and lived in the limestone terrace at 114-118 Ordnance Street.

The property has contextual value because it is important in defining, maintaining or supporting the character of an area.

The property has contextual value because it is physically, functionally, visually or historically linked to its surroundings.

The Crowley House is significant in defining the character of the streetscape on Ordnance Street, between Sydenham and Montreal streets. In the shadow of the former Clergy-lands, now Providence Manor, and terminating at the 1841 Wellington Terrace at Montreal Street, this block of Ordnance Street has a consistent and distinct character consisting of mostly two-storey 19th century limestone residences.

With its shallow setback, regular fenestration pattern, limestone construction, age and location on Ordnance Street, the Crowley House shares a visual and historical relationship with its surroundings, particularly the houses at 114-118 Ordnance Street and 124 Ordnance Street/251 Sydenham Street, as well as the stone buildings of Providence Manor. As part of this group of buildings, the Crowley House helps maintain the historic limestone character of this portion of Ordnance Street.

Heritage Attributes

Key exterior elements that contribute to the property's cultural heritage value include its:

- Two-storey, four-bay massing with medium pitched gable roof, with brick chimney;
- Uncoursed, hammer-dressed limestone construction;
- Regular pattern of original window and door openings on the north elevation with stone voussoirs and stone window sills;
- Flat-roofed bays on north elevation resting on decorative wooden brackets;
- Keystones over doorways with harp, shamrocks and date '1886'; and
- Diamond-shaped limestone embellishments between windows on the bays.

City of Kingston By-Law Number 2024-XX

A By-Law to Designate the properties at 114, 116 and 118 Ordnance Street to be of Cultural Heritage Value and Interest Pursuant to the *Ontario Heritage Act*

Passed: [insert date]

Whereas:

Subsection 29(1) of the *Ontario Heritage Act*, R.S.O. 1990, Chapter 0.18 (the "*Ontario Heritage Act*") authorizes the council of a municipality to enact by-laws to designate property within the municipality, including buildings and structures on the property, to be of cultural heritage value or interest;

The *property* was listed on the register established pursuant to Section 27 of the *Ontario Heritage Act* in 2010;

On December 20, 2023, Council of the City of Kingston ("*Council*") consulted with its municipal heritage committee regarding the designation of the property municipally known as the Ordnance Street Terrace at 114, 116 and 118 Ordnance Street (the "*property*") in accordance with subsection 29(2) of the *Ontario Heritage Act*,

On [insert date], *Council* caused notice of its intention to designate the *property* to be given to the owner of the *property* and to the Ontario Heritage Trust (the "*Trust*"), and on [insert date], notice of the intent to designate the *property* was published in The Kingston Whig-Standard, a newspaper having general circulation in the City of Kingston; and

No notice of objection to the proposed designation was served on the municipal Clerk (the "*Clerk*") of the Corporation of the City of Kingston (the "*City*") within the time prescribed by subsection 29(5) of the *Ontario Heritage Act*.

Therefore, *Council* enacts:

1. The *property* is designated as being of cultural heritage value and interest, as more particularly described in Schedule "A" of this by-law.
2. A copy of this by-law will be registered against the *property* in the appropriate land registry office. The *Clerk* is authorized to serve a copy of this by-law on the owner of the *property* and the *Trust*, and to cause notice of the passing of this by-law to be published in The Kingston Whig-Standard.

City of Kingston By-Law Number 2024-XX

3. The *City* reserves the right to install a designation recognition plaque on the *property*, in a location and style determined by the *City* in consultation with the owner.
4. This by-law will come into force and take effect on the date it is passed.

Given First and Second Readings XXX, 2024

Given Third Reading and Passed XXX, 2024

Janet Jaynes
City Clerk

Bryan Paterson
Mayor

City of Kingston By-Law Number 2024-XX

Schedule “A”
Description and Criteria for Designation
Ordnance Street Terrace

Civic Address: 114 Ordnance Street

Legal Description: Part Lot 413 Original Survey Kingston City, as in FR627659; S/T & T/W FR627659; Subject to an Easement over Part 1, 13R2702 in Favour of Parts 2-4, 13R2702 as in FC225922; City of Kingston, County of Frontenac

Property Roll Number: 1011 030 070 11800

Civic Address: 116 Ordnance Street

Legal Description: Part Lot 413 Original Survey Kingston City, Part 2- 4 13R2702; S/T & T/W FR295792; Together with an Easement over Part 1, 13R2702 as in FC225922; City of Kingston, County of Frontenac

Property Roll Number: 1011 030 070 11900

Civic Address: 118 Ordnance Street

Legal Description: Part Lot 413 Original Survey Kingston City; Part Lot 414 Original Survey Kingston City Part 5, 6 13R2702; S/T & T/W FR715232; City of Kingston, County of Frontenac

Property Roll Number: 1011 030 070 12000

Introduction and Description of Property

The Ordnance Street Terrace, located at 114, 116 and 118 Ordnance Street is located on the south side of Ordnance Street, between Montreal and Sydenham Streets, in the City of Kingston. The terrace consists of three attached two-storey limestone residential buildings on three separate properties. The buildings were constructed in 1874 for George Wilson a mason, who rented out two units and resided in one.

Statement of Cultural Heritage Value/Statement of Significance

The property has design value or physical value because it is a rare, unique, representative or early example of a style, type, expression, material or construction method.

The Ordnance Street Terrace is a representative example of Georgian influenced, 19th-century classically balanced urban terraced housing. With little ornamentation, this limestone terrace exemplifies the simple Georgian proportions and symmetrical fenestration pattern that define the Georgian architectural style. The original fenestration

pattern consists of six (6) equally proportioned bays on two stories (two per unit), with a door on the eastern bay of each unit. The openings are bordered by smooth stone sills and tall voussoirs. The limestone masonry on the façade is hammer-dressed and laid in even courses, with no quoining or decorative features, and uncoursed on the side elevations. The terrace is topped by a steeply pitched gable roof.

The property has contextual value because it is important in defining, maintaining or supporting the character of an area.

The property has contextual value because it is physically, functionally, visually or historically linked to its surroundings.

The limestone Ordnance Street Terrace is significant in defining the character of the streetscape on Ordnance Street, between Sydenham and Montreal streets. In the shadow of the former Clergy-lands, now Providence Manor, and terminating at the 1841 Wellington Terrace at Montreal Street, this block of Ordnance Street has a consistent and distinct character consisting of mostly two-storey 19th century limestone residences.

With its shallow setback, regular fenestration pattern, limestone construction, age and location on Ordnance Street, the Ordnance Street Terrace shares a visual and historical relationship with its surroundings, particularly the houses at 110-112 Ordnance Street and 124 Ordnance Street/251 Sydenham Street, as well as the stone buildings of Providence Manor. As part of this group of buildings, the Ordnance Street Terrace helps maintain the historic limestone character of this portion of Ordnance Street.

Heritage Attributes

Key exterior elements that contribute to the property's cultural heritage value include its:

- Two-storey, six-bay massing with steeply pitched gable roof;
- Coursed (on the front/north façade) and uncoursed (on the side elevations), squared and hammer-dressed limestone construction; and
- Regular pattern of original window and door openings on the north elevation with stone voussoirs and stone window sills.

City of Kingston By-Law Number 2024-XX

A By-Law to Designate the properties at 124 Ordnance Street and 251 Sydenham Street to be of Cultural Heritage Value and Interest Pursuant to the *Ontario Heritage Act*

Passed: [insert date]

Whereas:

Subsection 29(1) of the *Ontario Heritage Act*, R.S.O. 1990, Chapter 0.18 (the "*Ontario Heritage Act*") authorizes the council of a municipality to enact by-laws to designate property within the municipality, including buildings and structures on the property, to be of cultural heritage value or interest;

The *property* was listed on the register established pursuant to Section 27 of the *Ontario Heritage Act* in 2016;

On December 20, 2023, Council of the City of Kingston ("*Council*") consulted with its municipal heritage committee regarding the designation of the property at 124 Ordnance Street and 251 Sydenham Street (the "*property*") in accordance with subsection 29(2) of the *Ontario Heritage Act*;

On [insert date], *Council* caused notice of its intention to designate the *property* to be given to the owner of the *property* and to the Ontario Heritage Trust (the "*Trust*"), and on [insert date], notice of the intent to designate the *property* was published in The Kingston Whig-Standard, a newspaper having general circulation in the City of Kingston; and

No notice of objection to the proposed designation was served on the municipal Clerk (the "*Clerk*") of the Corporation of the City of Kingston (the "*City*") within the time prescribed by subsection 29(5) of the *Ontario Heritage Act*.

Therefore, *Council* enacts:

1. The *property* is designated as being of cultural heritage value and interest, as more particularly described in Schedule "A" of this by-law.
2. A copy of this by-law will be registered against the *property* in the appropriate land registry office. The *Clerk* is authorized to serve a copy of this by-law on the owner of the *property* and the *Trust*, and to cause notice of the passing of this by-law to be published in The Kingston Whig-Standard.

City of Kingston By-Law Number 2024-XX

3. The *City* reserves the right to install a designation recognition plaque on the *property*, in a location and style determined by the *City* in consultation with the owner.
4. This by-law will come into force and take effect on the date it is passed.

Given First and Second Readings XXX, 2024

Given Third Reading and Passed XXX, 2024

Janet Jaynes
City Clerk

Bryan Paterson
Mayor

Schedule “A”
Description and Criteria for Designation

Civic Address: 124 Ordnance Street
Legal Description: Part Lot 414 Original Survey Kingston City as in FR480641;
S/T interest in FR480641; City of Kingston, County of
Frontenac
Property Roll Number: 1011 030 070 12100

Civic Address: 251 Sydenham Street
Legal Description: Part Lot 414 Original Survey Kingston City as in FR496131;
S/T interest in FR496131; City of Kingston, County of
Frontenac
Property Roll Number: 1011 030 050 12200

Introduction and Description of Property

The subject properties, at 124 Ordnance Street and 251 Sydenham Street, are located on the southeast corner of Sydenham and Ordnance Streets, on the south side of Ordnance Street, in the City of Kingston. Spanning two separate properties, the two-storey limestone dwelling was built circa 1870 on lands purchased from the estate of former Kingston Mayor, Overton Gildersleeve.

Statement of Cultural Heritage Value/Statement of Significance

The property has design value or physical value because it is a rare, unique, representative or early example of a style, type, expression, material or construction method.

This limestone dwelling is a representative example of a Georgian-influenced, 19th century classically balanced urban residence. With little ornamentation, this prominent limestone home (now two units) exemplifies the simple Georgian proportions and symmetrical fenestration pattern that defines the Georgian architectural style. The original fenestration pattern remains, with smooth stone sill and tall voussoirs bordering the openings. The building consists of three equally proportioned bays on two stories, with a central doorway on the north and west elevations. The limestone is laid in courses with no quoining or decorative detailing and topped by a truncated hip roof.

The property has contextual value because it is important in defining, maintaining or supporting the character of an area.

The property has contextual value because it is physically, functionally, visually or historically linked to its surroundings.

The subject properties are significant in defining the limestone character of the intersection at Ordnance and Sydenham streets, as well the character of the streetscape on Ordnance Street, between Sydenham and Montreal streets. In the shadow of the former Clergy-lands, now Providence Manor, and terminating at the 1841 Wellington Terrace at Montreal Street, this block of Ordnance Street has a consistent and distinct character consisting of mostly two-storey 19th century limestone residences.

With its shallow setback, regular fenestration pattern, limestone construction, age and presence on the Ordnance and Sydenham Street corner, the subject properties share a visual and historical relationship with its surroundings, particularly the houses at 110-118 Ordnance Street, 254-268 Sydenham Street as well as the stone buildings of Providence Manor. As part of this group of buildings, the subject properties help maintain the historic limestone character of this portion of Ordnance Street.

Heritage Attributes

Key exterior elements that contribute to the property's cultural heritage value include its:

- Two-storey, three-bay (on two elevations) massing with truncated hip roof;
- Coursed, squared and hammer-dressed limestone construction; and
- Symmetrical arrangement of original window and door openings on the north and west elevations with tall stone voussoirs and stone window sills.

City of Kingston By-Law Number 2024-XX

A By-Law to Designate 201 Princess Street / 30-32 Montreal Street to be of Cultural Heritage Value and Interest Pursuant to the *Ontario Heritage Act*

Passed: [insert date]

Whereas:

Subsection 29(1) of the *Ontario Heritage Act*, R.S.O. 1990, Chapter 0.18 (the "*Ontario Heritage Act*") authorizes the council of a municipality to enact by-laws to designate property within the municipality, including buildings and structures on the property, to be of cultural heritage value or interest;

The *property* was listed on the register established pursuant to Section 27 of the *Ontario Heritage Act* in 2010:

On December 20, 2023, Council of the City of Kingston ("*Council*") consulted with its municipal heritage committee regarding the designation of the property at 201 Princess Street / 30-32 Montreal Street (the "*property*") in accordance with subsection 29(2) of the *Ontario Heritage Act*;

On [insert date], *Council* caused notice of its intention to designate the *property* to be given to the owner of the *property* and to the Ontario Heritage Trust (the "*Trust*"), and on [insert date], notice of the intent to designate the *property* was published in The Kingston Whig-Standard, a newspaper having general circulation in the City of Kingston; and

No notice of objection to the proposed designation was served on the municipal Clerk (the "*Clerk*") of the Corporation of the City of Kingston (the "*City*") within the time prescribed by subsection 29(5) of the *Ontario Heritage Act*.

Therefore, *Council* enacts:

1. The *property* is designated as being of cultural heritage value and interest, as more particularly described in Schedule "A" of this by-law.
2. A copy of this by-law will be registered against the *property* in the appropriate land registry office. The *Clerk* is authorized to serve a copy of this by-law on the owner of the *property* and the *Trust*, and to cause notice of the passing of this by-law to be published in The Kingston Whig-Standard.

City of Kingston By-Law Number 2024-XX

3. The *City* reserves the right to install a designation recognition plaque on the *property*, in a location and style determined by the *City* in consultation with the owner.
4. This by-law will come into force and take effect on the date it is passed.

Given First and Second Readings XXX, 2024

Given Third Reading and Passed XXX, 2024

Janet Jaynes
City Clerk

Bryan Paterson
Mayor

Schedule “A”
Description and Criteria for Designation

Civic Address: 201 Princess Street / 30-32 Montreal Street
Legal Description: Part Lot 307 Original Survey Kingston City as in FR281829;
S/T & T/W FR281829; now City of Kingston, County of
Frontenac
Property Roll Number: 101103008007900

Introduction and Description of Property

The subject property, located at 201 Princess Street and 30-32 Montreal Street, contains the three-storey brick corner building, built in 1877 to plans by Power and Son architects. It is situated on the northwest corner of Princess Street and Montreal Street on an 8.5 metre wide, 365 square metre lot in downtown Kingston.

Statement of Cultural Heritage Value/Statement of Significance

The property has design value or physical value because it is a rare, unique, representative or early example of a style, type, expression, material or construction method.

The property has design value or physical value because it displays a high degree of craftsmanship or artistic merit.

The property at 201 Princess/30-32 Montreal Street has physical/design value as a representative example of a mid-19th century building purpose-built for both commercial and residential purposes. Character defining elements that reflect this value include its tall, narrow, three-bay by twelve-bay, polychromatic brick construction resting on a limestone foundation. This prominent corner building includes a traditional (likely not original) ground-floor storefront with extensive glazing, recessed main door, a sign band, decorative pilaster and a prominent corner column, which reflects its intended commercial purposes. The second and third residential stories include tall narrow semi-circular arched and flat headed window openings with limestone sills.

The property displays a high degree of craftsmanship and artistic merit through its Italianate design and use of various architectural detailing, such as ornate brick design, polychromatic brick elements, bracketing, and an embellished cornice. Key design details include: brick corbels that form arches to divide the twinned brackets supporting a wide decorative wooden cornice and brick parapet; buff-coloured bricks used throughout to add interest and detailing to the red brick building; and arched openings on the ground floor along the Montreal Street elevation, including a carriageway. This arcade effect may have extended the length of this elevation at one time, but many have been removed or blinded. These design details are unique in Kingston when compared with other commercial brick buildings of this era.

The property has historical value or associative value because it demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.

The subject property has historical/associative value through its association with the well-known local architectural firm of Power and Son. The Power and Son firm designed many prominent downtown landmarks such as McIntosh Castle, Fire Hall No.1, and the Frontenac County Registry Office. The building at 201 Princess/30-32 Montreal Street shows the firm's enthusiasm for designing corner buildings in the heart of Kingston. Like the Millan Building at 53 Princess Street, John and Joseph Power took advantage of the visibility and prominence of this corner location, and despite the constraints of this long narrow lot, the Power firm demonstrated their creativity by exaggerating its narrowness with the use of tall narrow windows, multi-storey pilasters, and oversized brackets. Buff-coloured brick accents, a mix of window arrangements and styles, an arched ground-level arcade and various brick and wooden detailing furthered the prominence and distinctiveness of this building.

The property has contextual value because it is important in defining, maintaining or supporting the character of an area.

The property has contextual value because it is a landmark.

The subject property has contextual value as it supports and maintains the historic and eclectic commercial character of downtown Kingston, which includes various 19th and early 20th century buildings constructed of brick, stone and wood, typically at two to three stories in height.

The building's distinctive polychromatic brickwork and architectural detailing, together with its prominent corner location makes it a landmark along Princess Street.

Heritage Attributes

Key exterior elements that contribute to the property's cultural heritage value include its:

- Three storey brick building, with symmetrical fenestration pattern of arched and flat-headed openings, including a carriageway;
- Flat roof with parapet wall, deep decorative cornice, held up by large twinned brackets;
- Traditional wooden commercial façade at the corner, with decorative pilaster, large corner column, recessed entranceway, sign band and large shop windows; and
- Architectural detailing, including buff-coloured bricks above windows and forming a belt courses, limestone sills and labels, and large wooden window surrounds flanking the Montreal Street storefront entrance.

City of Kingston By-Law Number 2024-XX

A By-Law to Designate the property at 207 Wellington Street to be of Cultural Heritage Value and Interest Pursuant to the *Ontario Heritage Act*

Passed: [insert date]

Whereas:

Subsection 29(1) of the *Ontario Heritage Act*, R.S.O. 1990, Chapter 0.18 (the "*Ontario Heritage Act*") authorizes the council of a municipality to enact by-laws to designate property within the municipality, including buildings and structures on the property, to be of cultural heritage value or interest;

The *property* was listed on the register established pursuant to Section 27 of the *Ontario Heritage Act* in 2010;

On December 20, 2023, Council of the City of Kingston ("*Council*") consulted with its municipal heritage committee regarding the designation of the property municipally known as the Crothers Building at 207 Wellington Street (the "*property*") in accordance with subsection 29(2) of the *Ontario Heritage Act*;

On [insert date], *Council* caused notice of its intention to designate the *property* to be given to the owner of the *property* and to the Ontario Heritage Trust (the "*Trust*"), and on [insert date], notice of the intent to designate the *property* was published in The Kingston Whig-Standard, a newspaper having general circulation in the City of Kingston; and

No notice of objection to the proposed designation was served on the municipal Clerk (the "*Clerk*") of the Corporation of the City of Kingston (the "*City*") within the time prescribed by subsection 29(5) of the *Ontario Heritage Act*.

Therefore, *Council* enacts:

1. The *property* is designated as being of cultural heritage value and interest, as more particularly described in Schedule "A" of this by-law.
2. A copy of this by-law will be registered against the *property* in the appropriate land registry office. The *Clerk* is authorized to serve a copy of this by-law on the owner of the *property* and the *Trust*, and to cause notice of the passing of this by-law to be published in The Kingston Whig-Standard.

City of Kingston By-Law Number 2024-XX

3. The *City* reserves the right to install a designation recognition plaque on the *property*, in a location and style determined by the *City* in consultation with the owner.
4. This by-law will come into force and take effect on the date it is passed.

Given First and Second Readings XXX, 2024

Given Third Reading and Passed XXX, 2024

Janet Jaynes
City Clerk

Bryan Paterson
Mayor

Schedule “A”
Description and Criteria for Designation
Crothers Building

Civic Address: 207 Wellington Street
Legal Description: Part Lot 112 Original Survey Kingston City; Part Lot 117
Original Survey Kingston City as in FR436803 T/W
FR685912; City of Kingston, County of Frontenac
Property Roll Number: 1011 030 090 03200

Introduction and Description of Property

The Crothers Building at 207 Wellington Street, is located on the east side of Wellington Street on the block bounded by Princess Street to the south and Queen Street to the north, in the City of Kingston. The property contains a three-storey limestone and brick masonry commercial building, constructed between 1885-1890. The Crothers Building forms part of a commercial row along the east side of Wellington Street.

Statement of Cultural Heritage Value/Statement of Significance

The property has design value or physical value because it is a rare, unique, representative or early example of a style, type, expression, material or construction method.

The Crothers Building is an unusual example of Victorian commercial architecture as it combines the simple classical massing of Georgian architecture with Victorian proportions and detailing. For example, its stone façade is relatively symmetrical and plain with its evenly spaced windows and ashlar string courses at each floor level. However, distinctly Victorian taste is evident in the window size and proportions, which are the same size on each floor, the slightly recessed northerly bay with tall vertical entrance and window, and the ornate metal cornice with brackets and dentils above the third floor. The Victorian influence is in keeping with its 1885-1890 construction date. The metal cornice largely matches that on the adjacent building to the south, demonstrating a visual link between the buildings. It is possible that they were installed concurrently to provide unity along the row. Other defining architectural elements include the plain ashlar stone plinth on the foundation of the recessed bay, the smaller than typical limestone units with hammer dressed finish, and the flat stone arches over windows and stone sills below.

The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community.

The Crothers Building was home to the W.J. Crothers Co. Ltd. Biscuit and Confectionary Manufacturers for most of the company’s existence. The company was established by brothers, William and Hutchinson circa 1869. The brothers purchased

the lot at 207 Wellington when they purchased the adjacent property at 203-205 Wellington Street in 1871. The Crothers Building formed part of the candy and biscuit factory along Wellington Street, which also included a three-storey adjoining brick building to the north (since demolished), constructed circa 1903 and designed by William Newlands, well-known local architect. W.J. Crother's products were successful in Canada and internationally. From 1920 onwards, their "Prince of Wales Chocolates" were produced by Royal Appointment to His Royal Highness, the Prince of Wales. This recognition was in acknowledgement of Canada's service to Britain during the First World War.

The property has contextual value because it is important in defining, maintaining or supporting the character of an area.

The property has contextual value because it is physically, functionally, visually or historically linked to its surroundings.

The property's location maintains and supports the character of Wellington Street as part of the adjoining historic commercial row, which forms part of Kingston's historic downtown. Its architectural style, including painted metal cornice, which matches the adjacent building to the south, links it visually and historically to its surroundings through shared architectural finishes and common usage as a confectionary.

Heritage Attributes

Key exterior elements that contribute to the property's cultural heritage value include its:

- Three-storey massing with four bays, the most northerly being slightly recessed;
- Limestone masonry, with random hammer dressed stone finish and smaller than typical stone masonry units;
- Limestone foundation with plain ashlar stone plinth on the foundation of the recessed bay;
- Stone string course at the third storey and at the second storey on the three-bay portion;
- Original window openings with flat arches and stone sills;
- Original door and window opening in the recessed bay; and
- Decorative painted sheet-metal cornice with brackets and dentils.

City of Kingston By-Law Number 2024-XX

A By-Law to Designate the property at 4017 Unity Road to be of Cultural Heritage Value and Interest Pursuant to the *Ontario Heritage Act*

Passed: [insert date]

Whereas:

Subsection 29(1) of the *Ontario Heritage Act*, R.S.O. 1990, Chapter 0.18 (the "*Ontario Heritage Act*") authorizes the council of a municipality to enact by-laws to designate property within the municipality, including buildings and structures on the property, to be of cultural heritage value or interest;

The *property* was listed on the register established pursuant to Section 27 of the *Ontario Heritage Act* in 2016;

On December 20, 2023, Council of the City of Kingston ("*Council*") consulted with its municipal heritage committee regarding the designation of the property at 4017 Unity Road (the "*property*") in accordance with subsection 29(2) of the *Ontario Heritage Act*,

On [insert date], *Council* caused notice of its intention to designate the *property* to be given to the owner of the *property* and to the Ontario Heritage Trust (the "*Trust*"), and on [insert date], notice of the intent to designate the *property* was published in The Kingston Whig-Standard, a newspaper having general circulation in the City of Kingston; and

No notice of objection to the proposed designation was served on the municipal Clerk (the "*Clerk*") of the Corporation of the City of Kingston (the "*City*") within the time prescribed by subsection 29(5) of the *Ontario Heritage Act*.

Therefore, *Council* enacts:

1. The *property* is designated as being of cultural heritage value and interest, as more particularly described in Schedule "A" of this by-law.
2. A copy of this by-law will be registered against the *property* in the appropriate land registry office. The *Clerk* is authorized to serve a copy of this by-law on the owner of the *property* and the *Trust*, and to cause notice of the passing of this by-law to be published in The Kingston Whig-Standard.

City of Kingston By-Law Number 2024-XX

3. The *City* reserves the right to install a designation recognition plaque on the *property*, in a location and style determined by the *City* in consultation with the owner.
4. This by-law will come into force and take effect on the date it is passed.

Given First and Second Readings XXX, 2024

Given Third Reading and Passed XXX, 2024

Janet Jaynes
City Clerk

Bryan Paterson
Mayor

**Schedule “A”
Description and Criteria for Designation**

Civic Address: 4017 Unity Road
Legal Description: East 1/2 of NE 1/4 Lot 10 CON 5 Western Addition Kingston,
Except Part 5 RP1561; City of Kingston, County of
Frontenac
Property Roll Number: 1011 080 220 17800 0000

Introduction and Description of Property

The property located at 4017 Unity Road is situated on the south side of the road, in the former Township of Kingston, now the City of Kingston. The approximately 10-hectare rural parcel contains a two storey classically balanced farmhouse, constructed prior to 1860 with several additions and a number of rural outbuildings and barns.

Statement of Cultural Heritage Value/Statement of Significance

The property has design value or physical value because it is a rare, unique, representative or early example of a style, type, expression, material or construction method.

4017 Unity Road is a rare example of a 19th century Regency farmhouse. The two-storey farmhouse exhibits a Regency architectural style through its simple, functional design with modest ornamentation that includes a steep hip roof featuring wide overhanging eaves. The square-plan structure is constructed of limestone laid in even courses. The front façade is symmetrical, with a central entrance flanked by window openings. Sidelights, a large transom, and tall segmentally arched limestone voussoirs, border the front entry. Window openings feature stone sills, tall segmentally arched limestone voussoirs and shutters. Both the entrance and window openings are segmentally arched. The east elevation is also symmetrical, with two bays and large window openings. The front porch on the north elevation was added in 2019.

A three-bay gable roof limestone structure is attached to the west elevation, possibly an earlier stone dwelling. Its façade is symmetrical with a central door flanked by windows with stone sills and shutters.

The property also features several outbuildings, including a wooden barn with a gable roof and a rear addition, located immediately south of the stone dwelling, likely constructed prior to 1900.

The property has contextual value because it is a landmark.

4017 Unity Road is a prominent farmhouse located on a historic and active farm that defines the rural character of Unity Road. In particular, the two-storey Regency farmhouse offers a unique example of this form in an agricultural setting while still maintaining the rural character of the area. Its distinctive architecture and limestone construction make it a landmark in the area.

Cultural Heritage Attributes

Key exterior elements that contribute to the property's cultural heritage value include its:

- Two storey square-plan Regency farmhouse, constructed of limestone laid in even courses, with a steep hip roof and wide overhanging eaves;
- Symmetrical fenestration with stone sills, tall segmentally arched limestone voussoirs and shutters, and a prominent central entrance, flanked by large rectangular window openings; and
- Gable roof wing attached to the west elevation, with symmetrical fenestration, stone sills and shutters.

