



**City of Kingston
Report to Council
Report Number 24-114**

To: Mayor and Members of Council
From: Paige Agnew, Commissioner, Growth & Development Services
Resource Staff: Tim Park, Director, Planning Services
Date of Meeting: March 19, 2024
Subject: Deeming By-Law to De-register Plan of Subdivision

Council Strategic Plan Alignment:

Theme: 1. Support Housing Affordability

Goal: 1.1 Promote increased supply and affordability of housing.

Executive Summary:

The following report outlines the purpose and effect of a recommended by-law to de-register Blocks E, EE, G, GG & GGG on Registered Plan 1592 (the “Deeming By-Law”) from the property known municipally as 33 Compton Street.

Section 50(4) of the *Planning Act* allows municipalities to designate any plan of subdivision, or part thereof, that has been registered for eight years or more, not to be a registered plan of subdivision. Registered Plan 1592, that is currently registered on the title of the subject property, was registered on September 5th, 1972.

The property, owned by the City of Kingston, was recently declared surplus and approved for sale by Council as part of a first round of housing accelerator projects ([Report Number 23-043](#)). A plan of subdivision dated from 1972 is currently registered on the title of the property. The Deeming By-Law is required and recommended to remove this outdated plan of subdivision so that the property can be developed as one parcel. To streamline the review of the Deeming By-Law, which is largely administrative in nature, the recommendation before Council is for all three readings of the By-Law to occur on March 19, 2024.

Recommendation:

That “A By-Law to Deem Part of a Subdivision Not to be a Registered Plan of Subdivision (Blocks E, EE, G, GG and GGG, Registered Plan 1592)”, attached as Exhibit A to Report Number 24-114, be presented to Council for three readings.

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	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	Not required

Options/Discussion:

Background

As detailed through a report to Council on March 7, 2023, the subject property at 33 Compton Street was one of two City-owned properties identified for sale as part of the first round of housing accelerator projects to promote the construction of new housing developments and more specifically, to create additional affordable housing units ([Report Number 23-043](#)).

The property forms part of the area evaluated through the Rideau Heights Regeneration Strategy (“RHRS”). The RHRS calls for the subject property to be disposed of for market housing development. The utilization of the lands for market housing is to support a primary objective of the RHRS which includes introducing market housing in an area of the neighbourhood that is primarily comprised of social housing.

In 2021, the land use planning approvals were obtained for Phase 2 of the RHRS, including a draft plan of subdivision and site-specific zoning by-law amendment (File Number D35-004-2018). The draft plan of subdivision includes 33 Compton Street as one lot, and the site-specific zoning enables a range of residential dwelling types on the subject site, including ground-oriented dwellings such as townhouses.

The 1972 plan of subdivision divides the subject property in five separate parcels. The draft plan of subdivision approved for the subject property in 2021 allows for residential intensification on a single parcel, enabling a compatible built form to the surrounding area, and has been evaluated and approved under a contemporary planning policy framework.

As directed by Council on March 7, 2023, the property was listed for sale ([Report Number 23-043](#)). Staff in Business, Real Estate and Environment have identified the need for the deregistration of the 