City of Kingston

Property Listing - Section 357(1) and Section 358(1) Tax Adjustments

Application Number	Roll Number	Property Location	From	To	Reason for Adjustment	Property Tax Class	Assessed Value Change	Amount of Tax Cancellation
Section 357(1) Applications								
1863	050.140.15415.0000	1471 John Counter Boulevard	1-Apr-23	31-Dec-23	357(1)(c) Became Exempt	DTN	1,525,937	\$ 29,101.44
						CTN	(392,700)	-
						EN	(1,133,237)	-
1867	020.050.11800.0000	480 Albert Street	1-Jan-23	31-Dec-23	357(1)(f) Clerical Error	RTES	193,000	\$ 2,788.10
1869	020.050.11802.0000	482 Albert Street	1-Jan-23	31-Dec-23	357(1)(f) Clerical Error	RTES	299,000	\$ 4,319.39
1879	030.030.08100.0000	449 Princess Street	1-Jan-23	31-Dec-23	357(1)(f) Clerical Error	CTN	644,200	\$ 35,515.80
						DTN	397,800	-
Section 358(1) Applications								
1866	020.050.11800.0000	480 Albert Street	1-Jan-22	31-Dec-22	358(1) Clerical Error	RTES	193,000	\$ 2,700.77
1868	020.050.11802.0000	482 Albert Street	1-Jan-22	31-Dec-22	358(1) Clerical Error	RTES	299,000	\$ 4,184.11
1878	030.030.08100.0000	449 Princess Street	1-Jan-22	31-Dec-22	358(1) Clerical Error	CTN	644,200	\$ 34,589.19
						DTN	397,800	-
Total								\$ 113,198.80
<u>Distribution of Amounts</u>								
Municipal Portion								\$ 85,840.56
School Portion								\$ 27,358.24
Total								\$ 113,198.80

Property Listing – Uncollectible Taxes Pursuant to Section 354 (2) (a)

Item	Roll Number	Address	City Taxes	Penalty & Interest	BIA	Education Taxes	Total Write-off	Reason
1	030.110.07740.0000	0 Wellington Street	51.33	9.30	\$ 8.20	25.52	94.35	1
2	040.130.13500.0000	No municipal address	56.82	7.05	-	6.73	70.60	1
3	050.120.12005.0000	0 Carleton Street	116.25	14.57	-	13.77	144.59	1
4	050.120.12010.0000	0 Carleton Street	114.96	14.39	-	13.62	142.97	1
5	060.101.00101.0000	0 Princess Street	42.61	5.36	-	5.05	53.02	2
6	090.050.23394.0000	0 Reginald Bart Drive	101.73	22.10	-	34.49	158.32	1
-	Total Uncollectible Taxes		<u>\$ 483.70</u>	<u>\$ 72.77</u>	<u>\$ 8.20</u>	<u>\$ 99.18</u>	<u>\$ 663.85</u>	-

Breakdown of taxes by reason category

1. Inappropriate to conduct tax sale
2. Failed tax sale – inappropriate for future tax sale

Kingston Arts Council Plan for Administration of Arts Funding
for the Corporation of the City of Kingston in 2024



Kingston Arts Council Plan for Administration of Arts Funding for the Corporation of the City of Kingston in **2024**

Approved by:

Kingston Arts Council Board of Directors
22 October 2023

Arts Advisory Committee
9 November 2023

Arts, Recreation and Community Policies Committee

DATE

Kingston City Council

DATE

Kingston Arts Council Plan for Administration of Arts Funding
for the Corporation of the City of Kingston in 2024

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Kingston Arts Council Plan for Administration of Arts Funding
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A. Introduction and Overview - The City of Kingston Arts Fund

The City of Kingston through the City of Kingston Arts Fund (hereafter known as CKAF) provides grants to local arts organizations and projects through Operating and Project Grants to foster creativity at all levels and enrich how Kingston residents experience and engage with the arts. Since its inception in 2007, CKAF has provided a mechanism for the City to invest in the arts and arts organizations and to-date, the City has invested close to \$9.1 million to support a combination of both operational and project funding.

CKAF is an investment in Kingston's cultural capital that aims to foster cultural vitality, increase the capacity of the arts community to create and produce artistic work, engage residents and enhance our city's cultural economy, and promote financial stability and sustainability. CKAF is administered by the Kingston Arts Council (hereafter known as the KAC) to ensure that the Fund supports and nurtures the capacity of Kingston's artists and the arts sector. As Kingston's umbrella arts service organization, the KAC has the necessary expertise, understanding of, contacts and connections within the arts community to carry out the administration successfully. Annually, the KAC submits a Plan for Administration (hereafter known as the Plan for Admin), as part of a Service Level Agreement with the City of Kingston, through the Arts & Culture Services Department.

Each year, the KAC leads an Annual Review process of the Plan for Admin that engages with a committee consisting of organizations, collectives, professional artists, jurors, community members, the KAC, and City of Kingston staff. The Plan for Admin is then presented to and approved by the KAC Board of Directors, the Arts Advisory Committee, the Arts, Recreation and Community Policies Committee, and Kingston City Council.

This document is the updated Plan for Admin 2024 for the City of Kingston Arts Fund, Operating and Project Grants.

Note: In 2023-2024, the City is leading a large-scale review of CKAF that will ensure that the municipal arts funding program continues to be responsive to and meet the needs of Kingston-based artists, arts groups, collectives and arts organizations, all of whom contribute to the vitality, richness and diversity of the local arts ecology in Kingston. The review is also intended to assess how CKAF is administered in accordance with best practices and to ensure the City of Kingston's investment in arts and culture is being effectively managed in ways that benefit the sector as well as Kingston residents. The KAC will play an active role in this City-led review. Recommendations and changes to CKAF will be presented to City Council for approval in 2024 and then reflected in an updated Plan for Admin in 2025.

Kingston Arts Council Plan for Administration of Arts Funding for the Corporation of the City of Kingston in 2024

Following approval of the Plan for Admin, the KAC oversees the open application process and manages the intake of applications, adjudication, and distribution of grant funds. All CKAF applicants must strive to offer services that respect the independence, dignity, integration and equal opportunity of individuals of all backgrounds and abilities.

While CKAF is administered by the KAC, the applications are reviewed using a peer assessment process that engages stakeholders from across Kingston as jury members. Jury members are themselves representative of the arts, arts professionals, and practitioners in the City of Kingston and are selected for their knowledge of the arts, high standing within the arts community, awareness of the City of Kingston context and the broader arts environment and, where possible, are reflective of the gender, demographic and cultural diversity of Kingston itself.

Please find the following:

- The KAC Plan for the Administration of Arts Funding for the Corporation of the City of Kingston in 2024;
- Appendix A: Policy Statement Regarding Non-Profit Eligibility (Operating);
- Appendix B: Policy Statement Regarding Non-Profit Eligibility (Project);
- Appendix C: Glossary of Terms (Note – Terms that appear in *italics* in this document are defined in the Glossary).

B. Objectives of The City of Kingston Arts Fund

The objectives of CKAF are to nurture the capacity of the arts, artists and the arts sector in Kingston while fostering creativity, encouraging social cohesion, enhancing quality of life and stimulating economic development through direct investment.

Through CKAF, the City of Kingston seeks to enrich the way Kingston residents experience and engage with the arts; to leverage arts and culture to assert Kingston's distinctives and stimulate economic development and tourism; to ensure arts funding aligns with comparable municipalities; and to bring provincial, national and international recognition to Kingston as a centre for the arts and culture.

The objectives for CKAF-funded operations and projects ensure accountability, viability and sustainability for organizations and collectives.

CKAF-funded operations and projects must meet the following objectives:

- i. Engage Kingston artists with professional opportunities and industry-standard compensation;
- ii. Nurture creativity and arts engagement for Kingston residents;
- iii. Address current needs in the Kingston community;
- iv. Strengthen and expand access to the arts;

**Kingston Arts Council Plan for Administration of Arts Funding
for the Corporation of the City of Kingston in 2024**

- v. Create inclusive activities and equity practices that reflect the diversity of artists, arts communities, and audiences in Kingston;
- vi. Foster collaboration between emerging and established artists and arts organizations across disciplines;
- vii. Build capacity in the arts and culture sector through professional development, mentorship, and investment in sustainable, relevant, high-quality artistic work; and
- viii. Cultivate community partnerships across private and public sectors.

C. Scope - Categories of Funding

The annual CKAF program is comprised of two funding categories: Operating Grants and Project Grants. Both streams will support grant recipients to continue to work, to participate in the arts community, and to respond to community needs. Operations and projects must demonstrate sustainability, viability, and accountability and will engage and provide payment to local artists, provide access to the arts, and strengthen Kingston's arts sector.

C.1. Operating Grants Program

The amount allocated to this pool is normally 70% of total available funds.

C.1.a. Purpose of Operating Grants Program

The Operating Grants Program is intended to foster sustainability among leading arts organizations by providing funding for operations and programming that support CKAF objectives.

C.1.b. Term of Operating Grants

Operating Grants are for a one-year term. Organizations that have received an Operating Grant are eligible to reapply for the following year. Access to multi-year Operating Grants may be available in the future (see C.1.h below).

C.1.c. Eligibility

In order to be eligible to apply for an Operating Grant, organizations must meet all of the following criteria. Applicants must:

- i. Be located in the City of Kingston;
- ii. Be a *non-profit arts organization* (see Appendix A);
- iii. Have been incorporated for a minimum of two years by the end of the calendar year in which the grant application is made;
- iv. Exhibit high achievement in arts programming;

**Kingston Arts Council Plan for Administration of Arts Funding
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- v. Fulfill a significant role in the Kingston community through the arts;
- vi. Demonstrate efficient planning and administrative practices, which meet professional standards, and;
- vii. Be in good standing with the municipality both generally and with regard to past CKAF, City of Kingston Heritage Fund and/or Community Investment Fund projects (successful completion of projects and submitted final reports).

First-time applicants to the Operating program must book a consultation with the Grants Coordinator before **17 March 2024** to be eligible. Applicants who do not book a consultation will not be eligible in **2024**.

C.1.d. Exclusions from Eligibility

The following organizations will not be eligible for Operating Grants.

- i. Academic units of educational institutions;
- ii. Schools, conservatories and other organizations the primary mission of which is training or education;
 - a. The presence of education or training as an ancillary part of an organization's mandate will not result in an exclusion from eligibility
- iii. Charitable organizations or Foundations, the primary mission of which is fundraising.

Organizations receiving operating, project or other forms of grant funding from the City of Kingston through sources other than CKAF are deemed ineligible to receive funding through CKAF for the duration of the applicable agreement. *In-kind support* is excepted, especially as it may relate to participation in multi-partner initiatives.

In addition, City of Kingston Arts & Culture Services and/or Kingston Arts Council permanent or contract staff may not hold a *primary role* with any organization applying to CKAF.

C.1.e. Eligible Costs

CKAF funding may be used for:

- i. Artists' fees (mandatory to be eligible);
- ii. Artistic production, presentation and dissemination costs;
- iii. Utilities, staffing, office expenses, and rent
- iv. Costs related to accessibility for Deaf artists and audiences and/or artists and audiences with disabilities; and
- v. Minor equipment or software purchases to upgrade technology, workspaces or health and safety items to support operations and programming.

**Kingston Arts Council Plan for Administration of Arts Funding
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C.1.f Exclusions from Eligible Costs

CKAF funding may not be used for:

- i. Major capital purposes including but not restricted to the purchase of land, equipment, fixtures or physical facilities;
- ii. Furthering a profit venture or to advantage a *for-profit partner*;
- iii. Fundraising;
- iv. Recovering the costs of an organization's financial *deficits*;
- v. Programs/services that are delivered by an organization aligned with any political party; and
- vi. Paying for expenses incurred prior to the ratification of the Report to the Kingston Arts Council Board of Directors on the Adjudication of Applications to the City of Kingston Arts Fund (hereafter known as KAC CKAF Board Report) at a meeting of Kingston City Council.

C.1.g. Grant Size

Operating Grants have a \$10,000 minimum and \$75,000 maximum. The Jury has discretion with regard to the amounts awarded. Under the present guidelines, the Jury is required to balance the following requirements when allocating and awarding funding, which are to:

- i. Support the maximum number of organizations that provide high-quality services and programming that would be beneficial to the Kingston community;
- ii. Make a substantial improvement in the operations of the receiving organization; and
- iii. Ensure the operations of the recipients are sustainable, viable, and accountable.

C.1.h. Grant Stability

CKAF endeavours to provide a measure of stability in its Operating Grant Program.

Each year a minimum funding increase, based on inflation (CPI Index), can be allocated by the Jury following its assessment of all applications provided that additional funding is allocated by the City of Kingston as part of its annual support of CKAF.

A Grant reduction may be made for one or more of the following reasons:

- (i.) A shortfall in available funds;
- (ii.) An increase in the number of high-quality applicants;
- (iii.) Evidence of inadequate performance;
- (iv.) Inability to demonstrate viability and/or the capacity to deliver on the proposal; or
- (v.) Failure to meet the CKAF objectives.

Kingston Arts Council Plan for Administration of Arts Funding for the Corporation of the City of Kingston in 2024

The Jury will not recommend a reduction of more than 20% of an organization's previous year Operating Grant. Should a reduction be recommended, the Jury will provide reasoning in the notification letter.

C.1.i. Reporting Requirements

- i. All organizations receiving Operating Grant funding from CKAF will be required to submit an Interim Report by **15 January 2025**;
- ii. For organizations that receive a CKAF Operating Grant in any year and reapply to the Operating Grant program the following year, the Final Report will be integrated as part of the subsequent application form; and
- iii. Organizations that receive a CKAF Operating Grant in any year and choose not to reapply to the Operating Grant program the following year will be required to indicate those intentions and submit a Final Report no later than the following year's application deadline.

C.2. Project Grants

The amount allocated to this pool is normally 30% of total available funds.

C.2.a. Purpose of the Project Grants Program

The Project Grant program funds the creation and presentation of arts projects that meet the CKAF objectives. Projects must demonstrate engagement with the Kingston community and engage professional artists and pay artist fees. Applicants are evaluated on artistic contribution, benefit to community, viability, and innovation.

C.2.b. Term of Project Grants

Project Grants are awarded once a year for a term of eighteen months.

Applications for recurring projects must be submitted annually and will be adjudicated based on the project grant adjudication criteria in addition to the following:

- i. Success of the project in the previous year, including a financial report;
- ii. Innovation within the project to reflect community needs and viability; and
- iii. Availability of funds in the context of the program objectives.

Any information submitted to the KAC through the CKAF process, including applications, Interim Reports, and Final Reports, may be shared with a jury adjudicating future recurring projects and/or operating grant applications at the discretion of the KAC.

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The term of Project grants may be extended according to the procedure described in F.7. Extensions. All extensions are granted at the discretion of the KAC Executive Director.

C.2.c. Eligibility

In order to be eligible to apply for a Project Grant, applicants must be located in the City of Kingston and be **one** of the following:

- I. An individual professional artist meeting the conditions of C.2.d.;
- II. An unincorporated collective meeting the conditions of C.2.d.;
- III. An individual or unincorporated collective using an eligible sponsor meeting the conditions of C.2.e.; or
- IV. An incorporated non-profit organization or registered charity (see Appendix B) meeting the conditions of C.2.d.

Applicants must also be in good standing with the municipality both generally and with regard to past CKAF, City of Kingston Heritage Fund (CKHF) and/or Community Investment Fund projects (successful completion of projects and submitted final reports).

An individual, collective, or organization may apply for only one Project Grant each year.

C.2.d. Direct Application

Individual artists, collectives, and non-profit organizations may apply directly to CKAF **without** a *sponsor*. These applications must meet the following requirements:

- i. Individuals applying directly must:
 - a. Establish or possess a bank accounting in their own name; payment of the grant cheque must be made to the applicant signing the application and grant agreement.
 - b. Be professional artists, who have developed skills through training and/or practice and: is recognized as such by artists working in the same artistic traditions; has a history of public presentation or publications; seeks payment for their work; and actively practices their art.
 - c. Submit two letters of reference from individuals who can speak to their ability to execute the proposed project as set out in the application.
 - d. Individuals without a sponsor may be required as part of their CKAF agreement to provide additional reports to provide sufficient accountability on the use of funds.
 - e. All individuals are required to satisfy the CKAF requirements including proof of insurance and reports (see Funding Section H.6 for details on proof of insurance and reports).
- ii. Collectives applying directly must:

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- a. Establish or possess a bank account in the name of the collective. Payment of the grant cheque will not be issued to any individual member within the collective.
 - b. Have three members, who must be listed on and sign the application and grant agreement.
 - c. Submit two letters of reference from individuals who can speak to the collective's ability to execute the proposed project as set out in the application.
 - d. Collectives without a sponsor may be required as part of their CKAF agreement to provide additional reports to provide sufficient accountability on the use of funds.
 - e. All collective types are required to satisfy the CKAF requirements including proof of insurance and reports (see Funding Section H.6 for details on proof of insurance and reports).
- iii. An incorporated non-profit organization or registered charity applying directly must:
- a. Have two members sign the application and grant agreement on behalf of the organization.
 - b. Provide their most recent audited Year-End Financial Statements, which have been reviewed by a chartered accountant or the most recent unaudited Financial Statement if an audited version is not available. The statement must be signed by representative of the board or governing body.
- iv. Each application must have one *lead applicant* (an individual, collective or organization) which meets the requirements in C.2.c. Eligibility. This individual, collective or organization is responsible for managing the project, the funds, and the application and reporting.
- v. Projects may have *community partners*. These partners may be collectives, non-profit, or for-profit organizations. They must be described in the application and submit a letter of agreement outlining their role in the project. They may make donations in-kind, but there cannot be an exchange of funds. There is no limit on the number of community partners.

C.2.e. Sponsored Application

Individual professional artists and collectives may apply to CKAF with a *sponsor*. These applications must meet the following requirements:

- i. Individuals must be professional artists as described in C.2.d. They must meet all other requirements, including proof of insurance and reports.
- ii. Collectives must have three members as described in C.2.d. They must meet all other requirements, including proof of insurance and reports.
- iii. A sponsor may be any incorporated non-profit or charitable organization in Kingston, other than the KAC. It is the responsibility of the unincorporated

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collective that wishes to receive CKAF funding through this sponsor to complete the application.

- iv. The Sponsor will also sign the application and include a letter of support for the project that identifies the Sponsor's support and financial agreement if any, with the collective. The KAC may look to the partnering sponsor for final reports on the project should the collective not provide them as required.
- v. The sponsoring organization may apply for its own project in addition to one sponsored project in each grant cycle. Organizations receiving CKAF Operating Funds may sponsor artist or community collectives for Project Grants in the same year.

Sponsorship is not available for charitable or incorporated non-profit organizations. They must apply directly as described in C.2.d.

C.2.f. Exclusions from Eligibility

The following organizations will not be eligible for Project Grants.

- i. Academic units of educational institutions;
- ii. Schools, conservatories and other organizations the primary mission of which is training or education;
 - a. The presence of education or training as an ancillary part of an organization's mandate will not result in an exclusion from eligibility.
- iii. Charitable organizations or Foundations, the primary mission of which is fundraising.

Projects with the sole purpose of creating new artistic work, without a presentation and community engagement component as described in C.2.a., are not eligible for a CKAF Project grant. Applicants are evaluated on artistic contribution, benefit to community, viability, and innovation.

Organizations and/or collectives receiving operating, project or other forms of grant funding from the City of Kingston through sources other than CKAF are deemed ineligible to receive funding through CKAF for duration of the applicable agreement. *In-kind support* is excepted, especially as it may relate to participation in multi-partner initiatives.

In addition, City of Kingston Arts & Culture Services and/or Kingston Arts Council permanent or contract staff may not hold a primary role with any organization or collective applying to CKAF.

C.2.g. Eligible Costs

CKAF funding may be used for:

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- i. Artist's fees (mandatory to be eligible);
- ii. Artistic production, presentation and dissemination costs, and project administration costs;
- iii. Marketing, promotion, audience development, community engagement activities;
- iv. Venue or studio rentals;
- v. Costs related to accessibility for Deaf artists and audiences and/or artists and audiences with disabilities; and
- vi. Minor equipment or software purchases to upgrade technology, workspaces or health and safety items required to carry out the proposed project.

C.2.h. Exclusions from Eligible Costs

CKAF Project funding may not be used for:

- i. Major capital purposes including but not restricted to the purchase of land, equipment, fixtures or physical facilities;
- ii. Furthering a profit venture or to advantage a for-profit partner;
- iii. Funding a project that appears on more than one CKAF Project grant application in the same year and/or that identifies one CKAF Project grant as a source of funding for another CKAF Project grant;
- iv. Fundraising events and projects;
- v. Recovering the costs of a project deficit or an organization's financial deficits;
- vi. Programs/services that are delivered by an organization aligned with any political party;
- vii. Paying for expenses incurred prior to the ratification of KAC CKAF Board Report;
- viii. No more than 20% of the project budget can be for administrative/ overhead costs (this includes administrative salaries and fees).

Organizations receiving CKAF Operating Funds in any given year are **not** eligible for Project Grants in the same year. However, organizations may apply for both.

C.2.i. Individual Artist Grants

Individual professional artists may apply to CKAF Project Grants as individuals or by forming a collective. Eligibility requirements for application are described in C.2.d and C.2.e. There are no other grant opportunities for individuals at this time.

C.2.j. Grant Size

The maximum award for a Project Grant is \$15,000 and the minimum award is \$5,000. The Jury has discretion with regard to the amounts awarded. Under the present guidelines the Jury is required to balance the following requirements, when allocating and awarding funding, which are to:

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- i. Support the maximum number of eligible, high quality projects that would be beneficial to the Kingston community;
- ii. Ensure project plans are viable, accountable, and responsive to community needs; and
- iii. Award grant amounts that are sufficient to enable success of the projects.

C.2.k. Reporting Requirements

- i. **For all grant recipients in the 2024** CKAF Project Grant Program, a Final Report is required 60 days after project completion **and no later than 31 December 2025**. A hold back totaling 10% of total funding awarded will be released upon successful submission of the Final Report;
- ii. Applicants must file an extension request if the project will not be completed by the original Final Report deadline based on the application. Extension requests must be submitted following the procedure in F.7. Extension Requests.
- iii. If the project completion date is after **31 December 2024**, **grant recipients** are required to provide an Interim Report no later than **15 January 2025**.
- iv. Any changes to a project must be submitted in writing to the KAC in advance for approval and unapproved changes may result in funds being withheld at the discretion of the KAC or a withdrawal of funding following the procedure in F.1.h. Modification requests must be made before the original Final Report deadline, or grant may be considered null and void and the amount may not be issued.
- v. If a CKAF grant recipient has overdue Interim or Final reports, it will not be eligible to apply for further CKAF grants or to receive funds for grants subsequently awarded until such time as those reports are submitted to and accepted by the KAC;
- vi. Recurring projects will be required to report on the project as part of their next year's application.

D. Adjudication Criteria

D. 1. Operating Grant Program

The Jury will consider the degree to which the organization demonstrates:

- i. Compatibility of the organization's objectives with those of CKAF;
- ii. Ability of the organization to achieve its mission, mandate and objectives through viable operational, program, and activity plans;
- iii. Artistic merit and quality of work and programs;
- iv. Strength of administration and financial planning, including professional practices in the management of artists and staff;
- v. Demonstration of innovation and effective use of CKAF funds to benefit the community;

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- vi. The ability to measure and report on the success of its activities and programs on an ongoing basis;
- vii. A commitment to hire local, professional artists; and
- viii. A commitment to compensate artists and other employees at industry-standard rates.

D. 2. Project Grant Program

The Jury will consider the degree to which the proposed project demonstrates:

- i. Compatibility of the project's objectives with those of CKAF;
- ii. Clarity of the project objectives and plan;
- iii. The viability of the proposed project and the capacity of the applicant to deliver the project;
- iv. Artistic merit and the quality of work and programs;
- v. Demonstration of innovation and effective use CKAF funds to benefit the community;
- vi. A commitment to hire local, professional artists; and
- vii. A commitment to compensate artists and other employees at industry-standard rates.

D. 3. Other Adjudication Criteria

As part of CKAF, it is important that applicants ensure that operations, programs and projects foster inclusion, diversity and access within the arts. Please see the definitions for these words as provided; applicants are required to connect these definitions to their work for the benefit of the jurors who will be adjudicating the applications.

Access encompasses the physical, financial, intellectual, and socio-economic accessibility of programming, events, and venues. Diversity addresses the non-material culture of the project or organization, specifically the way in which it welcomes people of varying ability, income, language, incarceration history, cultural background, race, ethnicity, faith, gender, orientation, or education level. Inclusion refers to the removal of material or non-material barriers to participation, through policies in human resources, strategic planning, physical environment, programming, audience, community development, and budget management.

E. Procedures

- E.1. Each year's grant allocation of CKAF is subject to approval annually by City Council through its budget process and will be provided for distribution purposes to the KAC on approval of the annual budget.

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- E.2. To be considered for funding, individual artists, organizations, or collectives must submit a grant application to be received at the KAC office by or before the appropriate published deadline.
- E.3. The KAC will provide a CKAF Board Report to the City of Kingston Arts & Culture Services Department following the distribution of funds. This Report will identify successful applicants, their request for funding, the dollar value of each of the requests received and details of all allocations. The Report will also specify the number of unsuccessful applicants and the total amount of funds requested. This Report is brought forward to City Council as part of the City's annual budget process.
- E.4. The KAC staff in consultation with the KAC Board of Directors will determine the application form, submission process and dates.

F. Responsibilities of the Kingston Arts Council

F.1. General Principles

The KAC will be responsible for the overall administration of the CKAF, subject to the approval of the City of Kingston. This will include the following tasks:

- F.1.a. Ensuring that the administration and adjudication of applications are consistent with the CKAF's objectives.
- F.1.b. Developing the application submission process, application forms, dates and administrative criteria including, but not limited to:
 - i. Determining and confirming terms of eligibility for the CKAF;
 - ii. Assessing and confirming the eligibility of applications. Applications may be rejected by the KAC if it appears that they do not fit the eligibility criteria as per CKAF Guidelines;
 - iii. Advising and providing an update on decisions made regarding eligibility to the City of Kingston Director of Arts & Culture Services; and
 - iv. Establishing a complaints review process.
- F.1.c. Appointing the peer assessment Jury for the purpose of adjudicating applications and allocating the CKAF.
- F.1.d. Enacting and overseeing compliance with the terms of reference for the KAC Grants Committee including, but not limited to:
 - i. The number of Jury members;

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- ii. Representation on and composition of the Jury;
 - iii. Rules pertaining to conflict of interest;
 - iv. Length of service; and
 - v. Reporting requirements of the Grants Committee to the KAC Board.
- F.1.e. Acting as Chair of the Adjudication meetings for the Operating and Project Grant programs. The Executive Director of the KAC will act as Chair, unless they are unable, in which case the Grants and Programs Coordinator will act as Chair.
- F.1.f. Providing administrative support to the Grants Committee by hiring administrative staff.
- F.1.g. Awarding honoraria to CKAF jurors in recognition of their work on the program.
- F.1.h. Enforcing the decisions of the jury. The KAC has discretion to decide if changes to an application after the adjudication require a review for potential withdrawal of funds. An application may be reviewed for eligibility according to program eligibility requirements or it may be reviewed to evaluate whether changes are so significant that it is no longer the application endorsed by the jury. In such case, the KAC Board of Directors and a representative of the City of Kingston will approve the KAC's recommendation to withdraw funds.
- F.1.i. Distributing funding to successful applicants.
- F.1.j. Receiving and assessing Interim and Final Reports to ensure funds are being used for the applicants approved activities.
- F.1.k. Reviewing CKAF annually and formulating recommendations to improve and develop the program.

F.2. Time Frame for Establishing the Grants Committee

The KAC will establish the Grants Committee, made up of the Jury, City of Kingston Councillors, City of Kingston staff, and KAC staff, annually with reference to the deadlines for receipt of grant applications.

F.3. Governance

- F.3.a. As Chair, the KAC Executive Director will receive administrative support from the KAC Grants and Programs Coordinator.
- F.3.b. The KAC will facilitate the selection of Jury members for the Grants Committee in accordance with the outline for membership contained in Section G.

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- F.3.c. The KAC will be responsible for implementing the guidelines and terms for the allocation of funds pursuant to the CKAF.
- F.3.d. The KAC will be responsible for ensuring that all members of the Grants Committee are aware of the terms of the Plan for Admin and adhere to the rules and guidelines for adjudicating applications and allocating funds.
- F.3.e. The KAC will not be involved with the decision-making function of the Jury.
- F.3.f. The KAC Staff will report to the KAC Board of Directors on an ongoing basis.
- F.3.g. The KAC Staff will present the proposed distribution of funds, including final rankings for each application, which will be kept strictly confidential, and a Report on the Adjudication of Applications to the CKAF for ratification to the KAC Board of Directors.
- F.3.h. Application forms and guidelines are established by the KAC in accordance with the principles described in this document.
- F.3.i. Decisions of the Jury are final. The KAC Staff when requested by the designated contact person for the applicant will provide discretionary feedback concerning Grants Committee comments on applications.
- F.3.j. It is understood that, in order to respect the decisions of the Jurors, the KAC Board of Directors will support decisions made by the Jurors so long as they comply with the current KAC Plan for Administration of Arts Funding for the Corporation of the City of Kingston.

F.4. Dispute Resolution

- F.4.a. All complaints and concerns relating to the adjudication, guidelines and criteria for the allocation of funds pursuant to the CKAF should be addressed to the Executive Director of the KAC. The KAC will develop and forward a written report with respect to such complaints and concerns to the KAC Board of Directors.
- F.4.b. In the event that a complaint specifically involves/implicates the Chair, that complaint may be addressed directly to the Chair of the KAC Board of Directors.
- F.4.c. Any concerns or complaints regarding a potential undeclared conflict of interest of a member of the Grants Committee shall be made in writing to the Executive Director of the KAC.

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F.4.d The City of Kingston will be notified by the KAC of all concerns and complaints received.

F.5. Monitoring and Reporting Requirements of the KAC

F.5.a. Once approved by Kingston City Council, the KAC CKAF Board Report will be a matter of public record and available through the KAC. Prior to that approval, the KAC CKAF Board Report is confidential.

F.5.b. The KAC CKAF Board Report is subject to the provisions of the applicable Municipal Freedom of Information and Protection of Privacy legislation. Any application pursuant to the applicable Municipal Freedom of Information and Protection of Privacy legislation will be restricted to information pertaining to the specific applicant.

F.6. Application Periods and Receipt of Applications

There will be one application deadline for both the Operating Grant and Project Grant Streams in April. Applications will be submitted by email to the Grants Coordinator. All applications will be date stamped and numbered when received. Applicants will receive a notification that their application has been received and will be forwarded to the jury. A file copy of this notification will also be retained in the KAC Grants Department files. If applicants realize there is an error in the application after it is submitted, they may correct or update their application until the deadline. Once the deadline has passed, all eligible applications will be submitted to the jury “as is” without alteration or correction.

F. 7. Extension Requests

Extensions may be requested in three contexts: for the application deadline, for reporting deadlines, and for the term of project grants. Extensions will only be granted if the request is filed through the procedure described below. The KAC has the authority to approve or deny an extension request.

F.7.a. Application Deadline

Potential applicants must submit an extension request no less than five business days in advance of the posted deadline. Requests are made directly to the Grants Coordinator in writing. Requests are reviewed and approved at the discretion of the KAC Executive Director. Deadline extensions are only granted for extenuating circumstances and cannot exceed ten business days. The KAC may require documentation in support of some circumstances.

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F.7.b. Reporting Deadline

Grant recipients may request extensions for Interim or Final Reports. Requests must be made in writing at least five business days in advance of the deadline. Extensions will be granted at the discretion of the KAC Executive Director. Extensions for Interim or Final Reports will not exceed 30 calendar days.

F.7.c. Term of Project Grants

Project grants have a term of 18 months and activities must take place between **July 2024 and 31 December 2025**. Project grant recipients must submit extension requests for the term of the grant in writing before the original Final Report deadline from their application. Requests should be made in writing to the Grants and Programs Coordinator and will be granted at the discretion of the KAC Executive Director.

Extensions to the term of Project grants generally will not exceed 120 calendar days, however further extensions may be granted as a result of unforeseen circumstances at the discretion of the KAC Executive Director. If Project recipients do not submit their signed grant agreement and proof of insurance or an extension request by the original Final Report deadline, the grant may be considered null and void and the amount may not be issued.

G. Grants Committee

G.1 General Principles for Fund Allocation

G.1.a. As a general principle, all sectors of the arts should be funded through CKAF to ensure that the grants portfolio is balanced at the end of each year.

However there will not be any specific allocation percentage made to each sector of the arts, as the quality and range of the applications received will also influence this element of the Jury's decision-making process.

G.1.b. A Jury may decide, in exceptional circumstances, not to award all the monies available for the Operating or Project Grant Program.

G.1.c. Any unawarded grant funds or grant funds returned to the KAC will be allocated to the following year's grants programs at the discretion of the KAC staff. Unawarded funds from the Operating stream may be allocated to the Project stream in the same year.

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G.2. Grants Committee Membership

There are two categories of membership in the Grants Committee, Jury members and Ex-Officio members.

G.2.a. Jury members

The Jury is responsible for adjudicating the applications and allocating funding in accordance with CKAF guidelines and criteria and includes:

- Five Jurors appointed by the KAC

These members are responsible for becoming familiar with the CKAF grant program and its assessment criteria, reading all the applications, reviewing supplementary materials, and making notes about each application based on the assessment criteria and granting program objectives.

For both the Operating and Project grant programs, the Jury is required to complete an initial round of scoring of each application before the meeting. At the meeting, based on the results of pre-scoring, the Jury will:

- Discuss in detail each application based on its Artistic Contribution, Community Benefit and Quality of Administration and Financial Responsibility;
- Conduct a second round of scoring based on the discussion; and
- Determine and allocate funds.

G.2.b. Ex-Officio members

There are two categories of Ex-Officio members as follows:

- City of Kingston representative:
 - o The Director, Arts & Culture Services of the City of Kingston and/or their delegate; and
 - o Two City of Kingston Councilors, one per jury.

These members of the Grants Committee may attend the meeting as a resource for the jurors. They provide, upon request, broader community perspectives and information on the City of Kingston objectives for the CKAF program. They are not jurors and do not participate in the evaluation of applications or contribute to funding decisions. They are present to ensure transparency and fairness in the process.

- KAC Staff

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The KAC Staff including the Executive Director and Grants Coordinator are present to Chair the meetings, facilitate discussion, and ensure that each applicant is treated equitably and without prejudice. KAC Staff are also responsible for ensuring that there are no direct conflicts of interest, that indirect conflicts of interest are declared, and appropriate procedures are followed.

Additional responsibilities of the KAC are to remind the Jury of program priorities and the budget context, ensure that the Jury shares a common understanding of the assessment criteria, serve as resource persons and provide information and historical context in the CKAF programs, as well as overseeing and recording the rating/ranking process.

G.3. Grants Committee Meetings

There will be two separate Grants Committee meetings, one for Operating Grant applications and one for Project Grant applications. The Jurors will be different for each meeting. Each Grants Committee meeting will take place over a single full day.

G.3.a. Quorum

A quorum shall consist of a majority of the Jury members. A schedule of meetings will be established for the Grants Committees at the beginning of the adjudication process. There must be at least a 48-hour notice of changes of meeting dates to all members of the Grants Committee.

G.3.b. Confidentiality and Conflicts of Interest

Each member of the Grants Committee is required to fill out and sign:

- i. A Confidentiality Form, acknowledging that they have read, understand, and agree to the rules of Confidentiality as described later in this document; and
- ii. A Conflict of Interest Declaration Form, in which they disclose the applications with which they have any direct or indirect conflict of interest. This form is the basis upon which the KAC will require members of the Grants Committee to conform to the Conflict of Interest Rules and Procedures as described in sections G.7. below.

G.3.c. Decisions

The Jury is required to assess applications in accordance with CKAF objectives, the application guidelines and assessment forms provided. After discussion within the Grants Committee, the Jury will decide on the allocation of grant funding. Thus the decisions are at arms-length from the KAC and the City and are adjudicated by independent peer assessment.

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Decisions of the Jury together with a report of the meetings will be brought forward to the KAC Board of Directors for ratification. Thereafter a report listing successful applications and details of amounts awarded will be forwarded to city staff, to be ratified by Kingston City Council.

G.4. Selection of Grants Committee Members

G.4.a. All members of the Grants Committee will:

- i. Have an understanding, interest and appreciation of the arts and their diversity;
- ii. Bring vision, open-mindedness and generosity of spirit to the deliberations;
- iii. Declare conflicts of interest; and
- iv. Provide fair and objective opinions in their assessment of applications in accordance with the CKAF Objectives.

G.4.b. City Council appoints Ex-Officio members representing the City.

G.4.b. Jurors are chosen and appointed from a list of potential jurors by KAC staff.

G.4.c. Potential Jurors: to be included on the list of potential jurors all interested parties will be asked to submit an Expression of Interest Form and a CV to the KAC staff which will review these to ensure that those selected meet the juror eligibility requirements.

G.5. Criteria for Eligibility to be Appointed as a Jury member

Jury members must be:

- G.5.a. Artists, professionals, and/or persons who are knowledgeable in the arts with high standing within the arts community; representative of a wide range of artistic disciplines; knowledgeable and experienced in the arts, arts organizations and related issues;
- G.5.b. Knowledgeable about the City of Kingston context and the broader arts environment beyond their area of expertise;
- G.5.c. Able to articulate their opinions, and work in a group decision-making environment; good communicators;
- G.5.d. As much as possible, be reflective of Kingston's gender, demographic and cultural diversity.

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G.6. Terms of Appointment of Grants Committee Members

- G.6.a. Terms of appointments of the City of Kingston representatives are at the discretion of City Council;
- G.6.b. Appointment of a Jury member is for a term of 1 or 2 years. Each successive Jury should have at least two new members (i.e. jurors who have not served on the previous Jury) in order to ensure that diverse perspectives are brought into play over time. To provide continuity, ideally, at least two and not more than three members should continue on a Jury for a second year.

G.7. Conflict of Interest Rules for Members of the Grants Committee

There are two types of conflict of interest – direct and indirect. There are also two kinds of direct conflict of interest – financial and private.

G.7.a. Jury Conflict of Interest Rules

- i. A juror is in a **direct** conflict of interest with a particular application if he or she, or a member of the Juror's immediate family (spouse or equivalent, son or daughter, parent, sibling or member of the immediate household) has a financial interest in the success or failure of the application.
- ii. A juror is also in a direct conflict of interest with a particular application if he or she has a private interest in the success or failure of the application. Staff or board members of the organization applying for funds, or members of their immediate families (spouse or equivalent, son or daughter, parent, sibling or member of the immediate household) would be in direct conflict. For such applications a private interest also includes affiliations or activities that compromise or unduly influence decision-making.
- iii. Any reason that makes it difficult for a juror to evaluate an application objectively may create an **indirect** conflict of interest. For example, an indirect conflict of interest may arise when a juror's record includes previous participation with an applicant.
- iv. All jurors are asked to sign forms to identify direct and/or indirect conflicts of interest as a means of documenting the integrity of the process. At the jury meeting, the KAC staff may answer any questions, facilitate a discussion on the juror's impartiality and decides how the situation will be managed.
- v. To prevent conflicts of interest and ensure the arms-length character of the peer jury, members of the Board of Directors and staff of the Kingston Arts Council and those employed by or under contract with the City of Kingston will not serve on the Jury.
- vi. Immediate family members of Kingston Arts Council and City of Kingston staff (spouse or equivalent, son or daughter, parent, sibling or member of the

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immediate household) serving as Jurors must declare an indirect conflict of interest.

G.7.b. Ex-Officio Conflict of Interest Rules

- i. City of Kingston members are subject to the same conflict of interest rules as the jury members. They are not permitted to take part in adjudication discussions (except as specified in section G.2.b.i. above).
- ii. KAC Staff are subject to the same conflict of interest rules as the jury members. They are not permitted to take part in adjudication discussions and in addition they have in their employment contracts the following clause(s):
 - a. That you will not take any action to either favour or prejudice any applications submitted to the CKAF (see Note 1 below);
 - b. That you will not participate in the writing of any application to the CKAF for another party (see Note 1 below);
 - c. That you will not hold a *primary role* with any organization applying to CKAF;
 - d. That you will not profit financially in any way from a successful CKAF application, Operation or Project Funding;
 - e. That you will bring to the attention of the KAC Board of Directors any potential conflicts of interest arising from activities of the Kingston Arts Council.

In addition, City of Kingston members and KAC Staff may not be associated with any organization applying to or receiving funds from CKAF as board members, committee members, or in a paid consultancy role. However, other associations, such as being a member or volunteer, may be allowed.

Note 1: As part of the grant management process, providing information or clarification of application guidelines to applicants or potential applicants do not constitute participation in the writing of grant applications.

G.7.c. Procedures with respect to Conflict of Interest Issues

- i. All members of the Grants Committee must abide by the Conflict of Interest Rules set out in this document and as amended from time to time.
- ii. All potential disclosures of conflicts of interest must be submitted in writing to the KAC and will be retained as part of CKAF records.
- iii. Individuals who are in direct conflict of interest with any of the applications being assessed cannot serve on the Grants Committee. If a direct conflict of interest becomes apparent at any time before or during the assessment process, the jury member will be immediately released from their duties.
- iv. Individuals who have an indirect conflict of interest with any of the applications are managed based on their ability to remain objective in assessing the application. Individuals who declare an indirect conflict of interest that makes it

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- difficult for them to evaluate an application objectively will be asked to leave the room.
- v. If any conflict of interest becomes apparent during the discussion of the relevant application, the Chair will ask the juror to leave the room immediately for the remainder of that discussion.
 - vi. If a member of the Grants Committee failed to make proper prior disclosure of his or her conflict(s) of interest and that omission resulted in a profit or benefit to the member or member's family, the Executive Committee of the KAC shall review the circumstances and if satisfied that the member failed to comply with the applicable Conflict of Interest Rules, then the member may be required to compensate the KAC for the profit or benefit improperly realized.
 - vii. The Chair will oversee compliance with conflict of interest rules pertaining to the Grants Committee adjudication meetings.
 - viii. Any concerns or complaints regarding a potential conflict of interest of a member of the Grants Committee shall be made in writing to the Chair of the KAC Board of Directors.

G.8. Confidentiality

- G.8.a. No Grants Committee member may divulge to any person or use in any way not directly related to the activities of the KAC the information contained in the applications for funding, unless an applicant has given express written consent to such disclosure.
- G.8.b. Any information pertaining to the CKAF obtained during a meeting of the Grants Committee, or a meeting of the KAC Board of Directors or Executive Committee, or from reading any minutes of a meeting of the KAC Board of Directors, Executive Committee, or Grants Committee, is considered confidential.
- G.8.c. Communication of Jury results and relevant Jury comments will be made through the KAC Office.
- G.8.d. Prior to the ratification by Kingston City Council, results are confidential.
- G.8.e. In order to maintain independence in decision-making, Jury members of the Grants Committee shall not disclose that they have been selected until their names are published when Kingston City Council ratifies the decisions regarding the allocation of funds.

H. Funding

- H.1. The KAC Board of Directors anticipates that the amount allocated by the City of Kingston pursuant to the CKAF will increase to \$5.00 per capita as recommended in the Kingston Culture Plan and pending council approval.

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- H.2. The Fee for Service for administration of the fund is accounted for as part of the Service Level Agreement between the City and the KAC. Based on the recommendations contained in the Kingston Cultural Plan it is anticipated that the Fee for Service will increase by 2% per year, pending Council approval on an annual basis.
- H.3. The funds received from the City of Kingston for allocation pursuant to the CKAF will be deposited and managed in a separate bank account from which the allocations will be made. Withdrawals from this account must be supported by approved applications for funding and must bear the signatures of two signing officers of the KAC. See below for details regarding financial arrangements.
- H.4. Allocations of funds are decided by the Grants Committee Juries. After ratification by the KAC, the KAC CKAF Board Report will be forwarded to City Council for ratification of the distribution of CKAF funds in July. Unallocated funds from the current year will be added to the fund for the next CKAF year.
- H.5. Upon City Council ratification of the KAC CKAF Board Report, the KAC will draw up an agreement with each recipient organization/collective of the 2024 CKAF as decided by the Grants Committee.
- H.6. The lead applicant identified on the application will become the grant recipient, who, upon entering into an agreement with KAC, will be responsible for managing the project, the funds, and the reporting. Grants will only be issued to the grant recipient or the recipient's sponsor as identified on the grant agreement. If the grant recipient can no longer meet the eligibility requirements, the grant may be considered null and void and the amount may not be issued.
- H.7. The grant recipient will be required to sign an agreement, recognizing their obligations regarding the use of the funds, reporting requirements and conditions. Evidence of \$5 million liability insurance coverage per occurrence naming the Kingston Arts Council and the City of Kingston as additional insured's will be required from the recipient before the funds are released.
- H. 8. The signed grant agreement and evidence of \$5 million liability insurance or a request for extension must be received by the KAC in advance of the project dates as listed in the application.
- H.9. After the agreements have been signed by both KAC and the recipient, conditions are met and evidence of adequate insurance is received, the KAC will issue a cheque for the organization or collective's grant. For organizations receiving a CKAF Operating Grant the KAC will issue a cheque for 100% of their grant.

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For CKAF Project Grants, the KAC will issue a cheque for 90% of their grant and a 10% hold back will be released upon successful submission of the Final Report.

- H.10. Applicants will not be eligible to receive further CKAF funding until all required reports have been submitted to and accepted by the KAC.
- H.11. A grant recipient in default of its grant agreement may be required to return funds to the KAC and may be judged to be ineligible for future grants.

I. Financial Plan of the KAC for CKAF administration

- I.1. Responsibility for the financial arrangements rests with the elected Treasurer of the KAC.
- I.2. A separate bank account shall be set up at Scotiabank in the name of the Kingston Arts Council and be designated as the City of Kingston Arts Fund (CKAF) Account and used solely for receiving and disbursing grant funds.
- I.3. The signing officers on the CKAF Account shall be the same as for the existing KAC Operating and Bingo accounts and will normally be the Chair of the KAC Board of Directors, the Treasurer, the Executive Director and one other director of the KAC Board of Directors. Two signatures shall be required on all grant cheques.
- I.4. The KAC Operating Grant and the Fee for Service, paid by the City of Kingston under the terms of their Service Level Agreement, shall be deposited in the KAC Operating Account, to be used at the discretion of the KAC Treasurer and Board.
- I.5. Cheques shall be written on the authority of the KAC Executive Director, based on the decisions of the Juries and upon approval of the KAC Board and City Council.
- I.6. The KAC bookkeeper will be the bookkeeper for the CKAF Account, and along with the Executive Director of the KAC will keep records and provide reports for the Treasurer.
- I.7. Cheques on the CKAF Account will be commercially printed and the details written directly from the accounting software.
- I.8. KAC will submit quarterly reports, including Financial Reports to Cultural Services, City of Kingston.

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- I.9. Applicants will not be eligible to apply for further funding until all required reports have been submitted to and accepted by the KAC.
- I.10. Bank fees for the maintenance of the CKAF Account shall be paid from the KAC Operating Account.
- I.11. Interest accumulated on the CKAF Account shall be paid to the City of Kingston, who will issue a cheque reimbursing KAC for this amount annually.
- I.11. The bookkeeper will submit invoices for services to the CKAF Program, which will be paid from the KAC Operating Account.
- I.12. The KAC will arrange to have its annual financial report audited. The auditor for the Grants Account and related papers shall be the same as the auditor for the KAC accounts.
- I.13. Auditor's fees will be paid from the KAC Operating account.
- I.14. Any funding unclaimed or returned by grant recipients will be made available to future CKAF granting programs.
- I.15. Upon approval by City Council of the Plan for Administration of Arts Funding for the Corporation of Kingston (as amended for 2024), the City of Kingston will enter into a Service Level Agreement with the KAC. Once that contract is signed by both parties, the City will transfer to the KAC 100% of funds allocated by the City of Kingston for grants through the CKAF. Other payments by the City to the KAC will be paid out according to the terms of the Service Level Agreement.

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APPENDIX A - Policy Regarding Non-Profit Eligibility (Operating)

Policy Statement on the Definition of “Non-profit Arts Organization” in the CKAF Operating Grant Guidelines

In order to be considered a “non-profit arts organization” under the CKAF Operating Grant Guidelines, applicant organizations must meet all the following criteria.

- i. The applicant organization’s mandate or mission must focus on artistic endeavour (either creation or presentation) as the primary objective of the organization.
- ii. The activities of the applicant organization must be consistent with the artistic focus of the mandate or mission;
- iii. The applicant organization must be non-profit in orientation.

In addition, the applicant organization must be either:

- iv. Incorporated as a non-profit arts organization in and of itself for a period of at least two years; or
- v. A distinct and discrete arts organization, other than an academic unit of an educational institution (see Note 1, below), which has been in operation for at least two years within a parent institution which has been incorporated as a non-profit organization for a period of at least two years (see Note 2, below).

Note 1: Academic units of educational institutions will not be eligible.

Note 2: In the case of v. (above), the applicant organization should submit its own discrete audited/reviewed year-end financial statements as specified in the guidelines. If the applicant organization is unable to provide these discrete statements in an audited/reviewed form, but the parent organization has audited/reviewed year-end financial statements that include the financial records of the applicant organization, then these will be accepted, provided that the applicant organization also provides a separate schedule detailing its own discrete records as included in the audited statements. (This schedule must consist of financial statements applicable to the revenues and expenses of the applicant organization; or if a multi-purpose organization is involved, the applicant organization must provide a fully segregated and itemized authorized financial statement accompanied by the financial statement of the multi-purpose organization in which the applicant operations are specifically identified.)

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APPENDIX B - Policy Regarding Non-Profit Eligibility (Project)

Policy Statement on the Definition of “Non-profit Organization” and “Artistic or Community Collective” in the CKAF Project Grant Guidelines

In order to be considered an eligible “non-profit organization” under the CKAF Project Grant Guidelines, applicants must meet all the following criteria:

- i. Must be non-profit in orientation;
- ii. Have a component which has an ongoing mandate or mission focusing on artistic endeavour (either creation or presentation) as an objective; or
- iii. Engage professional artist(s) in a community arts project.

In addition, the applicant non-profit organization must be either:

- iv. Incorporated as a non-profit organization in and of itself; or
- v. A distinct and discrete arts organization, other than an academic unit of an educational institution (see Note 1, below), within a parent organization, which is incorporated as a non-profit organization (see Note 2, below).

Note 1: Academic units of educational institutions will not be eligible.

Note 2: In the case of v. (above), the applicant organization should submit its own discrete audited/reviewed year-end financial statements as specified in the guidelines. If the applicant organization is unable to provide these discrete statements in an audited/reviewed form, but the parent organization has audited/reviewed year-end financial statements that include the financial records of the applicant organization, then these will be accepted, provided that the applicant organization also provides a separate schedule detailing its own discrete records as included in the audited statements. (This schedule must consist of financial statements applicable to the revenues and expenses of the applicant organization; or if a multi-purpose organization is involved, the applicant organization must provide a fully segregated and itemized authorized financial statement accompanied by the financial statement of the multi-purpose organization in which the applicant operations are specifically identified.)

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APPENDIX C - Glossary of Terms

Access: This term encompasses the physical, financial, intellectual, and socio-economic accessibility of programming, events, and venues.

Artist collective: A group of three or more artists who have come together for the purposes of artistic creation and presentation in a collective artistic endeavour. Collectives are not normally incorporated. Collectives may apply to CKAF through an *eligible sponsor* or apply directly for CKAF funding providing they meet the requirements of the program set out in clause **C.2 Project Grants**. See also *community collective*.

Charitable arts organization: A charitable organization whose mandate or mission is focused primarily on artistic creation and presentation.

Charitable organization: To be considered as charitable an organization's purposes must be exclusively and legally charitable and it must be established for the benefit of the public or a sufficient segment of the public. It must also be registered with the Canada Revenue Agency as having charitable status under The Income Tax Act. Organizations so registered are able to issue tax receipts for charitable donations.

Community arts project: Broadly defined, a community arts project involves a collaborative creative process between a professional practicing artist and a community. It is a collective method of art making, engaging professional artists and self-defined communities through collaborative, artistic expression. It is as much about process as it is about the artistic product or outcome. A community arts project provides a unique way for communities to express themselves and enables artists, through financial and other support, to engage in creative activity with communities. This broad definition identifies three elements which separate community arts projects from other methods of art-making:

- The co-creative relationship between artist and community;
- A focus on process as an essential tool for collective, collaborative, mutually-beneficial results;
- The active participation of artists and community members in the creative process.

The source of this definition is Community Arts Ontario. See also *eligible arts project*.

Community collective: A group of three or more individuals who have come together for a specific purpose involving a clearly defined endeavour. Collectives may apply to CKAF through an eligible sponsor or apply directly for CKAF funding providing they meet the requirements of the program set out in clause **C.2 Project Grants**. See also *artist collective*.

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Co-project: *see joint project*

Corporate Sponsorship: An in-kind or cash donation from a for-profit corporation. This may be accompanied by a formal agreement in which the applicant agrees to thank or acknowledge the corporation for their donation.

Deficit: An excess of expenditure over revenue. See also *surplus*.

Diversity: This term addresses the non-material culture of the project or organization, specifically the way in which it welcomes people of varying ability, income, language, incarceration history, cultural background, race, ethnicity, faith, gender, orientation, or education level.

Eligible arts project: In order to be an eligible arts project, a project must fulfill the criteria outlined in section **C.2.** of this document. Of particular interest is the paid involvement of professional artists in the planning, direction, and execution of the project.

Eligible sponsor: Any non-profit or charitable entity located in Kingston, Ontario may act as a sponsor to the CKAF Project Grant Program. See also *Sponsor*.

For-profit partner: A for-profit enterprise collaborating in a project with an eligible non-profit group. See also *surplus and deficit*.

Joint Project: A project in which the applicant co-produces a project in an administrative, financial, or artistic manner. Typically, a joint project involves each partner taking on a substantial amount of responsibility; though one partner may be the lead partner. A joint project may involve both non-profit and for-profit entities, but in order to be eligible to apply to the CKAF, the lead partner or one equal partner must be a non-profit or charitable entity.

Inclusion: The removal of material or non-material barriers to participation, through policies in human resources, strategic planning, physical environment, programming, audience, community development, and budget management.

In-Kind Support: Support in the form of goods, commodities or services rather than money; including, but not limited to the provisions of space, administrative services, promotional and marketing support, etc.

Lead applicant: the organization or collective identified on the application, which must meet all CKAF eligibility criteria; this organization or collective is responsible for managing the project, the funds, the application, and any reporting.

Non-profit arts organization: A non-profit organization whose mandate or mission is focused primarily on artistic creation and presentation (*see Appendix A*).

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Non-profit organization: An organization not conducted or maintained for the purpose of making a profit. Instead, it operates to serve a public good. Non-profit organizations are specifically incorporated as such. Any surplus generated by a non-profit organization is used by the organization for the purposes for which it was established (see *Appendix B*).

Partnership: An agreement between an applicant and a third party wherein the third party agrees to support the project through in-kind donation, which is formalized in a letter and submitted as part of the application. Partnerships can occur with both non-profit or for-profit entities.

Peer assessment: CKAF jury members are arts professionals, practitioners and/or persons who are knowledgeable in the arts with high standing within the arts community. These jurors evaluate funding requests and make decisions to CKAF on who gets grants and in what amounts. Peer assessment ensures that the arts community has a voice in how funds are distributed, and that applications are evaluated by artists and other experts with knowledge and experience of the specific art forms, art practices and communities involved.

Professional artist: A professional artist has developed skills through training and/or practice and: is recognized as such by artists working in the same artistic traditions; has a history of public presentation or publications; seeks payment for their work; and actively practices their art.

Primary role: Someone who occupies an executive and/or decision-making staff or board position within an organization and/or collective.

Sponsor: A sponsor is defined as any non-profit or charitable entity located in Kingston, Ontario, other than the KAC, that may agree to support an artist or community collective that wishes to apply for funding through the CKAF Project Grant Program. As part of the agreement between sponsor and collective the Sponsor will receive and disburse project funds on behalf of the applicant/collective. A Sponsor may also assist the applicant by securing insurance coverage and agrees to file a final report on a CKAF Project Grant if the collective involved does not provide reports as required. In this scenario the Sponsor shares some responsibility for the successful management of the CKAF Project Grant and is expected to provide professional advice and mentorship to the applicant as needed. A Sponsor is not intended to gain financially from this agreement but may be reimbursed for out of pocket expenses directly related to the management of the CKAF Project Grant. If otherwise qualified, a Sponsor may also apply to receive funding through the CKAF Project Grant Program within the same grant cycle.

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Surplus: The amount of money gained from the execution of a project after payment of all eligible expenses. See also *deficit*. In the case of a joint project, as a general rule, we would expect that either:

- The non-profit applicant would assume all responsibility for any surplus or deficit generated by the project; or
- The project partners involved would share any surplus or deficit proportional to their contributions to the project.



Sports Field Allocation Policy and Guideline

Policy #	POL-68
Effective Date	September 1, 2018
Status	Under Review
Final Approver	Council

1.0 Purpose

The purpose of this policy is to establish guidelines for the allocation and management of Sport Fields owned and operated by the City.

2.0 Persons Affected

This policy affects all Partner Groups, Seasonal User Groups and any person, organization, community member, and/or community group interested in renting space within the City's owned and operated Sport Fields.

3.0 Policy Statement

3.1 Policy Goal

It is the goal of this policy to:

- i. Promote and encourage participation in sport and physical activity to the overall benefit of the community;
- ii. Recognize that the benefit to the overall community is maximized by prioritizing access to opportunities for physical activity and sport participation in youth;
- iii. Provide a fair and transparent means for service delivery;
- iv. Consider the needs of Kingston residents before residents of other communities;
- v. Strive to provide fair access to Sport Fields and recreational amenities;
- vi. Allow flexibility to meet the needs of Sport Associations and other users;
- vii. Establish uniform criteria and procedures for the reservations and use of Sport Fields;
- viii. Facilitate scheduling that will support proper and sufficient maintenance and

repair of Sports Fields;

- ix. Permit the planning and implementation of special sport events and programs in which a large number of people are expected to participate;
- x. Ensure that the City's Sports Fields are used for the benefit of the entire community; and
- xi. Balance the needs of partner groups, seasonal user groups, casual participants and the City as a whole.

3.2 Sports Field Distribution Matrix (Master Schedule)

3.2.1 Distribution Matrix

On an annual basis the Facility Booking Office (FBO) will develop a Sports Field Distribution Matrix that best reflects the expressed needs of all seasonal users and application of this policy's directives and guides. Any such matrix will reflect the relative priority of each class of user group and will allocate fields proportionally based on user group participant numbers from the previous year, in order to ensure that seasonal user groups have their core programming needs met before allocations are considered for expanded programming, new user groups, emerging sports, occasional users, or commercial users. The City reserves the right to reassign Sport Fields annually as required.

3.2.2 Client Scheduling Priorities

Sports fields will be allocated utilizing the following priority user groups:

- i. City of Kingston recreational programs
- ii. Tournaments & special events
- iii. Partner Groups
- iv. Youth Recreation Groups
- v. Seasonal User Groups
- vi. Boards of Education
- vii. Occasional user
- viii. Commercial users

3.3 City of Kingston Recreation Programs

The City reserves the right to offer recreational programs at its facilities and to schedule such programming as it sees fit. Such programming will be scheduled before allocations to other user groups are made. Programs may be provided in

response to resident demand.

3.4 Tournaments and Special Events

The City supports special programs like tournaments and special events. These programs provide revenue generating opportunities to both the program organizers and the City, as well as provide an economic spin-off to the community at large. Generally, tournaments and special events are competitions hosted by recognized City Partner Groups and Seasonal User Groups. They may include events of regional, provincial, or national significance. Special events may not be limited to sport competitions. Tournament and special event allocation requests received in compliance with the terms of this policy are allocated before all other allocation requests are considered. Time allocated to Partner Groups and Seasonal User Groups for tournaments will not impact the regular seasonal allocations of these groups.

3.5 Partner Groups

A Partner Group is defined as follows:

- i. A non-profit recreational Sports Field User Group based within the city and dedicated primarily to minor sports (18 and under);
- ii. Will be established providers of quality recreational programs, primarily for youth;
- iii. Will be a main provider of its particular activity for youth in the city; and
- iv. Membership in the group will be dominated by residents of the City (Note: If item 3 is dominate, item 4 may be waived).

Organizations recognized as Partner Groups must:

- i. Have constitutions;
- ii. Be incorporated;
- iii. Have an auditable annual financial statement;
- iv. Be affiliated with a responsible regional, provincial or national organization. The choice of this organization can be entirely at the discretion of the Partner Group; and
- v. Have an elected body of officers and hold an annual meeting of members.

If the appropriateness of a Partner Group's status as a Partner Group comes into question, the group may be required to re-produce evidence that the conditions

under which it was granted partner status still apply.

3.6 Youth Recreation Groups

A non-profit recreational Sports Field User Group that meets the above definition of a Youth Partner Group, with the exception that the organization may exist without a constitution, may not be incorporated and may not be affiliated with a recognized regional, provincial or national sport organization.

To be recognized as a Youth Recreation Group under this category, the group will exhibit good governance including:

- i. Have an elected body of officers and hold an annual meeting of members; and
- ii. May be required to provide the City with auditable annual financial statements.

3.7 Seasonal User Groups

Groups in this category are defined as Sport Field User Groups that use a sports field facility(s) on a weekly basis for an entire season (minimum of 6 weeks), but do not qualify under the criteria of a Partner Group or Youth Recreation Group. The primary purpose of Seasonal User Groups is to offer recreational athletic activities in the community, but the age of its participants is greater than that which would qualify as a Partner Group or Youth Recreation Group. Seasonal User Groups will exhibit good governance, including having an elected body of officers and hold an annual meeting of members. Seasonal User Groups may be required to provide the City with auditable annual financial statements.

If a designated seasonal long-term permit holder disbands or fails to apply for Sport Field usage in consecutive seasons, they will lose their status. If they reapply in a subsequent season, they will be treated as a new client as the seasonal long-term client designation is not transferable.

3.8 Boards of Education

School bookings are to be administered on a first-come, first-served basis through the FBO with the exception of booking requests for facilities that are covered under existing agreements between the school boards and the City.

3.9 Occasional Users

Occasional users book Sports Fields sporadically, or infrequently, and do not use sports fields for commercial purposes.

3.10 Commercial Users

Groups in this category are defined as organizations or individuals that use Sport

Field time with the intent of generating positive net income (profit). At the City's discretion, not-for-profit groups may be allowed to generate net income from the use of allocated Sport Field time, so long as the use aligns with the "fundamental activities" of the group. In consultation with field users, the FBO will establish a process to ensure that net income producing activities of not-for-profit groups remain consistent with the goals, objectives and guiding principles of the Allocation Policy as well as the best interests of Kingston residents.

3.11 Residency

The City recognizes the tax-based contribution provided by its residents toward the development and operation of recreation Sports Field facilities and recognizes that residents will always receive priority over non-residents in the allocation of Sports Field time. For the purpose of supporting the ongoing development of Sports Field User Groups, the City will accept the residency requirements defined by Sport Governing Bodies (S.G.B.'s – local, regional, provincial and/or federal) which govern the actions of local affiliated Sports Field User Groups. The City reserves the right to impose residency requirements or limitations on permit applicants at any point in time in the future if it is deemed necessary to do so (e.g. restricted field capabilities).

The City will accommodate the regular use of Sports Fields by non-residents after resident demand is satisfied and under special circumstances such as reciprocal agreements. Non-residents will not achieve historical status in regard to permit allocation on a year-to-year basis. Non-resident use will be reviewed on a case-by-case basis.

3.12 Allocation Entitlement and Distribution for Partner Groups

The number of weekly hours allocated to any Partner Group will be based on justified need. On an annual basis, registration data for the previous season must be supplied by the Partner Group in a format acceptable to the City. The FBO will then apply the data to a 'Standards of Play' (SOP) formula which will determine the total number of weekly hours each user is entitled to and the distribution of those hours to different age and skill level groupings.

The tables below contain example standard of play formulas. The goal of the standard of play formula is to ensure user groups obtain a fair and equal allocation of time based on the guidelines of their respective sport governing bodies and is subject to change. The formulas are not the only component of the allocation process. The application of each allocation formula by FBO staff will provide a starting point that ensures all Partner Groups and Youth Recreation groups receive adequate booking time to satisfy their core programming needs at the previous season's registrations numbers, before other requests for field allocations are considered.

BASEBALL SOFTBALL					
Category	Age Level	Base # Players (Per Team)	Hours/Week Practice (Per Team)	Hours/Week Games (Per Team)	Total Hours/ Week (Per Team)
House League	0-6	6	0.5	0.5	1
	7-9	13	2	1	3
	10-11	13	2	1	3
	12-13	13	2	1	3
	13-15	13	2	1.25	3.25
	16-18	13	2	2.5	4.5
Competitive (Comp.)	7-9	13	6	1	7
	10-11	13	6	1	7
	12-13	13	6	1.25	7.25
	14-15	13	7.5	1.25	8.75
	16-18	13	7.5	1.5	9

SOCCER						
Category		Age Level	Base # Players (Per Team)	Hours/Week Practice (Per Team)	Hours/Week Games (Per Team)	Total Hours/ Week (Per Team)
House League	Micro	0-6	9	0.375	0	0.375
	5v5	7-8	10	0.75	1.5	2.25
	7v7	9-10	12	0.75	1.5	2.25
	9v9	11-12	15	0.75	1.5	2.25
	11v11	13-16	17	0.75	2	2.75
Comp.	5v5	7-8	10	0.5	0.5	1
	7v7	9-10	12	3	0.75	3.75
	9v9	11-12	16	3	1	4
	11v11	13-15	17	3	1	4

3.13 Use of Non-City of Kingston Sports Fields

Sport organizations that may book space at both City and non-City owned and operated Sport Field facilities must include in their requests for municipal field time confirmation of all weekly hours of sports fields booked on non-City owned and operated Sport Fields. These hours may be subtracted from the field allocation to ensure a fair division of available hours at City owned and operated fields in proportion to the number of participants using these fields during the previous season.

3.14 Existing Programs and Program Expansions

For the purposes of the Sports Field Allocation, request for Sports Fields will be classified as one of the following:

Existing Programs: Field allocation requests, based on a group’s submitted participant registration numbers from the previous season. Existing program allocation requests will be allocated first to ensure groups are allocated sufficient field time to maintain their core programming at a similar level to the previous season, before allocations are considered for expanded or new programs.

Existing Program Expansions: Field allocation requests by existing organizations/groups looking to expand their program(s), due to increased demand for program registrations and/or changes to governing sport affiliation rules and regulations, which require additional field time, or more field time than the entitlement or previous season baseline. Such requests will be fulfilled in the priority order outlined in section 3.2.1 after allocations for existing programs are met. No user group shall expand their programming beyond the level of the previous year without informing the City.

New Programs: Organization/groups not allocated regular field time in the previous seasons, whose program or services meet unmet need.

3.15 Allocations for New Organizations or Emerging Sports

Should there be requests to accommodate a new or emerging sport/organization within existing sports; the City will review each request on a case-by-case basis to determine the feasibility of providing Sports Fields to the new applicant. In general, a new organization requesting on-going Sport Field time must meet an identified need in the community that is not currently being filled by an existing organization. Should the City recognize a new or emerging sport/organization, it will first permit unallocated time to said sport/organization, before considering any additional reallocation of hours. The City reserves the right to reasonably reallocate hours from existing users, if warranted.

3.16 Prime and Non-Prime Field Time

All Partner Groups will receive an equitable distribution of prime and non-prime hours. All Partner Groups, regardless of gender orientation, level of competitiveness, and total hours of entitlement shall not receive relatively more or less prime time access than a similar client. To maximize the use of the City’s Sports Fields, Partner Groups may be issued approximately 5% of their allocation during non-prime times. Prime Time hours are defined as those hours that have historically had significant bookings while non-prime hours are defined as those hours which have historically had a limited number of bookings.

PRIME & NON-PRIME SPORT FIELD HOURS		
Prime Time	Monday to Thursday	5pm to Close

	Saturday	8:00am to 5:00pm
	Sunday	8:00am to Close
Non-Prime Time	Monday to Friday	8:00am to 5pm
	Friday and Saturday	5:00pm to Close

3.17 Youth and Adult User Fees

All user fees, equipment and service fees are subject to the provisions of the City’s Fees and Charges By-Law. Some Partner Groups may have adult membership (excluding coaches). Partner Groups that have limited adult memberships must adhere to the rates and fees established in the Fees and Charges By-Law. Participants are considered youth participants if they are no older than 18 years of age at the start of the calendar year in which the field booking will occur. Groups will be charged youth rates when a Sports Field is used for instructional purposes and there is a mix of adult and youth participants. Casual recreational bookings with a majority of youth users will be charged the youth rate. All mixed ages competitive field use will be charged at adult rates.

3.18 Allocation Timelines and Due Dates

The following time frames will be compulsory when submitting seasonal Sports Field allocation requests to the FBO unless alternate dates are communicated by the City:

- i. **September 30:** All user groups must submit tournament application forms in order for tournament requests to be considered before regular seasonal allocations.
- ii. **October 30:** The FBO will issue confirmation of all tournament booking requests received by September 30.
- iii. **January 15:** All user groups must submit participant numbers from the preceding season, broken out by age group and competitive level, in a format acceptable to the City, along with any requests for expanded programming.
- iv. **February 15:** The FBO will provide user groups with a weekly allocation of fields for the season based on the submitted participant information applied to the standards of play formula.
- v. **February 28:** The FBO will provide users groups with a response to any request for expanded programming and/or new programming.
- vi. **April 15:** All user groups must submit a field allocation return form detailing any allocated hours they are returning by this date to avoid cancellation charges.

3.19 Processing and Management of Tournaments and Special Events

3.19.1 Tournaments and Special Events

The City recognizes the significant positive impacts that tournaments, special events and championships can provide to the community. As a result, tournament requests are given a high priority in annual field allocations when submitted in accordance with the terms of this policy.

3.19.2 Tournament Dates and Times

With some exceptions, tournaments will generally be allocated time on weekends. Staff will allocate and restrict tournament play primarily to weekends, except for championship, national or international tournaments. Seasonal Permit holders may be impacted and will be advised of any potential exceptions at the time their permit is issued.

3.19.3 Tournament Applications

All tournament requests are to be made in writing to the City prior to the issuance of seasonal allocations. Tournaments are not allowed on fields until May 15th. A tournament/special events request form must be submitted no later than September 30th of the previous year in order to be guaranteed priority status.

3.19.4 Tournament Priority

Tournaments and special events will be prioritized in accordance with 3.2.1 and will be further prioritized as follows:

- i. Sanctioned National Championships
- ii. Sanctioned Provincial Championships
- iii. League Play-Off Tournaments
- iv. Charity, Invitational or Open Events

3.19.5 Tournament/Event Logistics

All permit holders hosting tournaments must meet with City staff at least 30 days prior to the tournament to discuss logistics and submit a completed Tournament/Special Event Checklist and Questionnaire. Based on advice from City staff, permit holders hosting tournaments must:

- i. Ensure that there is adequate washroom capacity for the number of attendees expected at the event. Toilet facilities at most City Sports Fields do not have the capacity to accommodate large events. Should City staff identify a need for additional portable washrooms; the permit holder will be required to provide these at their own expense.
- ii. Ensure that a parking plan is in place for the event that ensures that

tournament attendees are not parking in non-designated parking areas. Should City staff determine that the anticipated number of attendees requiring parking will exceed the parking capacity of the tournament site, organizers may be required to designate overflow parking site(s) that are agreeable to the City.

- iii. Ensure that emergency plans are in place, including designated first aid providers are onsite during the event and that direct EMS vehicle access to the tournament site is maintained during the event.

3.19.6 Tournament/Event Permit Amendments and Cancellations

The City will effectively manage any client requests for tournaments and special event permit amendments or cancellations, with the goal of minimizing impact to City administration, revenue, and operations. When changes or cancellations are requested, the guidelines outlined in the Sport Field Allocation Policy and permit terms and conditions will be stringently applied.

3.20 Processing and Management of Seasonal Sports Field Allocations

3.20.1 Sport Field Permit Requirements

A valid permit, with appropriate insurance, is required for any organized use of:

- i. Baseball diamonds
- ii. Softball diamonds
- iii. Rectangular sports fields
- iv. Sand volleyball courts (woodbine park only)

No permit is required and only casual use is permitted on:

- i. Outdoor basketball courts
- ii. Outdoor pickle ball courts
- iii. Outdoor tennis courts
- iv. Outdoor volleyball courts (other than those at Woodbine Park)

3.20.2 Application Process: Sport Field Allocation/Permit

All organized users of City Diamonds and Rectangular Sports Fields must obtain a permit and have appropriate insurance in place. The process to apply for a permit varies depending on the type of user/group.

Partner and Seasonal User Groups must apply for their seasonal allocation each year, as outlined above. Once each group's seasonal allocation is confirmed, it will

be issued as monthly field permits.

Occasional Users and Commercial Users, must submit requests to book fields using the Sport Field Request Form. Such requests will be filled based on the allocation priority outlined in section 3.2.1 and responses issued by February 28th following the finalization of allocations to Partners and Seasonal User Groups.

3.20.3 Allocation/Permit Applications

All applications for use of City Sports Fields must include the following information with the application:

- i. Contact information for a maximum of two individuals, who will receive communication regarding the application/permit, including email addresses and phone numbers. All communication regarding the application and resulting permits will go through these designated contacts.
- ii. Documentation of insurance that meets the City's criteria.
- iii. The number of participants who will be using each field.
- iv. Detailed participant registration information from the previous season, broken out by age and in a format acceptable to the City must be submitted by Seasonal User Groups (Partner Groups, Youth Recreation Groups and Seasonal User Group), prior to January 15th.

3.20.4 Allocation Considerations

In addition to the allocation priority outlined in section 3.2.1, the following principles will form the basis of annual allocations to Partner Groups, Youth Recreation Groups and Seasonal User Groups:

- i. The use of a particular field in past seasons will not guarantee future use of the same field.
- ii. The goal of seasonal allocations will be an equitable division of Sport Fields of comparable size, class, and amenities between user groups based off participation numbers from the previous season.
- iii. The goal of initial allocations will be to ensure that all Partner Groups, Youth Recreation Groups and Seasonal User Groups are first allocated field time that allows them to maintain their core programming at participant levels comparable to the previous season.
- iv. While youth serving Partner Groups and Youth Recreation Groups will have priority over Seasonal user groups, such priority will not be absolute. Seasonal user groups will be allocated time in proportion to their participant numbers but may be allocated hours of lesser interest to

youth serving groups. Seasonal User Groups may be allocated time during the later hours of prime time (after 9pm) first, with earlier time allocated from any time remaining after initial youth group allocations have been made. Seasonal User Group allocations will occur before expanded programming requests are considered by any group to ensure the continuing viability of Seasonal User Groups.

- v. When groups of equal priority request the same time and location, priority will be given to the group that has most recently occupied that time and location in a previous season.
- vi. Requests from casual and commercial users will be considered only after both initial seasonal allocations, and requests for program expansions have been processed for Partner, Youth Recreation and Seasonal User Groups.
- vii. Once Sport Field time has been allocated by the City, each Permit Holder is responsible to distribute its allocation amongst its various subgroups in accordance with established rules of its organization and in keeping with the principles of this policy.
- viii. Requests for any additional field time for individual teams must be submitted the FBO by one of the organizations two designated contacts. Individual coaches or teams may not book field time directly for sanctioned games or practices.
- ix. Generally, the City will determine the maximum number of games per week for each Field based on rest and regeneration requirements, including tournaments.
- x. During allocation deficit period, the total number of hours will be pro-rated so that all Permit Holders will receive an equitable deficit allocation adjustment.
- xi. The City, at its discretion, may place a cap on the proportion of the total available Prime Time that adult Permit Holders may access in order to ensure that Youth Sports have a majority of Prime Time allocated to them.
- xii. The City, at its discretion, may prioritize the use of fields for games over practices.
- xiii. In the event any applicant for a permit for the use of municipal Sports Fields has an outstanding account, rental privileges may be suspended until the account(s) have been paid in full.

3.20.5 Communication

Communication is a vital component of the bookings and allocation process. To foster this communication, the City will organize and facilitate meetings with all user groups at least once per year to discuss outstanding issues, communicate changes and provide a forum for discussion and feedback.

To improve efficiency and record keeping, all formal booking inquiries will be done electronically by email or through the City's customer service portal, ContactUs. Partner groups are asked to designate no more than two individuals and email addresses through which they prefer to receive communications from the City. All communication relating to permits should be directed through these designated individuals.

3.20.6 Amendments

It is recognized that last minute changes to use of a Field may occur under rare, infrequent or unforeseen circumstances; however, the City must be notified of these changes within 2 business days of the occurrence. A fee may be charged for any permit amendments requested to a confirmed permit.

3.20.7 Subleasing

No permit holder shall transfer, trade, or sub-lease their permitted Sport Field time granted by the City. Such assignments are strictly prohibited and may lead to loss of privileges.

3.20.8 Field Use: Last Minute Cancellations/No Shows

It is recognized that last minute changes to the use of a Sport Field may occur under rare, infrequent, or unforeseen circumstances. However, the City must be notified of any such changes to scheduled/permitted field use, within 2 business days of the occurrence. It is not acceptable for a Sport Field to go unused during a permitted time. The booking of Sport Fields without using them may result in a loss of privileges if notice is not provided to the City within 2 business days of a last minute cancellation. Any permit holder that has been allocated field time and does not intend to use it regularly shall notify the City so time may be reallocated or otherwise used to its maximum. No refunds will be issued in cases where a permit holder did not cancel their use of a field without advanced notice of at least 48 hours.

3.20.9 Permit Cancellations

Following the finalization of the Sport Field allocation, and the processing of requests for any additional time to accommodate expanded or new programming, seasonal user groups, will be issued monthly permits that cover their seasonal allocation.

User Groups have until April 15th to submit a list of allocated time on each monthly permit they wish to return without incurring cancellation fees. Once this date has past, cancellation of any booked field time will incur an administrative cancellation fee equal to 25% of the fees for the cancelled time. No refunds will be available for cancellations made within 48 hours of a booking.

Casual and commercial groups must submit a request to cancel booked field time in writing at least 30 days in advance to avoid a cancellation fee equal to 25% of the fees for the cancelled time. No refunds will be available for cancellations made within 48 hours of a booking.

The City reserves the right to cancel any time for the purpose of repairs to the Sport Fields or structures located within a park for any reason deemed necessary. In the event of such cancellation, the affected permit holders will be provided with as much notice as possible and any applicable fees will be refunded.

3.21 Permit Holder Expectations

3.21.1 Expectations

As responsible users of municipal Sports Fields, all leagues/teams/individuals who book field time are expected to follow these guidelines, as well as the provisions of the Parks and Recreation By-Law Number 2009-76 and all applicable federal and provincial statutes and regulations.

3.21.2 Code of Conduct

- i. No one is permitted to engage in an organized sport activity on a Sports Field, or in proximity to a field, that would cause one to enter a field in the form of a practice without a valid permit. No permit, no play and no practice. This would include fouling of end zones while using goal posts in reverse to facilitate a practice off the field. A permit is only considered valid if a signed copy has been returned to the FBO.
- ii. The consumption of alcohol is not permitted in any park or on any Sport Field unless authorized. This includes adjacent facilities and parking areas.
- iii. Players, coaches, and team supporters must be courteous and respectful to residents, other park users, caretakers, City staff and other agencies, at all times.
- iv. Designated washroom facilities or portable washrooms must be used at all times.
- v. Changing of clothing must only be done in washrooms and designated change rooms.
- vi. All traffic signage, regulations and bylaws must be obeyed at all times.

- vii. Permit Holders must ensure all garbage generated during use of the sports field is deposited in the provided trash receptacles and that no litter is left behind at the conclusion of the play period.
- viii. Respect and protect private property.
- ix. Obey all City By-laws and federal and provincial statues.
- x. Ensure that field lights are turned off at the conclusion of evening bookings as applicable, and be aware that lights must be turned off no later than 11:10pm.
- xi. Access fields only during times noted on the field rental permit. Permit holders must not access the fields before their designated start time and must vacate the field before their designated end time.
- xii. Permit holders will not enter the play area of any field that has been designated as closed by the City.
- xiii. Permit holders will not use any municipal field not permitted to their organization.
- xiv. The permit holder will not allow any person, group or organization not named on the permit to use or occupy the field.
- xv. No person shall sell or expose for sale any refreshment of any product or service for a fee in a municipal park unless expressly authorized to do so by the City.
- xvi. Permit holders will obtain approval from the City before erecting any signs, banners or pennants and will not deface public property. If such signage is erected without written permission or damages to public property occur, permit holders will be billed for any related expenses.
- xvii. Permit holders will obtain permission from the property owner before retrieving any equipment from private property.
- xviii. Permit holders will exercise good judgment and follow the procedures outlined in this allocation policy when assessing field conditions and will not use the fields when use is likely to cause injury to participants or result in damages to the playing surface.
- xix. Amplified sound is not permitted on any municipal field or in any municipal park unless authorized by the City. Use of artificial noisemakers by spectators is not permitted.

3.21.3 Loss of Privileges

In addition to the charges applicable under By-Law Number 2009-76 the following

loss of privileges may apply for any permit infraction or violation of the code of conduct, including but not limited to:

- i. Revocation of permit;
- ii. Loss of field time;
- iii. Refusal of future permit applications;
- iv. Imposition of a security deposit for future bookings; and/or
- v. Imposition of a fine for infractions that contravene City of Kingston By-Laws, including but not limited to organized use of the sports field without a valid permit and use of fields that have been designated as closed by the City.

3.21.4 Loss of Privileges Considerations

Loss of privileges for any infraction of this policy or associated By-Laws will consider:

- i. The circumstances and severity of the infraction;
- ii. The damage to the field (if applicable);
- iii. The impact to other field users, the public and the City;
- iv. The previous conduct and cooperation of the permit holder; and
- v. The level of cooperation and understanding by the permit holder in resolving the issues around the infraction.

3.22 Field Maintenance and Regeneration

3.22.1 Season Opening and Closing Dates

The City's Diamond Sport Fields will be closed between September 30th and April 30th. Rectangular Sports Fields will be closed between September 16th and May 14th. Seasonal field closures are vital to allow time for fields to rest, especially during the wettest times of the year, as this is when the most damage can occur. Seasonal field closures also provide time for maintenance that is not possible to complete during the periods the Sport Fields are in regular use. Should the use of specific Sports Fields be desired during the above-mentioned seasonal closure periods, a written request must be submitted to the City prior to September 15th for consideration. Decisions on the use of Sport Fields during the seasonal closure dates will depend on the fall maintenance schedule and field conditions at that time.

3.22.2 Routine Field Maintenance

The City's Public Works Department and its contractors will conduct routine maintenance on Sports Fields throughout the season in accordance with below:

- i. Grass mowing is performed once per week for fields without irrigation and twice a week for irrigated fields. Inclement weather may alter or delay mowing schedules.
- ii. Fields with irrigation systems will be watered as required and in accordance with the City's watering by-law.
- iii. City staff will review field conditions and maintenance schedules will be communicated to permit holders annually. Maintenance schedules are weather dependent and may be subject to change.

3.22.3 Field Closures

Fields may be closed at the discretion of the City. Closures are kept to a minimum when field conditions remain playable. Priority will be given to maintenance needs, rest, and regeneration periods for all fields. The City may close a field for any of the following reasons:

- i. The City engages in work involving any of the fields, parks, or areas close enough to a field or park to make play unadvisable for the duration of the work.
- ii. The condition or anticipated condition of the field makes the field unplayable, either due to the likelihood that play will result in damage to the field, or that conditions would compromise the health and safety of participants. Reasons for such closers include, but are not limited to, rain, poor surface conditions, damage, and poor air quality alerts. Should it be necessary to close any field, impacted permit holders will be notified as soon as possible and no later than 12:00pm on the day of the closer.

3.22.4 Inclement Weather/Poor Field Conditions/Short Term Field Closures

Conducting play on natural grass fields during periods of inclement weather can pose a hazard to both players and the fields themselves. During or following inclement weather the Supervisor of Public Works, or designate, will assess the state of the fields and issue notice that fields are closed to all permit holders through the FBO, if the fields are to be closed should the fields be assessed as unplayable. Short term field closure notices will be issued by email to permit holders designated contacts by 12:00pm. Permits will be amended to remove charges for any sessions impacted by such closures.

During periods of changeable, adverse weather conditions where fields remain open, referees and team official will be responsible for pre-game inspections to determine field safety and surface damage potential. If fields are judged to be unfit for play based on 3.22.5 Unplayable Criteria below, play should not proceed and the FBO be informed within 48 hours. As long as notification of such cancellations is received by the FBO within 48 hours permits will be amended to remove fees for the impacted booking. The permit holder will be responsible for all damages to the field

if used when in an unplayable condition or following a closure notice.

3.22.5 Unplayable Criteria

Whenever inclement weather occurs, the permit holders must evaluate the field condition using the following criteria. If any of these criteria are met, then the field is not to be used as it is considered unplayable:

- i. The presence of standing water or puddles and/or
- ii. Water sponges up around your feet when you walk on the field.

Permit holders must monitor the condition of the field throughout the period of play. If conditions deteriorate, so that the above conditions develop during the course of play, play must be stopped immediately.

3.22.6 Field Resting Program

In accordance with the Sustainable Turf Care Management Plan, the City may designate some fields for extended closure for maintenance or to allow for regeneration for a period of time, up to including the entire season. No user will conduct play on a field designated as closed.

3.22.7 Sport Field Amenities

The City has a wide variety of Sports Fields with varying amenities ranging from fields that are a part of a large multi-use sports complex featuring amenities such as washrooms, bleachers and running water, to single-use sports fields in residential parks with no such amenities. The City's provisions a limited number of portable toilets at high use Sport Field locations without built washroom amenities as a courtesy but cannot guarantee that all Sport Fields that are available for permitted use will have any amenities beyond the field itself. Permit holders should confirm the amenities available at any given field they wish to permit before confirming a booking. If a user wishes to add amenities at their own expense, such as portable washrooms, to a Sport Field location that lacks such amenities, permission must be obtained by the City in advance.

3.22.8 Requests for Field Modifications, Improvements, Additional Amenities, or New Fields

Requests to modify or improve any City Sports Field, or requests for the addition of any new Sports Field shall be submitted in writing for review first, and if approved by City staff, will be submitted to City Council for consideration. Requests by users to add any additional amenities or structures to a field may be considered by City staff. Should permission be granted to add any structure on City property, such structures will become the property of the City upon completion. The funding of such additional amenities or structures will not infer any future obligation on behalf of the City to the groups or individuals who contributed funding, unless such obligations are

articulated in a formal agreement between the parties involved.

3.23 Parking and Traffic

Permit holders must inform their participants and spectators to park in parking lots and public parking areas. If needed, permit holders should post directional signs to assist participants and spectators to appropriate parking areas. No vehicles are allowed on City Sport Fields or property other than parking lots without written permission from the City.

3.24 Lit Fields

At locations where lights are available, permit holders are required to turn the lights on and off. For energy conservation and respect for neighbours, permit holders are required to turn off the Sport Field lights at the conclusion of their game. Lights are on timers set to be activated ½ hour prior to dusk and turn off no later than 11:10pm. All participants are required to vacate lit fields by 11:00pm, unless otherwise authorized by the City.

3.25 Keys

Keys may be required for access to some Sport Field locations, light switch boxes, and washrooms/change rooms. A refundable key deposit may be required in order to sign out a key. Keys are to be obtained from the booking office at least one week prior to the start date and returned within 30 days of the completion date of the permit or the deposit will be forfeited.

3.26 General Administration

3.26.1 Forms

All applicants and users must submit all requests for permit applications, processing, amendments and cancellations on City approved forms. Packages and forms are available from the FBO. The City reserves the right to reject applications and requests from clients who submit forms which are not complete or contain falsified information.

3.26.2 Insurance Requirements for all Organizational Field Users

Any formal organization obtaining a permit for use of a City's Sports Field shall, at all times during its allocated time on the City's facilities, arrange, pay for and keep in force and in effect Comprehensive General Liability Insurance on an "occurrence" basis including personal injury, bodily injury and property damage protecting the City of Kingston, its elected Members of Council, its employees, agents and contractors (hereinafter "Released Persons") and the organization against all claims for damage or injury including death to any person or persons, and for damage to any property of the Released Persons or any public or private property, howsoever caused including damage or loss by theft, breaking or malicious damage, or any other loss for which the Released Persons or the organization may become liable

resulting from the organization's use of Sport Field time in City's facilities. Such policy shall be written with inclusive limits of not less than Five Million Dollars (\$5,000,000), shall contain a cross liability clause, a severability of interest clause, shall be primary without calling into contribution any other insurance available to the Released Persons as additional insured parties and will have a total deductible of no greater than \$25,000. The Corporation of City of Kingston, 216 Ontario Street Kingston Ontario K7L 2Z3 must be named as additional insured.

The organization (for itself and its insurers) shall release each of the Released Persons and waives any rights, including rights of subrogation; it may have against them for compensation for any loss or damage occasioned by organization or loss of use of property of the Purchaser.

The organization shall provide certificates of insurance evidencing the coverage as required above to the FBO upon Sport Field time confirmation by the FBO, which certificates shall include the obligation on the part of the issuer of the certificates to endeavor to provide thirty (30) days written notice of cancellation to the certificate holders. Upon expiry, documents of renewed coverage are again to be provided and the organization will make policies available to the City for review from time to time and in the event of a claim.

3.26.3 Insurance Requirements for Casual Users

All casual user groups without existing insurance coverage, or affiliation with a sport governing body, as well as all individuals booking sports fields for private use, must purchase appropriate insurance through the FBO to cover all permitted use of sports fields.

4.0 Responsibilities

4.1 Field Allocation Responsibility

The City's Facility Booking Office (FBO) has the responsibility to manage the allocation and distribution of municipal Sport Fields on an annual basis to reflect population, registration, utilization, and participation patterns, in addition to applying municipal, provincial and federal directives where required. The FBO is responsible for the implementation of the policies as outlined.

4.2 Sport Field Operations

The City will responsibly manage its Sport Field resources to ensure optimum usage and programming, to reflect municipal directives and to minimize risk and operational issues, as well as enhance fiscal health to allow for timely and effective field and infrastructure updates.

On an annual basis, City staff will review, define, or confirm the City's Sport Field seasons, hours of operation, lighting, Sport Field uses and restrictions, facility closures, field resting, prime and non-prime time hour definitions and capacity calculations. The results of this meeting will enable City staff to update related

portions of this document, the Allocation Matrix, critical dates, capital upgrades, and the Sustainable Turf Care Management Plan.

5.0 Approval Authority

Role	Position	Date Approved
Subject Matter Expert	Facility Booking Office	
Legal Review	Senior Legal Counsel	
Management Review	Assistant Supervisor, Rec Services Supervisor, Rec & Com Dev Manager, Rec Services Manager, Rec Facilities Manager, Public Works	
Final Approval	Council	

6.0 Revision History

Effective Date	Revision #	Description of Change

7.0 Appendix

7.1 Related Links and Documents

Sustainable Turf Care Management Plan



**City of Kingston
Information Report to Council
Report Number 24-043**

To: Mayor and Members of Council
From: Brad Joyce, Commissioner, Infrastructure, Transportation & Emergency Services
Resource Staff: Luke Follwell, Director, Engineering Services
Date of Meeting: January 9, 2024
Subject: Annual Update on Planned Road Projects Including Road Condition Information

Council Strategic Plan Alignment:

Theme: 3. Build and Active and Connected Community

Goal: 3.4 Improve road condition, performance, and safety.

Executive Summary:

Council Priority 3.4.1C requires staff to provide an annual report on planned road projects including road condition information. In June 2023, the bi-annual road condition survey was completed on the City of Kingston road network. This data has been analyzed and the summary of the results presented in this report. Utilizing the road condition information, staff have identified road assets for maintenance, rehabilitation and/or reconstruction in 2024. A preliminary list of planned road projects is also included in this report.

Over the four-year period from 2019-2022, investments in the road network averaged \$6.2M annually resulting in 65 lane kilometres per year of rehabilitation across the network. In 2023, \$7M was invested resulting in 76 lane kilometres of road rehabilitation. This continued investment in the road network has stabilized the overall condition index (OCI) with a continued increase over the four-year period from 56.7 in 2019, (Fair rating) to 57.8 in 2021 (Fair rating) to the current overall condition of 60.5 in 2023 (Good). Significant investments are still required across the entire road network to maintain this rating and to reach recommended target OCIs.

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Staff will continue to collaborate with internal departments, development applications and Utilities Kingston to align road work with other priorities where possible. Exhibit A provides a draft project list of roads and segments that are planned for maintenance, rehabilitation and/or reconstruction in 2024. Once the 2024 capital budget has been finalized and approved, a complete list of projects will be shared with Council and updated on the City's website through the My Neighbourhood application. The My Neighbourhood application includes descriptions of each project including the scope of work, expected timelines, and contact information for the staff person leading the project.

Recommendation:

This report is for information only.

January 9, 2024

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Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

**Brad Joyce, Commissioner,
Infrastructure, Transportation &
Emergency Services**

ORIGINAL SIGNED BY CHIEF

ADMINISTRATIVE OFFICER

**Lanie Hurdle, Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

Paige Agnew, Commissioner, Growth & Development Services	Not required
Jennifer Campbell, Commissioner, Community Services	Not required
Neil Carbone, Commissioner, Corporate Services	Not required
David Fell, President & CEO, Utilities Kingston	Not required
Peter Huigenbos, Commissioner, Major Projects & Strategic Initiatives	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required

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Options/Discussion:

Engineering Services manages a network of 1,815.6 lane kilometres of road in the City of Kingston, of which 1,511 are asphalt, 253.6 surface treated, 50.0 granular, and 0.5 concrete pavers. Maintaining a network of this size requires knowledgeable resources and a significant amount of data collection and analysis. Selecting which roads to repair in any given year, within the approved budget envelope, is a comprehensive process. A summary of the total lane kilometres for each road classification across the City is shown in Table 1.

Table 1: Road Network Summary - Lane Kilometres (km's)

Road Classification	Arterial (km)	Collector (km)	Local (km)	Total (km)	%
Asphalt	478.3	137.1	896.1	1,511.5	83.3%
Surface Treatment	5.5	0.0	248.1	253.6	14.0%
Granular*	0.0	0.0	50.0	50.0	2.8%
Concrete pavers	0.4	0.0	0.1	0.5	0.0%
TOTAL	484.2	137.1	1,194.3	1,815.6	100.0%
% of entire network	26.7%	7.6%	65.8%	100.0%	

*Granular roads are not rated in the bi-annual inspection data below

Pavement condition surveys are conducted bi-annually (since 2019) to collect data on the condition of asphalt and surface treated road surfaces in the city. Granular roads are not included in the bi-annual inspection. Granular roads are visually inspected by Public Works regularly. Once the data is collected and verified it is entered into the City’s asset management software, analyzed, and used to identify future road work. Except for arterial roads, the City is meeting the recommended target OCI across the network. The inspected overall condition index for 2023 is summarized in Table 2.

Table 2: Inspected Overall Condition Index (2023) - Lane Kilometres (km's)

Rating	Arterial (km)	Collector (km)	Local (km)	Total (km)	%
Very Good (80 – 100)	32.9	16.8	148.9	198.6	10.9%
Good (60 – 79.9)	125.8	29.3	391.2	546.3	30.1%

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Rating	Arterial (km)	Collector (km)	Local (km)	Total (km)	%
Fair (40 – 59.9)	244.4	55.6	371.1	671.1	37.0%
Poor (20 – 39.9)	77.2	35.4	173.5	286.1	15.8%
Very Poor (0 – 19.9)	3.8	0	59.7	63.5	3.5%
Not Rated	0	0	50.0	50.0	2.8%
TOTAL	484.1	137.1	1,194.4	1,815.6	100.0%
Average OCI	59.6	61.2	60.6	60.5	
Target OCI	65.0	60.0	55.0		

Preventative maintenance programs reduce the need for full reconstruction and allow more work to be done over a greater portion of the network. The condition of Kingston’s roads is a direct result of several years of insufficient investment. However, in the four-year period from 2019-2022, investments were significantly increased to \$6.2M annually resulting in 65 lane kilometres per year of rehabilitation across the network. In 2023, \$7M was invested resulting in nearly 76 lane kilometres of road rehabilitation. The result of this continued investment in the road network has stabilized the OCI with a slight increase from 57.3 (Fair) to the current OCI of 60.5 (Good). Significant investments are still required across the entire road network to maintain this rating and to reach recommended target OCIs. The road rehabilitation summary is shown in Table 3.

Table 3: Road Rehabilitation Summary

Details	Average (2019-2022)	2023
Annual Budget (rounded)	\$6.2M	\$7.0M
Annual lane kilometres (km's)	65.3	75.82
% of the overall network	3.6%	4.17%
Lane Kilometres (TOTAL) since 2018	264.2	340.01
% of entire network (TOTAL) since 2018	14.6%	18.71%
Inspected OCI	57.3	60.5

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Background

In addition to pavement condition data, establishing the capital program also requires consideration of additional factors to prioritize road projects. For example, conditions being equal, roads with a higher traffic volume are typically ranked as a higher priority as they typically provide the means for goods to be exchanged, commerce to flourish, emergency routes, and commercial enterprises to generate revenue. The City of Kingston classifies its roads based on the following three functional classifications.

Arterial: All cross-city corridors consisting of 2 to 4 or more lanes, spaced at 1 to 2-kilometre intervals with daily traffic counts exceeding 10,000 vehicles per day. The recommended minimum target OCI for arterials is 65.

Collector: Continuous and discontinuous cross-city and inter-district corridors that are 2 to 4 lanes across and have a center line stripe or a designated bus route. The average daily traffic count falls in the 1,000 to 10,000 vehicle per day range. The recommended minimum target OCI for collectors is 60.

Local: The majority of road segments consisting of all residential roads not defined as Arterial or Collector. The recommended minimum target OCI for locals is 55.

Staff are also advancing Councils strategic priorities related to 3.4.1 “Improve the overall state of the City’s roads through maintenance and capital planning.”

- A. Invest an additional \$35M over 4 years to repair roads in poor condition.
 - a. Included as part of budget submission.
- B. Complete long-term asset management plan for roads and structures (Q4 2024)
 - a. Planned to start in Q1 2024
- C. Provide annual report on planned road projects including road condition (Q4 2023)
 - a. This report includes the annual update for 2024 including a preliminary list of planned road projects in Exhibit A.
- D. Develop and implement a means of tracking pothole repairs and develop metrics which can be reported to EITP (Q2 2024)
 - a. Application is under development and will be reported in 2024.

Analysis

The key to a successful pavement management program is to develop a reasonably accurate roadway performance model and identify the optimal timing and rehabilitation and preventative maintenance strategies. Pavement roughness and surface distress surveys were conducted by Stantec in June 2023 as part of our bi-annual analysis.

Principles of Pavement Management

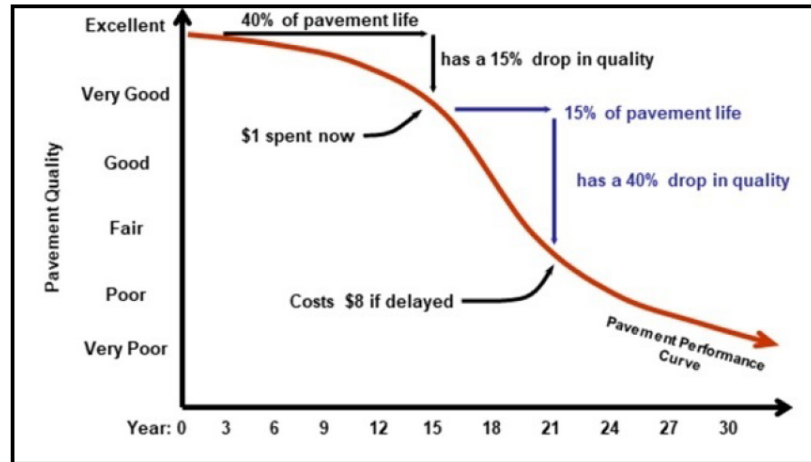
A pavement management system is a set of tools or methods that assist staff in finding optimal strategies for providing and maintaining pavements in a serviceable condition over a given time

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period. The intent is to identify the optimum level of long-term funding to sustain the network at a predetermined level of service, while incorporating local conditions and constraints. Figure 1 illustrates the relationship between pavement deterioration and lifecycle costs.

Figure 1: Pavement Deterioration and Lifecycle Costs



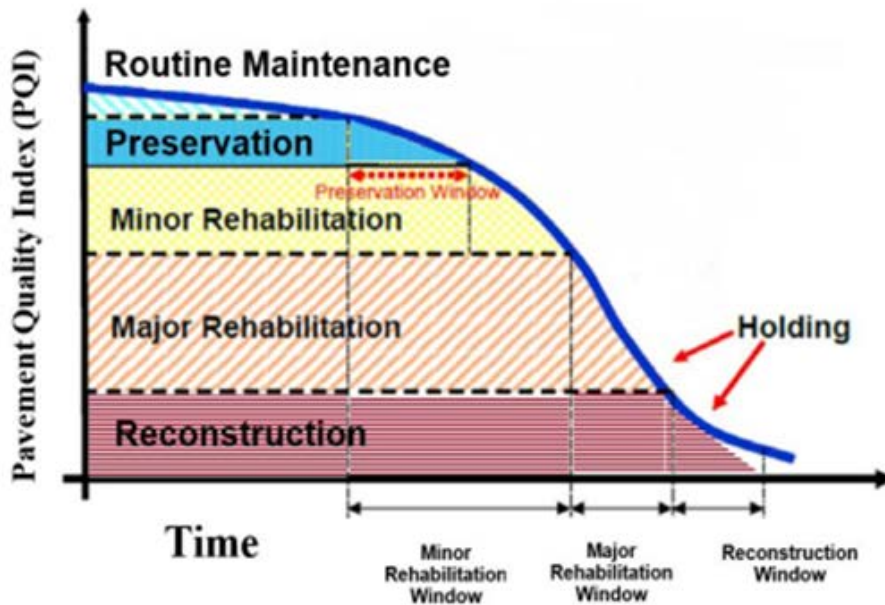
Roads repaired while in good condition will cost less over their lifetime than roads left to deteriorate to a poor condition. Pavements typically deteriorate rapidly once they hit a specific threshold so a \$1 investment after 40% lifespan is much more effective than deferring maintenance until heavier overlays or reconstruction are required just a few years later. The key is to develop practices that delay the inevitable total reconstruction for as long as practical yet remaining within the target zone for cost effective rehabilitation.

As illustrated in Figure 2, a wide range of intervention types are available for road preservation and maintenance. To maximize return on investment, the interventions need to be timely and appropriate.

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Figure 2: Loss in Pavement Quality over time and Role of Pavement maintenance and rehabilitation



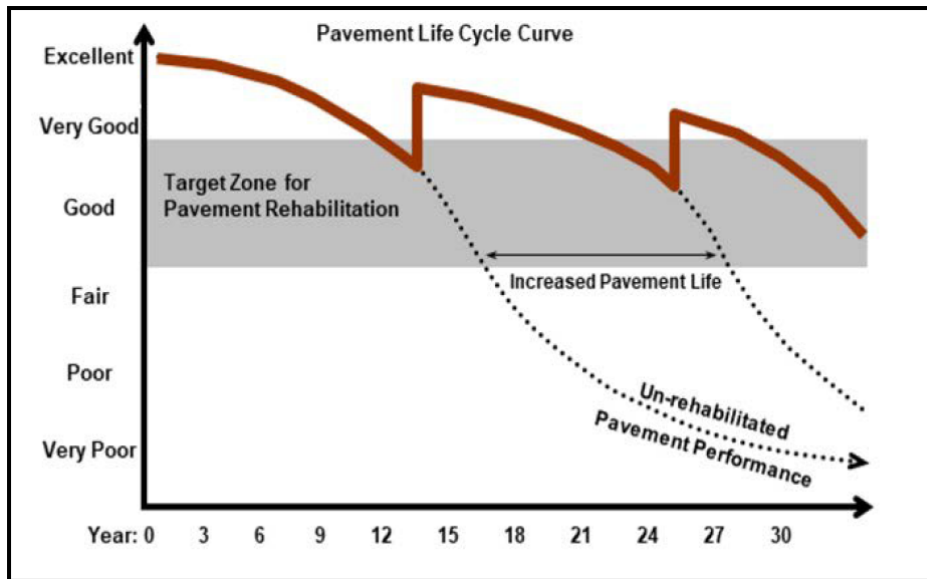
While this is an accepted asset management strategy, it is challenging to get residents to accept that, due to the high cost of reconstruction, roads rated as Poor to Very Poor are often deferred until full funding is available, in favour of completing more streets that can be rehabilitated at lower costs, resulting in a greater net benefit to the network and the community. This challenge is greater when there is a backlog of roads in poor condition.

Council has committed to addressing roads in these categories by investing an additional \$35M into our road network over a four-year term. Figure 3 below illustrates the concept of extending pavement life through the application of timely rehabilitations.

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Figure 3 - Pavement Lifecycle Costs:



Existing Policy/By-Law

None

Notice Provisions

None

Financial Considerations

None

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Other City of Kingston Staff Consulted:

Anthony Simmons, Manager, Construction, Engineering Services

Melanie Knowles, Project Manager, Engineering Services

John Piranio, Asset Management Coordinator, Engineering Services

January 9, 2024

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Exhibits Attached:

Exhibit A – Draft 2024 Road Projects List

2024 Draft List of Road Projects

Road (Segments)

Abbey Dawn Road (Highway 2 to north of flood zone)
Aberdeen Street (Johnson Street to Earl Street)
Anne Street (Elizabeth Street to Mary Street)
Catarqui Woods Drive (Centennial Drive to Andersen Drive)
Centennial Drive (Gardiners Road to Robinson Court)
Collingwood Street (Couper Street to Union Street)
Couper Street (Collingwood Street to Albert Street)
Creekford Road (Cloggs Road to Gardiners Road)
Deer Ridge Drive (Highway 2 to North)
Earl Street (Victoria Street to Collingwood Street)
Elizabeth Street (Anne Street to Victoria Street)
Elva Avenue (Highway 2 to Sterling Avenue)
Front Road / King Street West (Utilities Kingston)
Gardiners Road (Centennial Drive to Fortune Crescent)
Gates Boulevard (Highway 2 to LaSalle Boulevard)
John Counter Boulevard (Maple Street to Ascot Lane)
King Street (Victoria Street to Collins Bay Road)
King Street East (Place D'armes to Cul-de-sac)
Lancaster Drive (Limestone Dive to Jasper Court)
LaSalle Boulevard (West end to East end)
Leeman Road (Unity Road to Spooner Road)
Maple Lawn Drive (Battersea Road to West end)
Mary Street (Anne Street to Victoria Street)
McMahon Avenue (Jane Street to Avenue Road)
Montreal Street (Briceland Street to Cassiday Street)
Orser Road (Highway 38 to Babcock Road)
Pine Grove Rd (Highway 15 to Boundary Rd)
Queen Street (Ontario Street to Water)
Ridge Road (Elva Avenue to Gates Boulevard)
Sand Hill Road (Highway 15 to 2865 Sand Hill Road)
Seabrooke Road (Highway 15 to North)
Shannon Road (Highway 15 to 6th Concession)
Spooner Road (Leeman Road to Perth Road)
St Lawrence Avenue (Highway 2 to Treasure Island)

Union Street (Victoria Street to Albert Street)
Victoria Street (Elizabeth Street to Mary Street)
Victoria Street (Johnson Street to Union Street)
Westbrook Road (Bur Brook Road to Unity Road)
Wise Street (Megan's Street to Woodbine Road)
Woodburn Road (Joyceville Road to Hitchcock Road)

Scope Still To Be Confirmed

Birchwood Drive at Brackenwood Drive
Catarauqui Woods Drive at Catarauqui Woods Park
Norman Rogers Drive at Centennial PS
Norman Rogers Drive at St Thomas More CS
Queen Mary Road at Robert Wallace Drive
Van Order Drive at LCVI
Wiley Street at Drennan Street

Crack Sealing Program
Microsurfacing Program



**City of Kingston
Information Report to Council
Report Number 24-004**

To: Mayor and Members of Council

From: Paige Agnew, Commissioner, Growth & Development Services
Jennifer Campbell, Commissioner, Community Services

Resource Staff: Tim Park, Director, Planning Services
Ruth Noordegraaf, Director, Housing & Social Services

Date of Meeting: January 9, 2024

Subject: Development Analysis over the Past Three Years and Potential Impact on Precarious Housing, Homelessness and Vacancy Rate

Council Strategic Plan Alignment:

Theme: 1. Support Housing Affordability

Goal: 1.1 Promote increased supply and affordability of housing.

Executive Summary:

At the May 16, 2023 Council meeting, Council passed a motion which requested information by Q4 2023 on a development analysis to include the number of planning applications submitted in the last 3 years, number of units approved, number of affordable housing units, number of units appealed, as well as Development Charges and taxes associated with all units, and an estimate of the impact of such delays on precarious housing, homelessness and the vacancy rate. This report provides Council with the requested information.

Recommendation:

This report is for information only.

January 9, 2024

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Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

**Paige Agnew, Commissioner,
Growth & Development Services**

ORIGINAL SIGNED BY COMMISSIONER

**Jennifer Campbell,
Commissioner, Community
Services**

ORIGINAL SIGNED BY CHIEF

ADMINISTRATIVE OFFICER

**Lanie Hurdle, Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

Neil Carbone, Commissioner, Corporate Services	Not required
David Fell, President & CEO, Utilities Kingston	Not required
Peter Huigenbos, Commissioner, Major Projects & Strategic Initiatives	Not required
Brad Joyce, Commissioner, Infrastructure, Transportation & Emergency Services	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	

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Options/Discussion:**Background**

This report addresses the following motion of Council passed on May 16, 2023:

Moved by Councillor Ridge

Seconded by Councillor Stephen

Whereas the housing crisis is impacting all municipalities, including the City of Kingston; and

Whereas the City of Kingston experienced a 7% growth in the most recent census from Statistics Canada and had a 1.2% vacancy rate in the 2022 CMHC report; and

Whereas City Council has set its strategic priorities 2023-2026 which includes to promote increased supply and affordability of housing;

Therefore Be It Resolved That Council direct staff to report back in Q4 2023 with a development analysis which will include the number of planning applications submitted in the last 3 years, number of units approved, number of affordable housing units, number of units appealed as well as development charges and taxes associated with all units and that staff estimate of the impact of such delays on precarious housing, homelessness, and the vacancy rate.

Development Analysis

Between January 1, 2020 and May 31, 2023, the City received 89 development applications that sought to create 8,997 new residential units within the City. These consist of applications for Official Plan amendment, zoning by-law amendment, Site Plan Control, draft plans of subdivision and final plan of subdivision. These applications proposed developments of varying sizes and intensities, ranging from single-detached homes to large-scale, multi-phased developments. As shown in Table 1, of the 8,997 proposed residential units, approvals have been granted for 2,258 units as of May 31, 2023. Applications associated with a total of 764 units were appealed to the Ontario Land Tribunal (OLT). At the time of writing this report, all appeals were resolved.

It should be noted that Table 1 provides a summary of only those applications submitted between January 1, 2020 and May 31, 2023, and does not capture approvals given during this timeframe for applications that were submitted prior to 2020. As well, the Building Permits indicated in Table 1 are only in relation to the planning applications submitted between January 1, 2020 and May 31, 2023. Since May 31, 2023, an additional 2,600 units have received planning approvals, bringing the total approved units to 4,858 in relation to the planning applications submitted within this timeframe.

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Table 1: Residential Development Applications Submitted between January 1, 2020 and May 31, 2023

Year of Application Submission	Proposed Residential Units	Approved Residential Units (as of May 31, 2023)	Appealed	Building Permits Issued (as of May 31, 2023)
2020	2,246	1,234	271	1,136
2021	4,144	755	470	73
2022	2,138	269	0	201
2023 (as of May 31 st)	469	0	23	0
Total	8,997	2,258	764	1,410

Between January 1, 2020 and May 31, 2023, planning approvals were given for 6,446 new residential units in total as shown in Table 2 below. These include planning applications submitted prior to 2020. These include 2,258 units indicated in Table 1 (i.e. applications submitted over the 3.5-year period), plus an additional 4,188 units that were associated with planning applications submitted prior to 2020. Of the total 6,446 units, Building Permits have been issued for 4,362 units. A total of 1,608 units have received zoning by-law amendment or draft plan of subdivision approval but require a final approval in the form of Site Plan Control or final plan of subdivision prior to being eligible for Building Permits. These final approvals are in progress for 1,242 units but have not yet been initiated for development applications associated with 476 units.

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Table 2: Total Approved Units between January 1, 2020 and May 31, 2023 for Residential Development Applications Submitted Post-2020 and Pre-2020

Applications Submitted Post-2020	Applications Submitted Pre-2020	Total Approved Units Between January 1, 2020 and May 31, 2023	Total Building Permits Issued Between January 1, 2020 and May 31, 2023
2,258	4,188	6,446	4,362

There were 17 development applications proposing a total of 3,191 new residential units that were either appealed to the OLT, where a decision from the OLT was received, or where the appeal was withdrawn after January 1, 2020. As such, they include applications submitted prior to 2020 as well as those captured in Table 1 that were submitted after January 1, 2020. As shown in Table 3 below, the appeal processes associated with 16 of these 17 development applications have been resolved (totaling 1,521 units), resulting in approvals for 1,426 homes, and refusal of one development application by the OLT that proposed 95 residential units. Building Permits have been issued or initiated for 891 approved units. The one unresolved appeal is associated with a development application proposing a total of 1,670 units that was submitted in 2017. Of the 3,191 units that were appealed, 1,705 units were associated with applications refused by the City, and 702 units were associated with appeals filed as a result of a non-decision on the application by the City within the decision timeframe prescribed by the *Planning Act*.

Table 3: Ontario Land Tribunal Activity after January 1, 2020 (Pre-2020 and Post-2020 Applications)

Type of Appeal	Appeal by Third-Party	Appeal as a Result of Refusal by the City	Appeal as a Result of Non-Decision	Total Units Appealed	Appeals Resolved	Appeals Pending
Number of Units	784	1,705	702	3,191	1,521	1,670

Development Charges and Property Taxes

Development Charges related to the 8,997 proposed applications based on rates at the time of planning application submission between January 1, 2020, and May 31, 2023 is estimated at \$102.4 million, with exemptions including demolition credits and unit reductions based on the

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number of bedrooms under the *Development Charges Act* estimated at \$13.4 million for a total of approximately \$89 million after the exemptions, as outlined in Table 4 below.

For applications submitted before 2020 but approved between January 1, 2020 and May 31, 2023, the Development Charges applicable are \$51.3 million, with \$23.4 million already paid at the time of Building Permit issuance. For the 2,258 approved applications shown in Table 4 below, and the associated \$34.1 million, \$12.3 million has already been paid.

Table 4: Estimated Development Charges and Property Taxes

Planning Applications Submitted Between January 1, 2020 and May 31, 2023	Units	Development Charges	Development Charge Exemptions	Property Taxes
Proposed Units	8,997	\$102.4 million	\$13.4 million	\$24 million
Approved Units	2,258	\$37.3 million	\$3.2 million	\$6.2 million

The value of the annual property taxes associated with the planning applications is estimated at approximately \$30.2 million as outlined in Table 4 above. As most properties have not yet been assessed by the Municipal Property Assessment Corporation (MPAC) at this time, the estimated taxes are based on the average taxes depending on the type of housing development (i.e. single-detached, semi-detached, rowhouse and multi-unit residential).

For the applications submitted before 2020 but approved between January 1, 2020 and May 31, 2023, the property taxes are estimated to be approximately \$11.6 million.

Housing and Homelessness Projects

Table 5 provides an overview of housing and homelessness projects completed from 2020 to 2022. The completed projects show various project types including homelessness accommodations, transitional and supportive housing, and affordable housing. During the time examined in this report, a total of 97 housing solutions were created amongst the identified projects.

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Table 5: Housing and Homelessness Projects Completed 2020 to 2022

Project	Proponent	Project Type	Units
20 Cliff Crescent	KFHC	Affordable housing	6
1 Curtis Crescent	KFHC	Affordable housing	10
113 Lower Union Street	Tipi Moza/City	Indigenous transitional housing	19
146 Clergy Street	Ryandale	Transitional housing for men	7
805 Ridley Dr. (East Wing)	Dawn House/City	Transitional/supportive housing for women	12
27 Wright Crescent	KFHC	Affordable and rent-gearred-to-income	23
1 Curtis Crescent	KFHC	Affordable housing for youth (16 to 24)	9
3 Cassidy Street	Ongwanada	Developmental disability youth	7
84-90 Rose Abbey Drive	Habitat for Humanity	Affordable home ownership	4
Total			97

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Table 6 provides a list of affordable and transitional housing projects that have been financially supported by the City and that are either under construction or anticipated to start construction shortly. These projects total 237 new affordable housing and transitional units.

Table 6: Ongoing Affordable Housing Projects

Project	Proponent	Affordable Units	Project Type	Status
1316 Princess Street	Kingston & Frontenac Housing Corporation	52 units	Affordable and Rent-Geared-to-Income Housing	Construction started summer 2022; completion targeting summer 2024
1336 Princess Street	Kingston Co-Operative Homes Inc.	38 units	Affordable Housing	Construction started summer 2022; completion targeting summer 2024
484 Albert Street	Kingston Home Base Housing	48 units	Supportive/ Transitional Youth Housing	Zoning By-Law Amendment approval obtained in summer 2021
1752 Bath Road	ARM Construction Company	28 units	Affordable Housing	Foundation permit obtained fall 2023
805 Ridley Drive (West Wing)	City of Kingston and Dawn House for Women	17 beds	Transitional housing for vulnerable women	Renovation work underway
111 MacCauley Street	Habitat for Humanity	8 units	Tiny House Pilot Project	Construction ongoing, completion targeting spring 2024
206 Concession	City of Kingston and	18 beds	Addiction and mental health housing	Construction to start November 2023;

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Project	Proponent	Affordable Units	Project Type	Status
Street	Addiction and Mental Health Services		stabilization program	completion targeting November 2024
255 Yonge Street	City of Kingston	3 units	Indigenous housing	Construction to start April 2024; completion targeting November 2024
44-62 Barbara Avenue	HJK1 Holdings Ltd.	5 units	Affordable Housing	Construction underway; completion targeting winter 2024
730 King Street West	Homes For Heroes	20 units	Affordable Transitional Housing for veterans	Occupancy expected in early 2024

There are also various emergency shelter solutions that came online between 2020 and 2022 such as the Integrated Care Hub, Concession Street Centre, Adelaide Street Centre, St. Mary's and Ridley West. These sites are being offered by various providers and provide additional emergency housing solutions to residents.

Potential Impact

The motion of Council directing the preparation of this report requested staff to estimate the impact on precarious housing, homelessness and the vacancy rate resulting from delays in proposed housing projects appealed during the development approvals process. While it is difficult to identify and quantify any direct impacts of appealed projects on the housing market, and particularly housing for vulnerable community members, staff have provided some insights for consideration.

The vacancy rate provides a measure of rental housing availability and is a primary indicator of the health of a rental market. A vacancy rate of three percent is considered the optimal vacancy rate balancing supply and demand pressures and stabilizing rent escalation. The construction of new rental housing does add to the supply of housing and the potential for increased availability; however, there can be other factors that limit the impact of supply growth on the vacancy rate. In the Canada Mortgage and Housing Corporation's (CMHC) annual rental market report, it was identified that in 2022 the purpose-built rental housing supply expanded by about 55,000 units

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nationwide. While the expansion of supply was notable relative to previous years, the demand for rental housing was greater than the expansion of supply contributing to the national vacancy rate declining to its lowest level since 2001. CMHC explained the strong increase in demand for rental housing which included high immigration, the prohibitive cost of ownership housing deterring a portion of renter households that would otherwise transition to ownership housing and thus freeing up rental units, and post-secondary students returning to on-campus learning following the pandemic period.

For Kingston, the 2022 CMHC rental market report indicated that despite an increase of 405 primary market rental housing units, Kingston's vacancy rate remained relatively unchanged and the second lowest in the province for the second year in a row. CMHC commented that the strong demand for rental housing in Kingston was driven by improved labour conditions, particularly for the 15-to-24 age group which tends to be renters, higher population growth relative to past years, and post-secondary students returning to in-class studies. Based on the relationship between supply growth and the potential multitude of demand pressures, it is difficult to estimate the impact of projects delayed by appeals during the development approvals process.

Another consideration to understand the impact of new housing construction on housing market conditions, and particularly housing that is available for vulnerable and homeless community members, relates to the disparity in rents between newly constructed units and existing, older rental units. Typically, rents associated with units in newly constructed projects tend to be higher than the rents for existing housing stock. CMHC's annual data collection for the primary rental market disaggregates rents by the age of the building. In support of the five-year review of the 10-Year Municipal Housing and Homelessness Plan (the 10-Year Plan) completed in 2019, data was obtained from CMHC breaking down rents for projects constructed before 2015 and projects completed after 2015. The data showed that units completed after 2015 had rents at least 140 percent of the rent for a similar-sized unit constructed before 2015. Accordingly, the 10-Year Plan review found the benefit of new construction on housing affordability is muted when on average newly constructed units have a 40 percent rent premium. The review noted that most newly constructed units would align with this trend with potential outliers including new projects developed by non-profit housing providers benefiting from government funding programs.

With regards to the impact of delayed projects on precarious housing and homelessness, none of the projects currently under appeal are projects that include mandates to house vulnerable or homeless community members. Typically, projects intended to provide housing for vulnerable and homeless community members are specialized projects providing on-site support services designed specifically to meet the needs of the target client group. In recent history, no non-profit supportive housing, transitional housing or emergency shelter facilities have been the subject of land use planning approval appeals.

While the relationship between delays in the completion of new market housing projects and the housing challenges experienced by vulnerable and homeless community members is difficult to identify and quantify, expansion of the housing supply is necessary to accommodate the growing population and should continue to be a focus. New rental supply coming online at the

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top end of the rent profile will have some positive impact on vacancies and attract mid to higher income renters into new units freeing up existing units. However, rents for vacant units tend to increase to the new market rent level. This means that if a renter vacates a one-bedroom apartment that rents for \$1,100 for example, it is most often the case that the new rent will be greater, and given current market conditions, the new rent could be substantially greater.

Traditionally, housing intended for vulnerable and homeless community members is developed by non-profit organizations benefiting from government funding assistance where housing projects are designed to provide on-site support services to meet the needs of the client and support their progression in housing stability and independence. In this regard, the expansion of housing supply is needed across the full housing continuum including emergency shelter facilities, transitional and supportive housing, affordable rental and affordable ownership housing, and market rental and ownership housing. It has been estimated by CMHC that almost 80% of Canadians can meet their own housing needs through market housing solutions. Accordingly, the expansion of market housing supply is an important objective that governments and developers should vigorously pursue while providing support for housing partners to continue expanding the supply of purpose-built housing facilities targeting the varied and complex needs of vulnerable and homeless community members.

Existing Policy/By-Law:

None

Notice Provisions:

None

Accessibility Considerations:

None

Financial Considerations:

None

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Other City of Kingston Staff Consulted:

Lisa Capener-Hunt, Director, Building Services and Chief Building Official

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Jeffrey Walker, Manager, Taxation and Revenue, Financial Services

Alexandra Dowker, Manager, Service Standards and Data Management, Planning Services

Exhibits Attached:

None



**City of Kingston
Information Report to Council
Report Number 24-008**

To: Mayor and Members of Council
From: Paige Agnew, Commissioner, Growth & Development Services
Resource Staff: Julie Salter-Keane, Manager, Climate Leadership
Date of Meeting: January 9, 2024
Subject: 2022 Corporate Greenhouse Gas (GHG) Emissions Inventory

Council Strategic Plan Alignment:

Theme: 2. Lead Environmental Stewardship and Climate Action

Goal: 2.1 Reduce carbon footprint of City operations.

Executive Summary:

This report provides a summary of the 2022 Corporate Greenhouse Gas (GHG) Emissions Inventory report.

Corporate emissions are those created by municipal operations including water and wastewater treatment. Community emissions are those created from our entire community. The Climate Leadership Plan included a commitment to monitor community and corporate GHG emissions on an annual basis, with a target for a reduction of 15% of 2018 levels by 2022.

In Q4 2022, staff reported on the 2020 and 2021 Corporate GHG Emissions Inventory ([Report Number 22-275](#)), showing a 9% reduction in 2021 from 2018 base year emissions. Reporting for the 2022 Corporate GHG Emissions Inventory is now available.

An inventory of estimated corporate GHG emissions for 2022 (Exhibit A) has been completed for the City of Kingston by a specialist consulting firm using 2018 data as the baseline year. Graphs and tables that illustrate the sources of emissions by municipal sector and energy source are provided within an Executive Summary of the consultant's inventory report, attached. Information on the methods used for reporting and future methodological recommendations are contained in the supplemental information report for 2022 (Exhibit B), related to the

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enhancement of waste emissions in future inventory reporting. The corporate emissions inventory includes the impact of water and wastewater operations, conducted by Utilities Kingston on the City's behalf.

For the year 2022, corporate annual GHG emissions totalled 22,079 tonnes of carbon dioxide equivalent (CO₂e), marking an increase from 2021 of 1.8% or 1,252 tonnes (CO₂e), but still remaining, 8% lower than 2018 base year levels, corresponding to 1646 tonnes CO₂e above the target of 20,433 tonnes CO₂e. This is primarily due to operations and activities within city facilities returning to normal, pre-pandemic levels.

The target reduction of 15% of 2018 levels by 2022 was not met overall. Despite the number of municipal buildings increasing in 2022, leading to an 8% overall rise in emissions from facilities, energy consumption per square foot has decreased among all City-owned and operated buildings. This 13.8% per square foot reduction suggests that ongoing energy retrofit initiatives are having a significant impact on facility-related emissions. Furthermore, the continued electrification of Kingston Transit, and optimization of the City's fleet, including the use of biodiesel for transit buses, which is innovative for municipalities, comprise significant opportunities for emissions reductions and will continue to be a focus to meet future reduction targets outlined in the Climate Leadership Plan.

Recommendation:

This report is for information only.

January 9, 2024

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Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

**Paige Agnew, Commissioner,
Growth & Development Services**

ORIGINAL SIGNED BY CHIEF

ADMINISTRATIVE OFFICER

**Lanie Hurdle, Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

Jennifer Campbell, Commissioner, Community Services Not required

Neil Carbone, Commissioner, Corporate Services

David Fell, President & CEO, Utilities Kingston

Peter Huigenbos, Commissioner, Major Projects & Strategic Initiatives Not required

Brad Joyce, Commissioner, Infrastructure, Transportation
and Emergency Services

Desirée Kennedy, Chief Financial Officer & City Treasurer

January 9, 2024

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Options/Discussion:

2022 Corporate GHG Emissions Inventory and Reduction Targets

An inventory of estimated GHG emissions from municipal operations (corporate emissions) for 2022 has been completed for the City of Kingston by a local consulting firm, Greenscale Inc., who specializes in carbon accounting. For 2022, corporate annual GHG emissions totalled 22,079 tonnes of carbon dioxide equivalent (CO₂e), marking an increase from 2021 of 1.8% or 1,252 tonnes (CO₂e), but remaining, 8% lower than the 2018 base year levels.

This 1.8% increase from 2021 is partly attributable to continued recovery of municipal operations post-pandemic. This trend is shown in Figure 1 below, which illustrates how emissions fell considerably in 2020, and have risen slowly to 2022, while remaining lower than 2018 base year levels.

The 2022 GHG emissions inventory shows that the City has fallen short of the reduction target of 15% or 20,433 tonnes CO₂e by 2022, by some 1646 tonnes CO₂e, relative to 2018 levels.

Figure 1. Annual Total GHG emissions at the Corporate Scale from 2018 to 2022

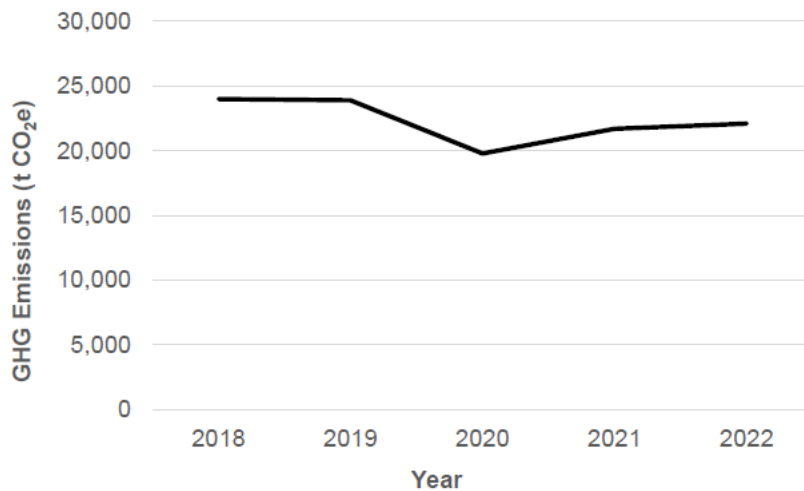


Figure 1. Annual total GHG emissions at the corporate scale from 2018 to 2022.

In order to meet Council’s target of 15% reduction by 2022, the City had to decrease its corporate emissions by a net total of 3,605 tonnes CO₂e from 2018 levels by 2022, which is an average of 901 tonnes per year from 2019 to 2022. This translates into a “carbon budget” of allowable tonnes of emissions for each year to keep pace to reach the target as indicated within the table below.

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Table 1. Current Corporate GHG Emissions (T CO₂e) with Actual Estimated Emissions, Carbon Budget and Net Difference to be Offset to Year 2022

	2018 Base Year	2019	2020	2021	2022
Actual Estimated Emissions (T CO₂e)	24,037	23,937	19,627	21,693	22,079
Budgeted Emissions to Achieve 15% Reduction Target (T CO₂e) by 2022	24,037	23,136	22,235	21,334	20,433
Net Difference to be Offset (T CO₂e)	0	801	0 (*2608 below target)	359	1646
Actual Estimated Emissions Reduction Relative to Base Year, Expressed as a Percentage	0%	-.3%	-18.3%	-9.75%	-8%

2023 Corporate GHG Emissions Inventory Takeaways

For the first time, the 2022 Corporate GHG Inventory Report utilized transportation data from the Geotab Telematics Platform implemented by the City’s Corporate Asset Management & Fleet Department, providing detailed operational insights for the 329 vehicles in the City’s fleet currently operating on the platform. This data enabled the application of specific emission factors, which refined the transportation emissions estimate to be approximately 4% lower than previously calculated. As more vehicles are added to the platform in the coming years, the accuracy of GHG estimates will improve, enhancing future planning and strategy development.

Analysis from the Geotab data identifies potential fuel savings by transitioning to more efficient vehicles. The average fuel consumption of all gasoline vehicles was 20.78 L/100 km, compared to just 6.43 L/100km for hybrids. It should be noted that this gasoline consumption data includes all vehicle categories such as light duty and super-duty pickup trucks, sedans, cross-over sport-utility vehicles and cargo vans. In the coming years, as hybrid and electric pick-up truck and cargo van options become more readily available there will be increased opportunity to reduce fuel use. Moreover, the granularity of data gathered from the Geotab Platform doesn't only

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allow for a more accurate assessment of GHG emissions, but it also enables the City to make more informed decisions regarding sustainability and to strategically address climate change challenges, such as prioritizing the transitioning of vehicles with the highest utilization to electric.

The report provides the following key conclusions:

- Diesel, Gasoline, and Natural Gas were used for approximately 61% of all the energy consumed at the corporate level but contributed more than 88% of all the emissions in 2022.
- Electricity was responsible for more than 11% of energy sector GHG emissions but was used for more than 38% of all energy consumption, highlighting the lower emissions associated with using electricity for energy compared with fossil fuels.
- Heating oil use decreased by 69% but the cost only decreased by 47%. The increasing cost of fossil fuels means that fuel use reductions have significant financial implications for annual budgets, beyond the advantage of GHG reduction. Despite the number of municipal buildings increasing (13% increase in total floor area), leading to an 8% rise in emissions from facilities, energy consumption per square foot has decreased 13.8% overall for City-owned and operated buildings.
- Heating degree days (HDD) saw a near 8% increase from 2021, reflecting a colder winter on average, yet natural gas usage only went up by 3%, and heating oil usage significantly decreased by 69%. This pattern suggests that the City's transition to alternative heating solutions and improvements in building energy efficiency are beginning to have a measurable effect.
- While cooling degree days (CDD) fell by 18% from the previous year, reflecting more moderate summer temperatures on average, electricity consumption increased by around 10%. This increase in consumption is partially due to some facilities not being affected by CDD, including arenas and pools which have very energy intensive processes. GHG emissions from electricity only increased by about 8%, further illustrating the impact of shifting heating methods to electricity, coupled with the lower GHG emissions associated with electrical power—meaning that increases in electrical use are not resulting in proportional increases in GHG emissions.
- The transportation and transit sectors remain the largest contributors to corporate emissions, accounting for 56% of the total. Yet, there was a marginal decline in emissions from gasoline and diesel, by 1.6% and 0.14% respectively.

Graphs and tables that illustrate the sources of emissions by service area and energy types are provided within the consultant's inventory report (Exhibit A), with further details in the supplementary report (Exhibit C). The complete corporate emissions inventory report is available, along with reports for previous years, through the City of Kingston's website at: <https://www.cityofkingston.ca/residents/environment-sustainability/climate-change-energy/greenhouse-gas-emissions>.

While emissions for 2022 show more consistent and reliable results due to the return to more normal operation of corporate services and facilities following the COVID-19 Pandemic, they will still fluctuate due to various factors as outlined within Table 2.

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Table 2. Annual Influences on CO2e Emissions and their Impact on Corporate GHGs (Greenhouse Gas)

Source of Influence	Impact on Emissions	Magnitude of Impact	Explanation
Hot summer	Increase	Low to Moderate	Increases electric energy consumption for air conditioning.
Cool summer	Decrease	Low	Decreases electric energy consumption for air conditioning.
Increased electricity generation from fossil fuels	Increase	Low to Moderate	Higher carbon intensity of provincial electricity grid from more use of natural gas power plants. Increases emissions from electricity consumption and EV (Electric Vehicle) charging.
More EV charging (more EVs (Electric Vehicles) in fleet)	Decrease	Low to Moderate	Higher electricity consumption but lower fossil fuel use overall.
Cold winter	Increase	Moderate	Increased use of fossil fuels for space heating.
Warm winter	Decrease	Moderate	Decreased use of fossil fuels for space heating.
New/expanded facilities	Increase	Low to Moderate	Increase in electricity and natural gas consumption.
New additions to fleet of vehicles (non-EVs)	Increase	Moderate to High	More gasoline and diesel fuel consumption.

Facilities Management & Construction Services (FMCS) has been implementing an energy and asset management program to reduce GHG emissions, energy consumption and associated operating costs for corporate facilities. Initiatives to date have included removing all fuel oil

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heating infrastructure, targeted replacement of aging equipment with more efficient technologies, building automation system upgrades, LED lighting retrofits, building recommissioning, as well as energy modelling of facilities to optimize the scope of capital projects to achieve maximum impact for the facilities portfolio overall. Work is currently underway to review various GHG reduction scenarios and associated electrification demand for all corporate facilities. This work will be used to establish potential costs of meeting facility related GHG reduction targets. Various scenarios and findings will also be reviewed with Utilities Kingston to understand the full impacts of electrification on the local grid and to assist with long-term planning.

The Climate Leadership Division will continue to work with all City departments to identify, advance and support additional viable projects that reduce corporate emissions, as outlined in the approved [Climate Leadership Plan 2021](#) and Council's Strategic Plan 2023-2026. With the implementation of the Climate Lens Framework Tool, communication to Council will take a consistent form, and using a phased approach, will move from qualitative impact assessments to more detailed quantitative assessments.

Actions will be assessed by using a triple bottom line approach to ensure that financial, service, and environmental accountability are factored into decision-making regarding emission reductions from municipal operations. This will include consideration of best management practices implemented by other municipalities.

Once emissions reduction actions are fully implemented by the City, municipal buildings and vehicles will still require energy to provide services to the community. Remaining emissions reductions to achieve carbon neutrality can be achieved through a mix of future technologies, shifts in provincial energy policy, purchasing clean energy and carbon offsets.

Reporting for the 2023 Corporate GHG Emissions Inventory is expected by Q3 2024, pending data released by Statistics Canada.

Staff will also be reporting in Q1 2024 to Council on the impact and options to increase the current corporate carbon budget of 30% by 2030 to 40-50% by 2030 as outlined in Council's Strategic Plan, 2.1.1.

Existing Policy/By-Law:

None

Notice Provisions:

None

Accessibility Considerations:

None

January 9, 2024

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Financial Considerations:

The creation of GHG emission inventory reports for future years is expected to require approximately \$7,000 per reporting year which has been reflected within the capital budget of the Climate Leadership Division.

Contacts:

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Other City of Kingston Staff Consulted:

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Brent Fowler, Director, Corporate Asset Management & Fleet

Speros Kanellos, Director, Facilities Management & Construction Services

Dan Korneluk, Manager, Energy & Asset Management, Facilities Management & Construction Services

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Paul MacLatchy, Environment Director, Business, Real Estate & Environment

Ian Semple, Director, Transportation and Transit

Hugh McLaren, Energy Analyst, Water and Wastewater Treatment Operations, Utilities Kingston

Exhibits Attached:

Exhibit A City of Kingston Corporate GHG Inventory Report - 2022

Exhibit B City of Kingston Corporate GHG Inventory Report - 2022 – Supplemental Information

City of Kingston Corporate GHG Inventory Report – 2022

November 13, 2023

Prepared By:

Greenscale Inc.

Nathan C. Manion

Prepared For:

City of Kingston

Julie Salter-Keane, Manger, Climate Leadership



Executive Summary

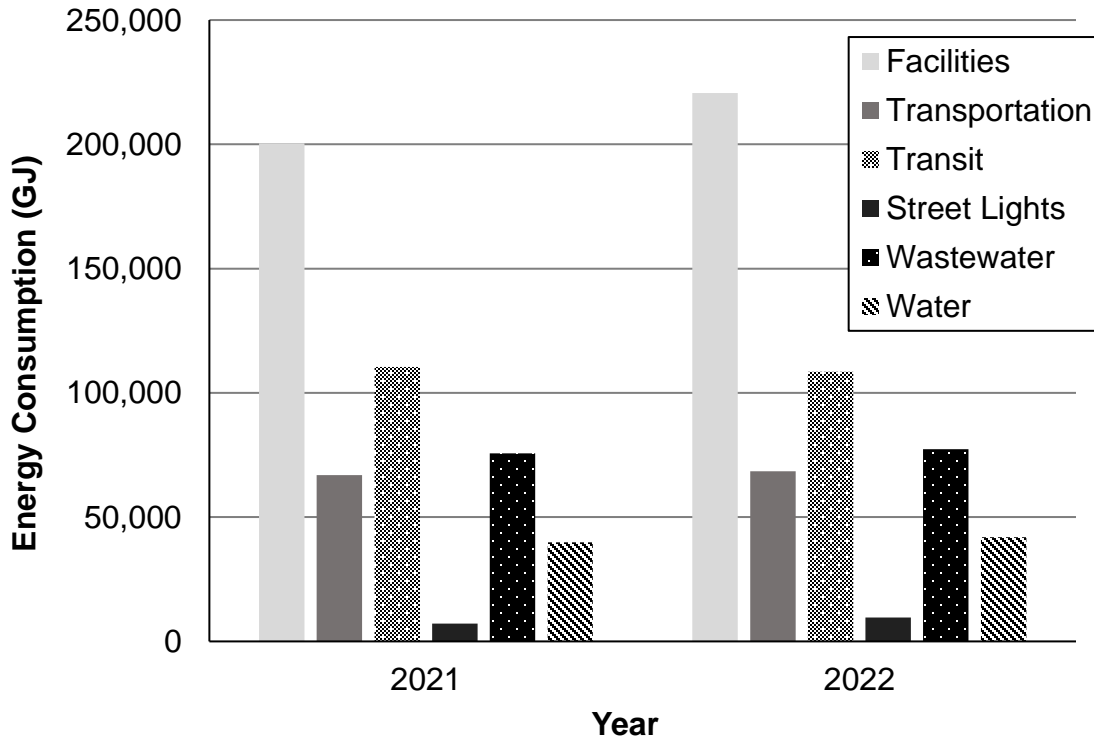
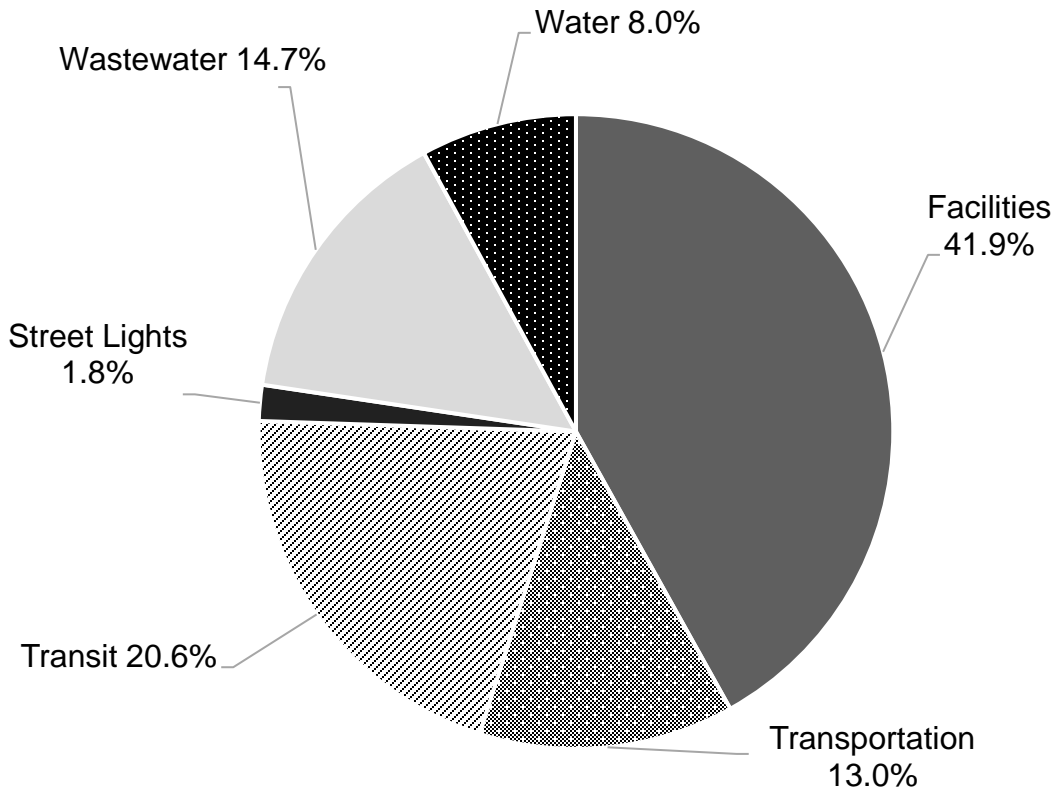
This report outlines the most recent greenhouse gas (GHG) emissions inventory for the Corporation of the City of Kingston, encompassing the years 2021 and 2022. It includes municipal operations by the Corporation and services conducted by Utilities Kingston in the areas of water and wastewater management. Data regarding energy consumption was sourced from both the City of Kingston and Utilities Kingston. This report measures the city's environmental impact in terms of total energy consumption (gigajoules, GJ), total GHG emissions (tonnes CO₂ equivalent, tCO₂e), and the cost of energy use (dollars, \$). For a thorough understanding of the methodologies, data, and emission factors used, please refer to the detailed Supplemental Information Report.

The 2022 corporate data highlights a substantial enhancement in the level of detail available from the Transportation Department. The implementation of electronic monitoring systems for fuel consumption and distance traveled in municipal vehicles has begun, which offers a more granular look at emissions and the potential for targeted reduction strategies. This precision in data collection permits the application of more precise emission factors for various vehicle types, providing clearer insights into potential emissions reductions for short- to medium-term targets. A concise summary of the corporate results for 2022 follows below:

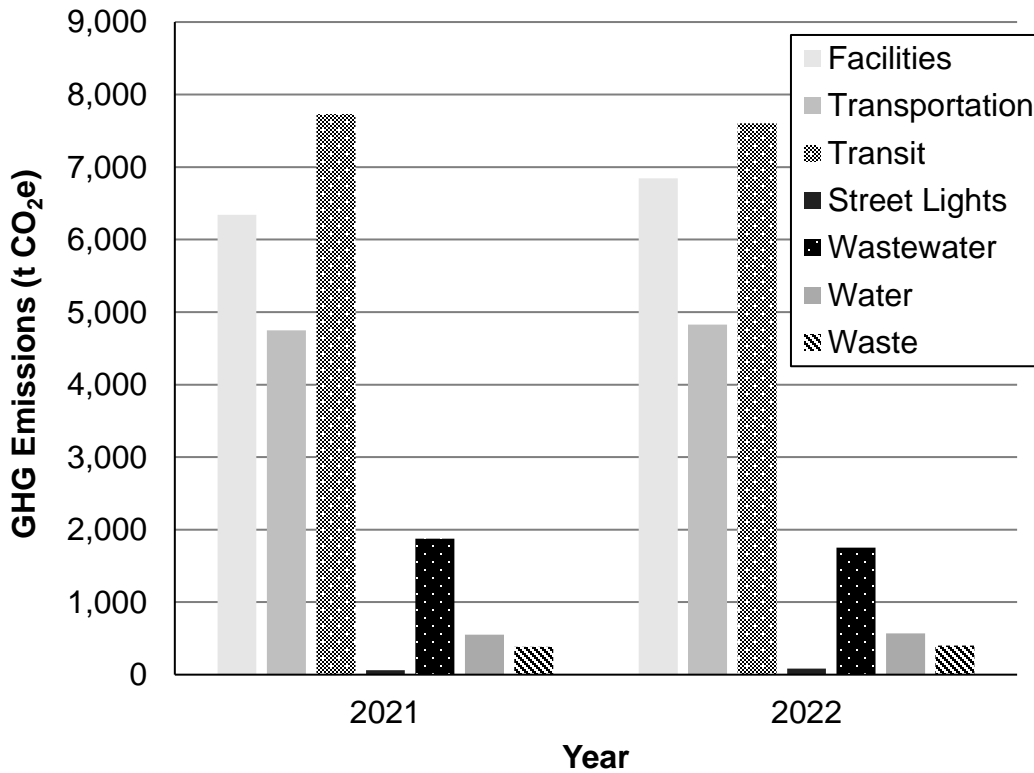
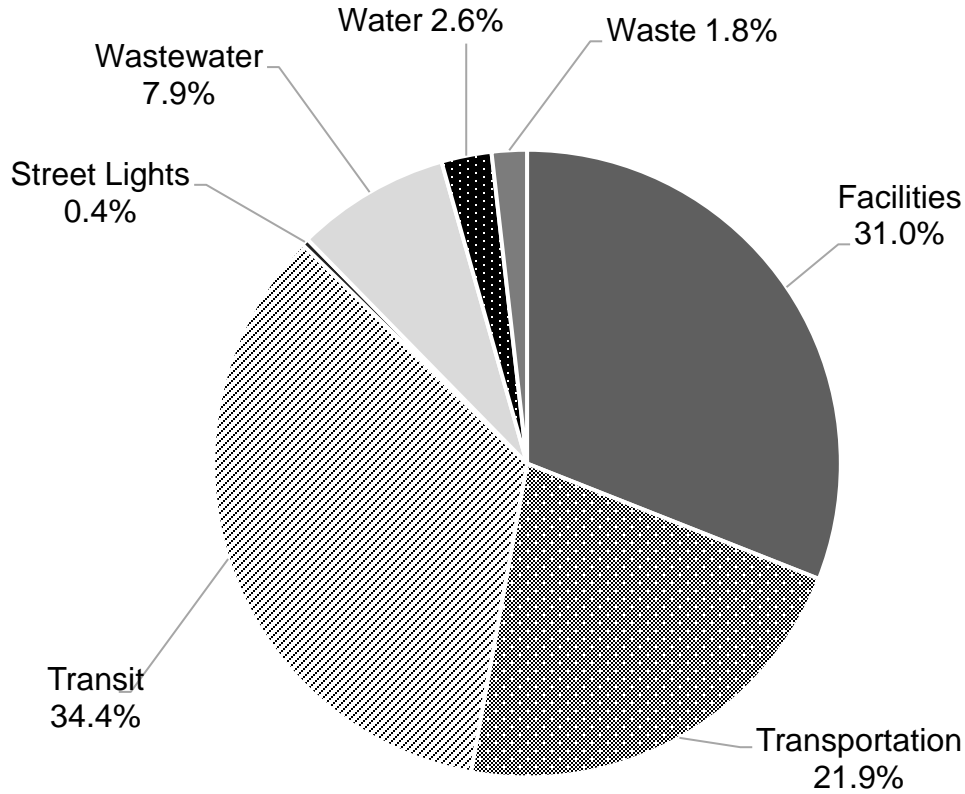
Summary of Results

1. Annual corporate GHG emissions have decreased by 8% since the 2018 baseline year.
2. The average GHG footprint for buildings operated by facilities in 2022 was 2.76 kg CO₂e/ft². This represents a 13.8% reduction from 2018 levels when the average GHG footprint of buildings was 3.2 kg CO₂e/ft².
3. Diesel, Gasoline, and Natural Gas were used for approximately 61% of all the energy consumed at the corporate scope, but contributed more than 88% of all the emissions in 2022.
4. Electricity was responsible for more than 11% of energy sector GHG emissions, but was used for more than 38% of all energy consumption, highlighting the lower emissions associated with using electricity energy compared with fossil fuels.
5. Heating oil use decreased by 69% but its cost only decreased by 47%. The increasing cost of fossil fuels means that fuel use reductions have significant financial implications for annual budgets.

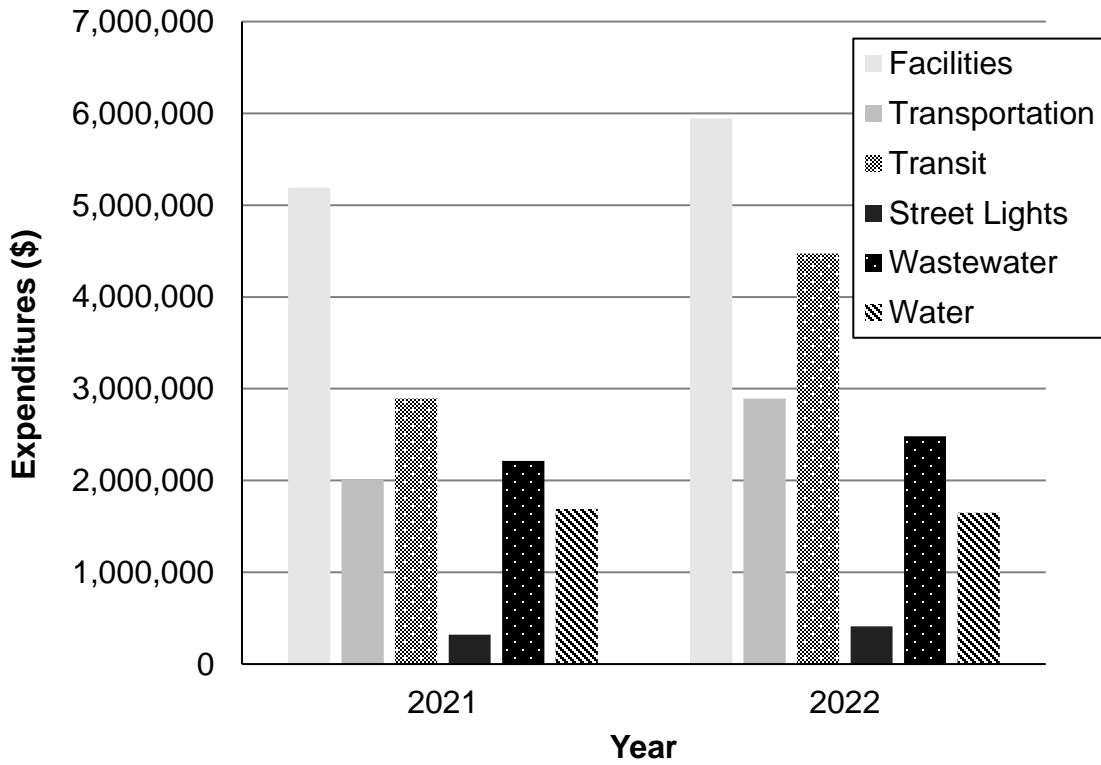
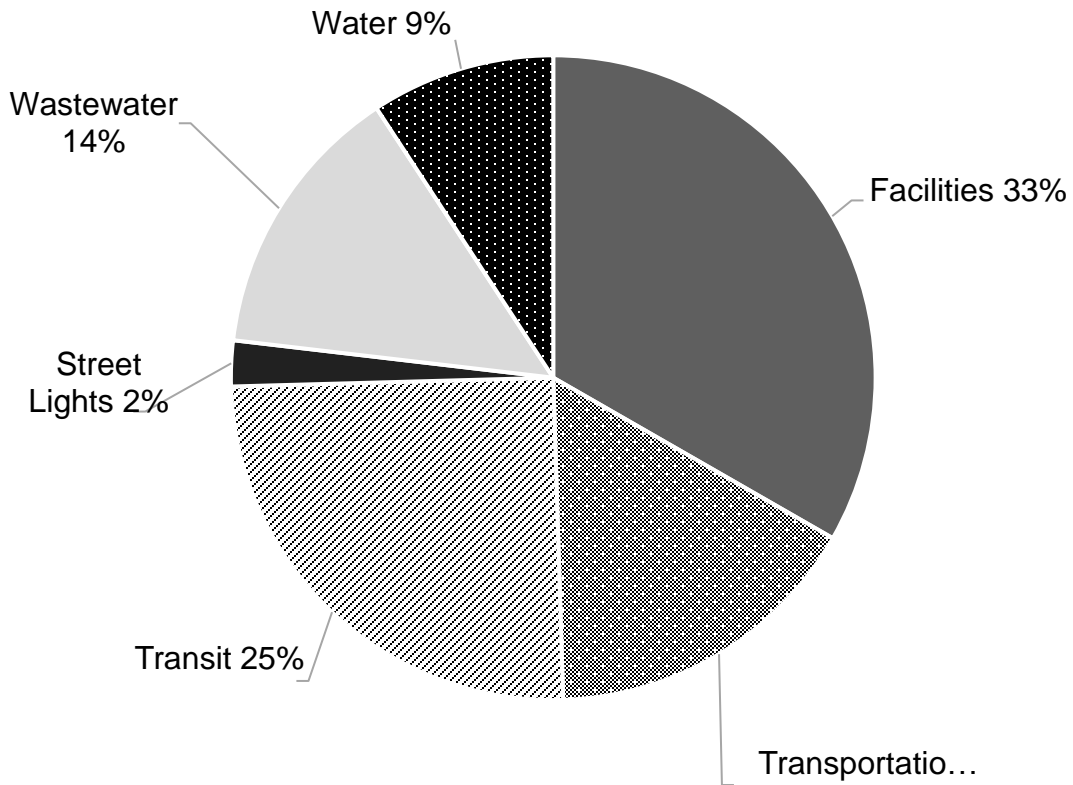
2022 Energy Consumption by sector (total: 526,513 GJ) and historical trend



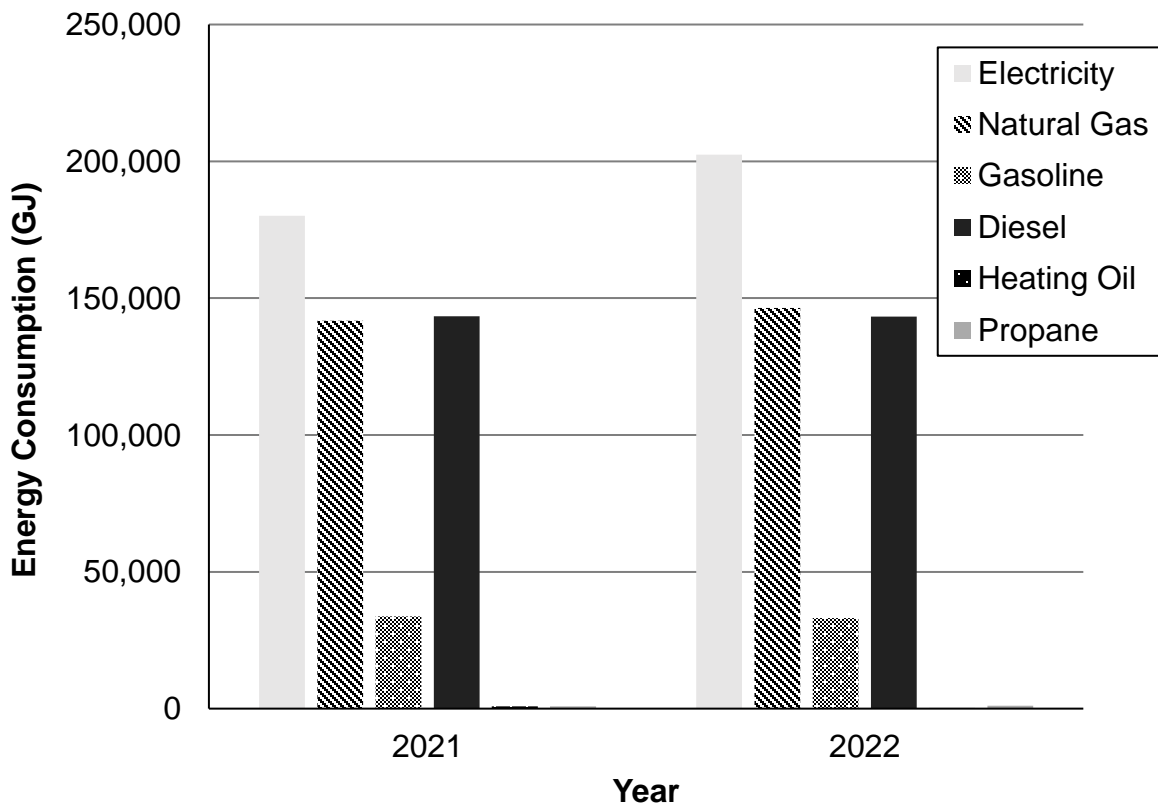
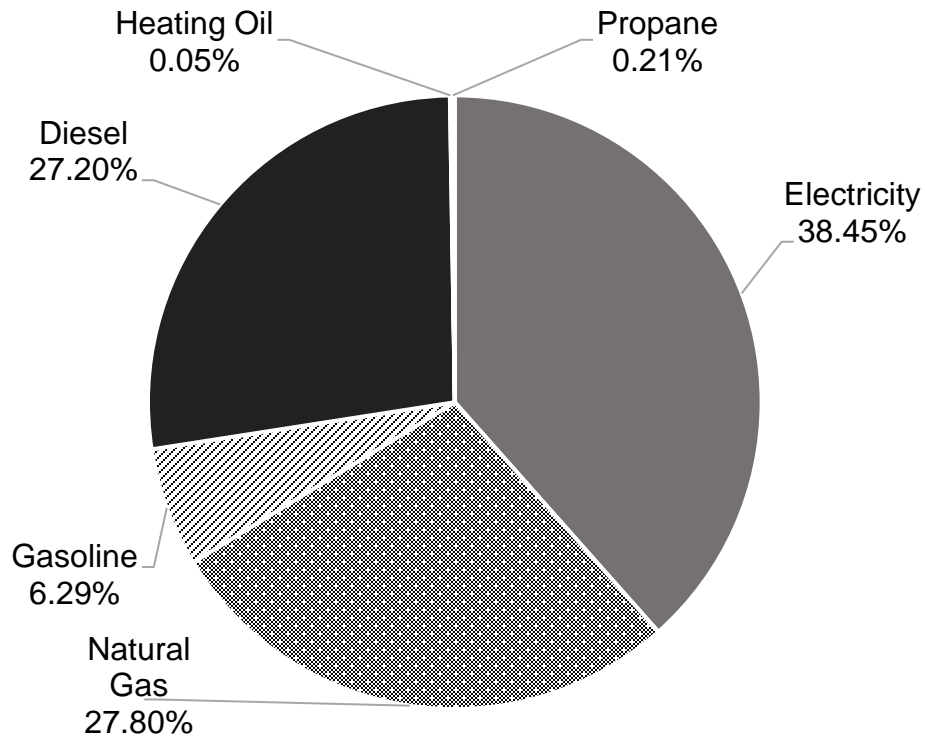
2022 GHG Emissions by sector (total: 22,796 tonnes CO₂e) and historical trend



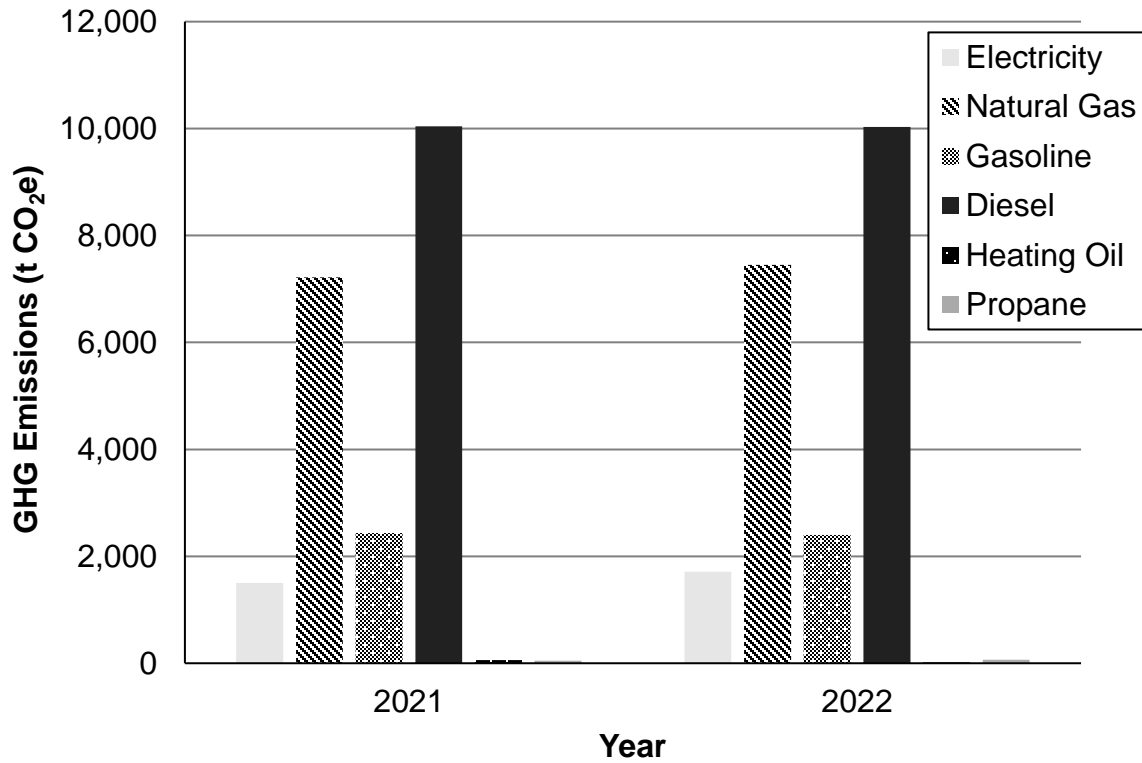
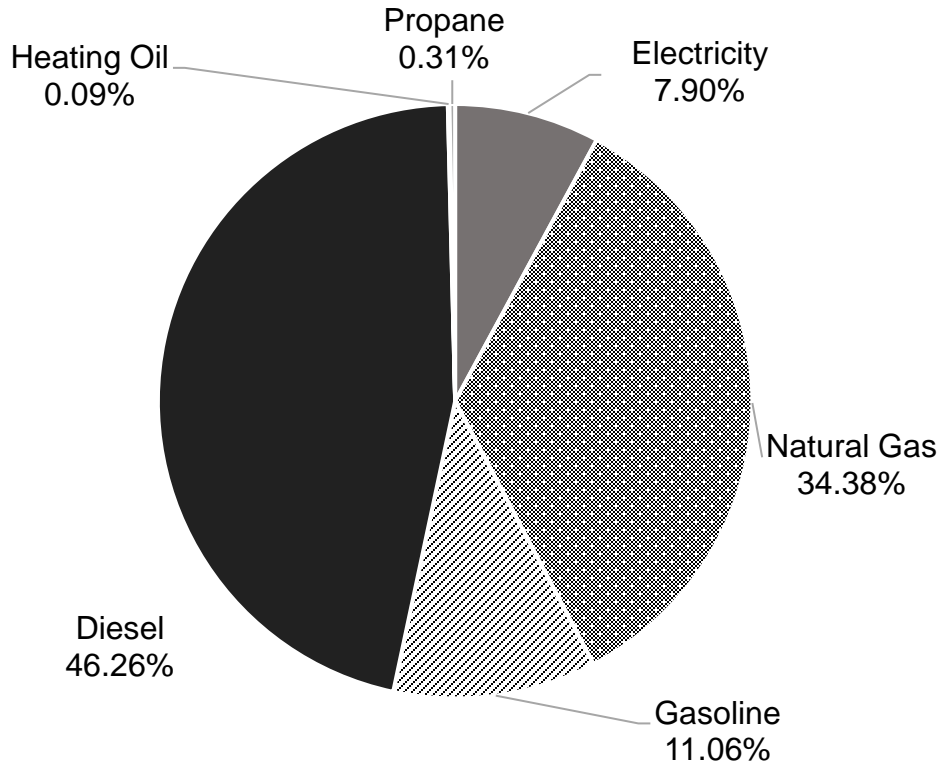
2022 Expenditures by sector (total: \$17,855,189) and historical trend



2022 Energy Consumption by source (total: 526,513 GJ) and historical trend



2022 GHG Emissions by source (total: 22,560 tonnes CO₂e) and historical trend



2022 Expenditures by source (total: \$17,855,189) and historical trend

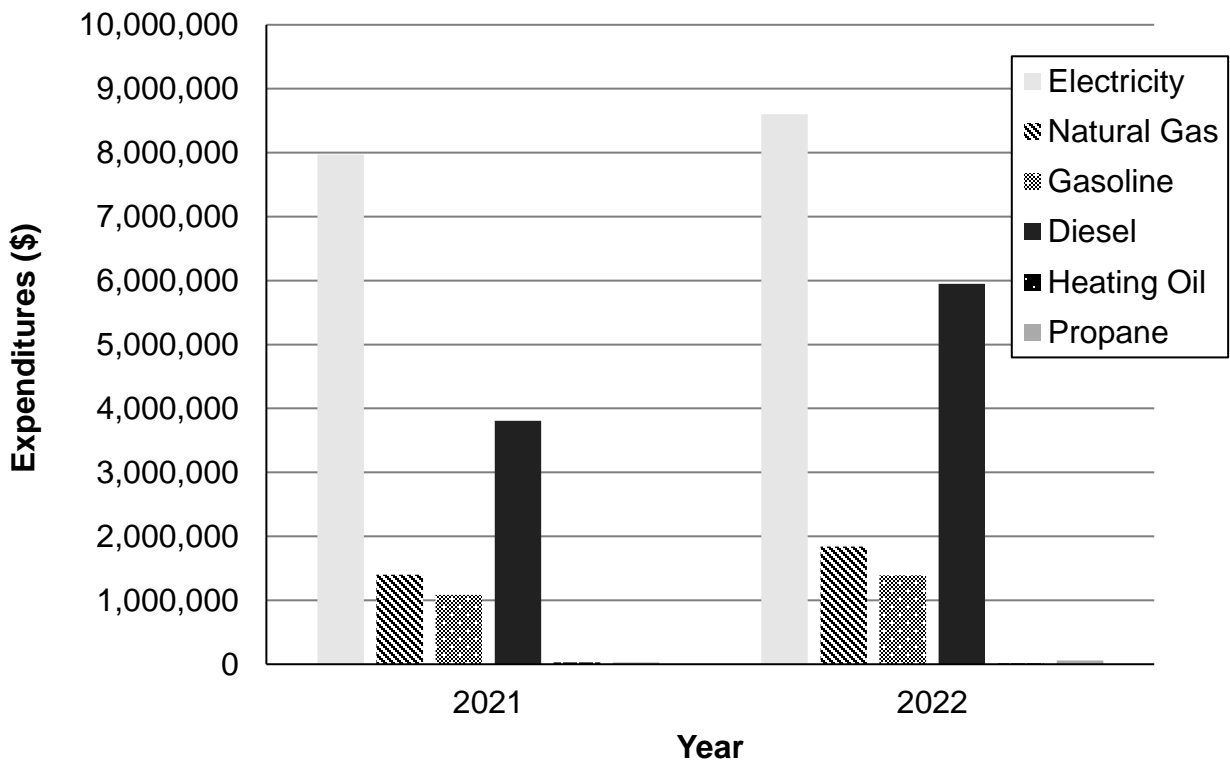
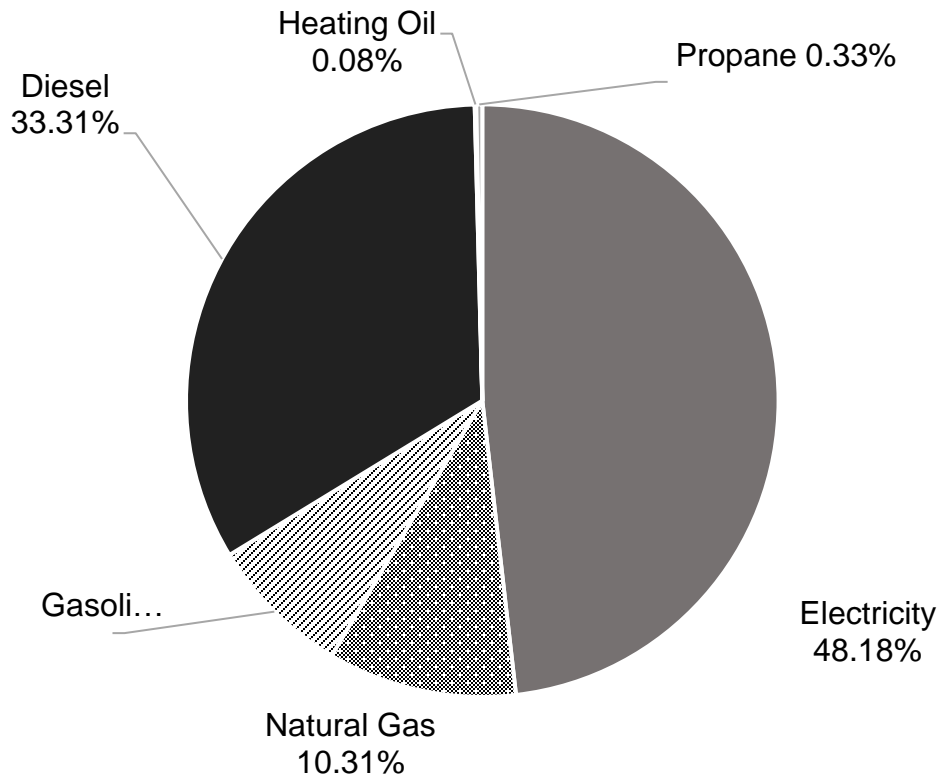


Table 1. Summary of energy consumption (GJ), GHG emissions (tCO_{2e}), & expenditure (\$) of 2021 - 2022 for all sectors.

Sector Source	2021			2022			Energy Consumption Change (GJ)	GHG Emissions Change (tCO _{2e})	Change (\$)
	Energy Consumption (GJ)	GHG Emissions (t CO _{2e})	Expenditure (\$)	Energy Consumption (GJ)	GHG Emissions (t CO _{2e})	Expenditure (\$)			
Facilities	200,475	6,340	5,191,819	220,685	6,843	5,945,138	20,210	502	753,319
Transportation	66,860	4,748	2,009,321	68,451	4,829	2,894,966	1,591	81	885,645
Transit	110,421	7,733	2,893,048	108,550	7,603	4,473,398	-1,871	-130	1,580,350
Street Lights	7,223	60	320,806	9,623	81	409,219	2,399	21	88,413
Wastewater	75,661	1,874	2,214,532	77,322	1,752	2,483,006	1,661	-122	268,474
Water	39,915	552	1,689,163	41,882	571	1,649,462	1,967	19	-39,701
Waste	0	386	0	0	400	0	0	14	0
TOTAL	500,556	21,693	14,318,690	526,513	22,079	17,855,189	25,957	386	3,536,500

Table 2. Summary of energy consumption (GJ), GHG emissions (tCO_{2e}), & expenditure (\$) of 2021 - 2022 for energy sources.

Energy Source	2021			2022			Energy Consumption Change (GJ)	GHG Emissions Change (tCO _{2e})	Change (\$)
	Energy Consumption (GJ)	GHG Emissions (t CO _{2e})	Expenditure (\$)	Energy Consumption (GJ)	GHG Emissions (t CO _{2e})	Expenditure (\$)			
Electricity	180,142	1,501	7,970,284.01	202,463	1,714	8,603,269.19	22,321	212	632,985
Natural Gas	141,757	7,218	1,397,732.74	146,383	7,454	1,840,766.18	4,626	236	443,033
Gasoline	33,658	2,436	1,084,660.16	33,112	2,397	1,389,898.01	-546	-39	305,238
Diesel	143,406	10,043	3,808,059.16	143,205	10,029	5,948,128.09	-201	-14	2,140,069
Heating Oil	809	61	28,105.50	250	19	14,818.77	-559	-42	-13,287
Propane	784	47	29,848.15	1,100	67	58,309.03	315	19	28,461
TOTAL	500,556	21,308	14,318,690	526,513	21,679	17,855,189	25,957	371	3,536,500

Report Takeaways

- The City of Kingston’s 2022 annual corporate GHG emissions are 8% lower than in 2018 but show a 1.8% increase compared to 2021. This rise in emissions is partly attributed to the resurgence of municipal operations following the pandemic, as the four-year trend of annual GHG emissions presented in Figure 1 indicates.

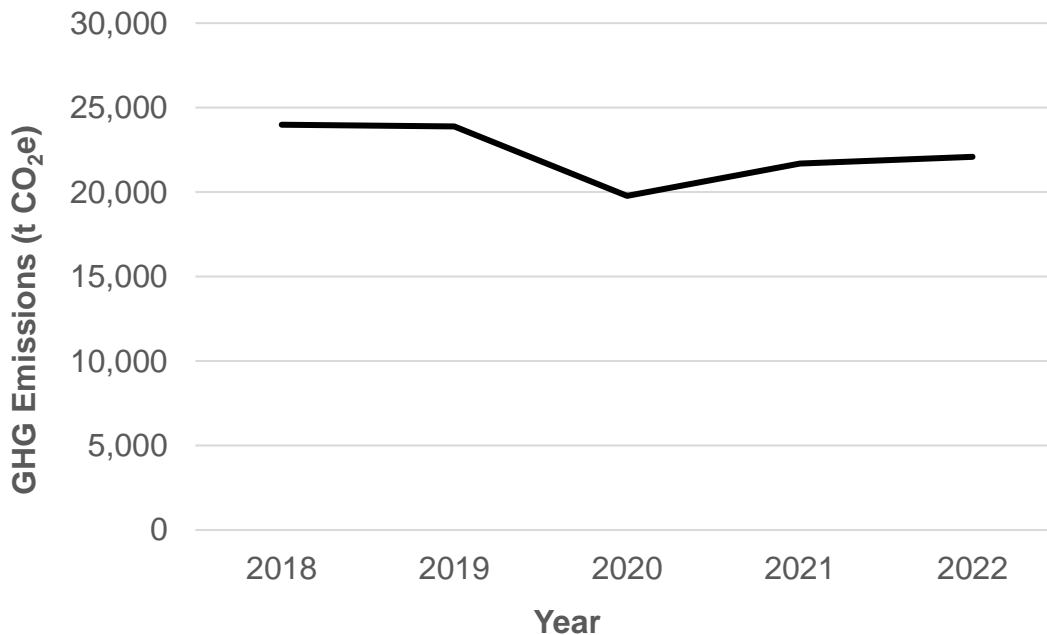


Figure 1. Annual total GHG emissions at the corporate scale from 2018 to 2022. Emissions in 2022 are 8% lower than in 2018.

- Despite the number of municipal buildings increasing, leading to an 8% rise in emissions from Facilities compared to 2021, energy consumption per square foot has actually decreased among all City-owned and operated buildings over time. In 2018, the average GHG footprint for buildings operated by facilities was approximately 3.2 kg CO₂e/ft² and in 2022 that footprint was only 2.76 kg CO₂e/ft². This decrease represents nearly a 13.8% decrease in GHG emissions per area of buildings operated.
- Heating degree days (HDD) saw a near 8% increase from 2021, yet natural gas usage only went up by 3%, and heating oil usage significantly decreased by 69%. This pattern suggests that the City's transition to

alternative heating solutions and improvements in building energy efficiency are beginning to have a measurable effect.

- While cooling degree days (CDD) fell by 18% from the previous year, electricity consumption increased by around 10%. GHG emissions from electricity only increased by about 8%, further illustrating the impact of shifting heating methods to electricity, coupled with the lower GHG emissions associated with electrical power—meaning that increases in electrical use are not resulting in proportional increases in GHG emissions.
- Although there was a 69% decrease in heating oil usage, the cost of heating oil only fell by 47%. This gap highlights the rising costs of fossil fuels and underscores the economic benefits of shifting away from such fuels, beyond the advantage of GHG reduction.
- The transportation and transit sectors remain the largest contributors to corporate emissions, accounting for 56% of the total. Yet, there was a marginal decline in emissions from gasoline and diesel, by 1.6% and 0.14% respectively.
- For the first time, transportation data from the Geotab Telematics Platform was utilized, with 329 City vehicles providing detailed operational insights. This data enabled the application of specific emission factors, which refined the transportation emissions estimate to be approximately 4% lower than previously calculated. As more vehicles are added to the platform in coming years, the accuracy of GHG estimates will improve, enhancing future planning and strategy development.
- Analysis from the Geotab data also identified significant fuel savings potential by transitioning to more efficient vehicles. The average fuel consumption of gasoline vehicles was 20.78 L/100 km, compared to just 6.43 L/100km for hybrids. By converting the current fleet of gasoline vehicles to hybrids, the City could realize a fuel use reduction of nearly 60%. Moreover, the granularity of data gathered from the Geotab Platform doesn't only allow for a more accurate assessment of GHG emissions, but it also enables the City to make more informed decisions regarding sustainability and to strategically address climate change challenges.

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Cover photo: By Andrew MacKinnon - Own work, CC BY-SA 3.0, <https://commons.wikimedia.org/w/index.php?curid=206641>

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City of Kingston Corporate GHG Inventory Report – 2022 – Supplemental Information

November 13, 2023

Prepared By:
Greenscale Inc.
Nathan C. Manion

Prepared For:
City of Kingston
Julie Salter-Keane, Manger, Climate Leadership



1. Wastewater & Water Sector Methods

Consumption data for electricity and natural gas for the years 2021 and 2022 were provided by the Utilities Kingston for buildings associated with wastewater and water management services. This data was converted into energy usage, measured in gigajoules (GJ), following the conversion factors outlined by the Canada Energy Regulator (CER 2022). Greenhouse gas emissions, quantified in tonnes of CO₂ equivalent (tCO_{2e}), were calculated using the emission factors for natural gas and electricity as indicated for the years 2021 and 2022 in the National Inventory Reports (ECCC 2022; ECCC 2023). Emission factors for all energy sources are listed in Appendix 1.

Expenditure data for natural gas and electricity in 2021 and 2022 were also provided by the City. The average cost per kilowatt-hour for electricity and per cubic meter for natural gas, as determined from the bills of wastewater and water utilities, was applied to calculate expenditures for other sectors where specific expenditure data was not available.

2. Facilities Sector Methods

Consumption data for electricity, natural gas, fuel oil, and propane in 2021 and 2022 were provided by Utilities Kingston for all buildings and streetlights under municipal management. This consumption data was converted into energy usage (GJ) using the conversion standards from the Canada Energy Regulator (CER 2022). Greenhouse gas emissions, quantified in tonnes of CO₂ equivalent (tCO_{2e}), were determined using emission factors for natural gas and electricity from the National Inventory Reports for the respective years (ECCC 2022; ECCC 2023). Expenditure estimates for natural gas and electricity for 2021 and 2022 were derived using calculations from the wastewater and water sector methods. Total area of all facilities buildings was also provided.

3. Street light Sector Methods

Electricity consumption data for streetlights in 2021 and 2022 was provided by the City of Kingston. This data was transformed into energy use (GJ) based on energy conversion factors from the Canada Energy Regulator (CER 2022), and greenhouse gas emissions (tCO_{2e}) were assessed using emission factors from the National Inventory Reports for the respective years (ECCC 2022; ECCC 2023). The expenditure for streetlight electricity was derived using the average electricity price calculated for the wastewater and water sector.

4. Transportation Methods

The City of Kingston supplied data on total diesel and gasoline consumption for the municipal fleet for the years 2021 and 2022. Additionally, information on electricity usage from electric vehicle (EV) charging stations with dedicated meters was provided. An estimate of the share of electricity consumed by EV chargers connected to the meters of City-owned facilities was also made available. This consumption data was translated into energy usage (GJ) using conversion factors from the Canada Energy Regulator (CER 2022). Greenhouse gas emissions (tCO_{2e}) were deduced by applying emission factors from the National Inventory Reports corresponding to 2021 and 2022 (ECCC 2022; ECCC 2023). Expenditure data for gasoline and diesel was directly provided by the city. For EV charging in 2021 and 2022, expenditures were estimated using the average price per kWh extracted from the city's electricity billing information.

5. Waste Methods

For the corporate inventory, the established emission factor of 0.5 tonnes of CO₂ equivalent (tCO_{2e}) per tonne of waste was utilized. This factor is consistent with the one previously applied in community inventories. Additionally, it was assumed that 0.5 tonnes of waste is generated per employee.

6. Reporting Methods

This section refers to the findings detailed in Table 1 and Table 2 within the Corporate GHG Inventory Report. Table 1 organizes emissions data by sector, revealing the sectors with the highest emissions impact. Conversely, Table 2 details the emissions associated with each sector by the type of energy source utilized. The greenhouse gas emissions totals presented in Table 1 of the Corporate GHG Inventory Report are slightly higher than those in Table 2. This is because Table 1 encompasses emissions from the Waste sector, which primarily originate from biological processes leading to methane generation, as opposed to emissions generated from consuming energy resources such as natural gas or electricity, which are accounted for in Table 2.

7. Future Methodological Recommendations

- The existing approach to estimating waste emissions applies a uniform emission factor across all waste types generated by the City. To improve the accuracy of the City's waste emissions profile, it is advised that the waste emissions methodology be refined by initiating comprehensive tracking of both the volume and the variety of waste produced. This will allow for the application of distinct emission factors tailored to each waste category, yielding a more precise representation of the City's waste-associated greenhouse gas contributions.

Appendix 1. GHG Emission Factors used and their sources.

Emission Source	Unit	2021	2022	Sources
Electricity	g CO ₂ e/kWh	30.00	30.00	ECCC 2023, IESO 2021
Natural Gas	g CO ₂ /m ³	1888	1921	ECCC 2023
	g CH ₄ /m ³	0.037	0.037	
	g N ₂ O/m ³	0.035	0.035	
	g CO ₂ e/m ³	1899	1932	
Light Fuel Oil	g CO ₂ /L	2753	2753	ECCC 2023
	g CH ₄ /L	0.026	0.026	
	g N ₂ O/L	0.031	0.006	
	g CO ₂ e/L	2763	2755	
Propane	g CO ₂ /L	1515	1515	ECCC 2023
	g CH ₄ /L	0.027	0.027	
	g N ₂ O/L	0.108	0.108	
	g CO ₂ e/L	1548	1548	
Gasoline	g CO ₂ /L	2307	2307	ECCC 2023
	g CH ₄ /L	0.210	0.210	
	g N ₂ O/L	0.660	0.660	
	g CO ₂ e/L	2509	2509	
Diesel	g CO ₂ /L	2681	2681	ECCC 2023
	g CH ₄ /L	0.140	0.140	
	g N ₂ O/L	0.082	0.082	
	g CO ₂ e/L	2708	2708	

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**City of Kingston
Information Report to Council
Report Number 24-013**

To: Mayor and Members of Council
From: Desirée Kennedy, Chief Financial Officer & City Treasurer
Jennifer Campbell, Commissioner, Community Services
Resource Staff: Ruth Noordegraaf, Director of Housing & Social Services
Date of Meeting: January 9, 2024
Subject: Options for Support of Affordable Housing and Homelessness
Initiatives

Council Strategic Plan Alignment:

Theme: Council requests

Goal: 1.1 Promote increased supply and affordability of housing.

Executive Summary:

At the September 5, 2023 Council meeting, Council passed a motion requesting an Information Report to Council by January 2024 summarizing all financial tools and options that could be applied to the 2024 budget to leverage specific funding dedicated to affordable housing and homelessness. This report provides Council with the requested information.

Recommendation:

This report is for information only.

January 9, 2024

Page 2 of 8

Authorizing Signatures:

ORIGINAL SIGNED BY CHIEF

FINANCIAL OFFICER & CITY TREASURER

**Desiree Kennedy, Chief
Financial Officer & City
Treasurer**

ORIGINAL SIGNED BY COMMISSIONER

**Jennifer Campbell,
Commissioner, Community
Services**

ORIGINAL SIGNED BY CHIEF

ADMINISTRATIVE OFFICER

**Lanie Hurdle, Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

Paige Agnew, Commissioner, Growth & Development Services	Not required
Neil Carbone, Commissioner, Corporate Services	Not required
David Fell, President & CEO, Utilities Kingston	Not required
Peter Huigenbos, Commissioner, Major Projects & Strategic Initiatives	Not required
Brad Joyce, Commissioner, Infrastructure, Transportation & Emergency Services	Not required

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Options/Discussion:**Background**

In order to address affordable housing and homelessness needs, it is important to identify and leverage a variety of tools and funding options that will support the continued investment in this Council strategic priority. In that regard, on September 5, 2023, Council passed the following motion:

Whereas City Council endorsed initiatives to address affordable housing and homelessness within its 2023-2026 strategic plan; and

Whereas affordable housing and homelessness initiatives require significant investments which have been primarily funded through the Municipal Capital Reserve Fund and other provincial and federal governments programs as applicable; and

Whereas it is important to for the City to consider various options and tools to continue to significantly support affordable housing and homelessness initiatives; and

Whereas as of July 1, 2023, the Mayor has special powers and duties under Part VI.1 of the Municipal Act, 2001 that cannot be delegated and include to prepare the budget and present it to Council;

Therefore Be It Resolved that Council direct staff to bring an information report to Council by January 2024 summarizing all financial tools and options, including a special levy, that could be applied in whole or in part, through Mayoral Decision, to the 2024 budget to leverage specific funding dedicated to affordable housing and homelessness.

Analysis

This report identifies below a number of funding strategies that can support necessary investment in housing and homelessness prevention initiatives over the current Council term. Funding strategies include both operational investments such as rent supplements as well as capital investments that contribute to the construction of additional affordable units. It is important to note that although capital investment for the creation of additional affordable units is critical, it usually takes a few years from approval to occupancy to allow for the planning and construction process. Operating investments such as portable housing benefits can create access to affordable units at a faster pace as it uses existing residential stock. It is important for the City to invest in both streams.

2024–2027 Operating Budgets Investments

The 2024-2027 operating budgets include ongoing investment in affordable housing, social housing and homelessness initiatives from both municipal and upper-level government funding sources.

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[Report Number 23-112](#) provides an overview of the annual funding allocations from upper-level government funding programs for the 2023-2025 program years including the Canada-Ontario Community Housing Initiative (COCHI), the Ontario Priorities Housing Initiative (OPHI) and the Homelessness Prevention Program (HPP). The table below provides a high-level breakdown of the housing and homeless programs and associated operational funding sources from the approved 2023 budget.

Additional information about participation rates and criteria for these programs is provided through quarterly updates to the Housing and Homelessness Advisory Committee, the most recent of which was received by the Committee on December 14, 2023 ([Report Number HHC-24-004](#)).

It is important to note that in addition to the operational funding captured in the table below, that capital funding is often invested both municipally and at higher levels of government to bring emergency shelter, supportive and transitional housing online.

Program	Number	Municipal Investment	Provincial Investment	Federal Investment
Rent Geared to Income	1,518 units	\$7.4M operating	-	\$1.2M
Portable Housing Benefits	138 units	\$659K operating	-	-
Rent Supplements	408 units	\$3.7M operating	\$466K (HPP)	\$529K
Supportive and Transitional Housing Supports	268 spaces	\$614K operating	\$827,500 (HPP)	-
Emergency Shelter Services	216 beds	\$1.3M operating	\$3.4M (HPP)	-
Community Outreach & Support Services	8 programs	\$729K operating	\$3.8M (HPP)	-
COCHI/OPHI (funding to Service Managers to protect affordability by supporting repair/renewal of existing social housing supply)	30 funding agreements	-	\$952K OPHI	\$1.39M COCHI Combined Provincial/Federal Funding
Totals		\$14.4M	\$9.4M	\$3.1M

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Early last year, the provincial government confirmed an HPP funding allocation of \$8,766M for the 2023-2024, 2024-2025 and 2025-2026 fiscal years. This is an increase in annual funding of just over \$3,8M from previous years. The additional HPP funding will help to support an increased level of homelessness supports. In 2023, these supports included an expansion of emergency shelter beds, extended hours of daytime services and a new street outreach initiative.

As part of the 2023 approved operating budget, Council added a one-time special tax levy of 0.7% to support ongoing homelessness services and supportive housing initiatives. These funds, totalling approximately \$1.7M, have been incorporated into the 2024 operating budget and will continue to provide annual funding to support ongoing homelessness services and supportive housing initiatives.

Due to the late timing of the increased HPP funding allocation for 2023, as noted above, and in order to maximize the use of the provincial funding, it is projected that approximately \$1.5M of unspent municipal funds in 2023 will be available to be carried forward for future use. As part of the year end reporting process, staff will be recommending that these funds be moved into a dedicated reserve to support future funding requirements for Housing and Homelessness initiatives which could be either operating or capital investments.

Staff continue to review operational needs in the coming years to ensure that necessary emergency services such as, but not limited to, street outreach, prevention and diversion services, emergency shelter, housing first services and rental assistance remain available while ongoing and newly initiated preventive, supportive operations are also supported.

15-year Capital Plan Investments

The 15-year capital plan currently includes \$10M over the next five years to invest in additional affordable housing units, with funding from both municipal capital reserve funds and grant funding sources.

The Government of Canada, by way of the Canada Mortgage & Housing Corporation, released the Housing Accelerator Fund (HAF), a \$4 billion investment intending to create at least 100,000 new housing units across the country. The HAF program provides funding based on the number of new housing units projected to receive residential building permits beyond an established baseline for Kingston of 1,000 units per year; the City's application commits to meeting a housing target of 1,470 per year. [Report Number 23-172](#) provides additional information on the HAF action plan and related initiatives.

A component of the HAF funding can be used for affordable housing purposes (i.e. construction of affordable housing, acquisition of land or buildings for affordable housing). The 2024 capital budget includes \$4.0M of anticipated HAF funding for affordable housing purposes.

The 2024 capital budget also includes funding of \$2.5M under the Canada/Ontario Community Housing and Ontario Priorities Housing Funding Initiatives. Staff continue to monitor grant opportunities that will support affordable housing and homelessness initiatives.

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For historical context, Report Number 24-004, "Development Analysis Over Past Three Years and Potential Impact on Precarious Housing, Homelessness and Vacancy Rate", which is being presented to Council on January 9, 2024, on the same agenda as this report, provides a comprehensive summary of the housing and homelessness projects completed from 2020 to 2022. The report identifies the completion of 97 housing solutions of various project types including homelessness accommodations, transitional and supportive housing, and affordable housing, as well as 237 affordable housing and transitional units which received City support that are currently in progress or are anticipated to start construction soon. The report also notes various emergency shelter solutions that came online between 2020 and 2022 to provide additional emergency housing solutions, such as the Integrated Care Hub, Concession Street Centre, Adelaide Street Centre, St. Mary's and Ridley West.

Municipal Tools to Leverage Additional Affordable Housing Funding

Municipalities have limited tools to leverage funds to support both operating and capital investments in affordable housing. The current legislation does not allow municipalities to create a new fee or add to an existing fee to leverage funds for affordable housing such as the Municipal Accommodation Tax to support tourism initiatives. Below are some tools that the City has been utilizing or could implement to leverage more funding to support affordable housing. There is no doubt that ongoing provincial and federal funding is required to fund affordable housing initiatives.

Sale of Surplus Properties

In March 2023, Council received [Report Number 23-043](#) which outlined a housing accelerator initiative intended to expediate the development of new housing. The report provided Council with recommendations on the use and disposition of certain City-owned lands in order to promote the construction of new housing developments and more specifically, to create additional affordable housing units.

As recommended in [Report Number 23-125](#), Council declared two properties (33 Compton Street and 900 Division Street) as surplus to municipal need and gave direction to dispose of the properties for housing purposes with the revenue earned from the disposal to be reinvested into the creation of new affordable housing. The approach to property disposal and creation of affordable housing varies based on the property characteristics and location; however, it is anticipated that there will further opportunities to utilize this approach for additional affordable housing units in the future.

Development Charges

The province introduced Bill 23, the *More Homes Built Faster Act, 2022* to support the construction of new homes, provide support to home buyers, reduce construction costs and fees, and streamline development approvals, all in an effort to contribute to the Province's plan to build 1.5 million homes by 2031. Bill 23 received Royal Assent on November 28, 2022. Part of this legislation focuses on support to affordable housing.

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Bill 23 provides for exemptions from development charges, community benefit charges and parkland dedication requirements for non-profit housing developments, affordable ownership and rental units, as well as for affordable inclusionary zoning units, and attainable housing units (to be defined by future regulation).

Bill 134, the *Affordable Home and Good Jobs Act, 2023*, introduced on September 28, 2023, amended the definition for “affordable residential unit” exemptions under More Homes Built Faster Act. The proposal, if implemented, takes a different approach to defining affordability by focusing on the ability of households to pay, as opposed to looking solely at what the market dictates. The changes, if adopted, will provide discounts and exemptions from development charges, community benefit charges and parkland dedication requirements for those developments which meet the new definition.

Attainable housing units, which are also proposed to be exempt from the above charges, is to be further defined by way of criteria that is yet to be prescribed by regulation.

Municipal Financial Incentives Study

In 2022, Watson & Associates Economists Ltd. were retained to undertake a study to explore potential financial incentives to help facilitate and encourage affordable housing in Kingston. This study was initiated to address the recommendations of the Mayor’s Task Force on Housing Final Report and includes a review of financial tools, including but not limited to, discretionary municipal fee exemptions, discounts or deferrals (such as planning application fees, development charges, parkland dedication fees); land donation or discounting; property tax incentives; capital funding and operating subsidies; community improvement plans; and municipal capital facility agreements and by-laws.

A partial draft of the study was completed; however, with more recent provincial legislative changes, many of the incentive options being reviewed are now being mandated and/or considered by the provincial government. Findings and recommendations of the study will be presented to Council this year.

Assessment Growth

New housing development results in additional assessment growth being added to the assessment roll along with corresponding property tax revenues. Staff regularly monitor assessment growth which is included in the annual operating budget projections based on known building activity. Growth projections will continue to be updated to reflect the targeted increase in the supply of housing as a result of Council’s strategic priorities and other related initiatives. There could be opportunity to allocate a portion of accelerated growth to additional affordable housing initiatives.

Special Tax Levy

The City could consider a special levy to help raise additional funds for affordable housing initiatives. A special tax levy of 1% in 2024 would provide approximately \$2.5M in additional

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funding. It is important to note that special levies tend to be implemented for initiatives that have either a fixed amount to leverage or for a fixed time frame.

Financial Considerations:

Included in the body of the report.

Contacts:

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

Other City of Kingston Staff Consulted:

Amy Gibson, Manager, Housing & Homelessness, Housing & Social Services

Exhibits:

None

By-Law No. _____

A By-Law to provide for the assumption of the public highways in Baycreek Meadows Subdivision, Registered Plan 13M-118, in the City of Kingston, in accordance with section 31(4) of the Municipal Act, Chapter 25, S.O. 2001; and to provide acceptance by the City of Kingston, of the associated public works within.

Passed: _____, 2024

Whereas the owner, Baycreek Development Inc, entered into a Subdivision Agreement with the City of Kingston for Baycreek Meadows Subdivision, registered as Instrument # FC269034 on October 3, 2018;

And Whereas the owner, Baycreek Development Inc, has completed the construction of the associated public works for Baycreek Meadows, Registered Plan 13M-118, based on the subdivision agreement dated October 3, 2018, including the streets and the appurtenances thereto in accordance with the terms of the subdivision agreement and any subsequent amendments thereto;

And Whereas the subdivision agreement provides for acceptance of these works in whole or in part by the Municipality upon satisfactory completion subject to certain provisions for maintenance as laid out in the subdivision agreement;

And Whereas the streets in Baycreek Meadows Subdivision as shown on Registered Plan 13M-118 are dedicated as public highways and are now vested in the City of Kingston;

And Whereas Section 31, Chapter M45 of the Municipal Act, R.S.O. 2001 provides for the assumption of public highways.

Now Therefore the Council of the Corporation of the City of Kingston enacts as follows:

1. That Council authorize the Director of the Engineering Department to issue a "Preliminary Certificate of Approval of the Works" to accept the associated public works which service Baycreek Meadows Subdivision, Registered Plan 13M-118.

2. That Berkshire Drive, as established as a public highway in Baycreek Meadows Subdivision, Registered Plan 13M-118, be assumed by the Municipality under Section 31(4), of the Municipal Act, Chapter 25, S.O. 2001.

Given all Three Readings and Passed:

Janet Jaynes
City Clerk

Bryan Paterson
Mayor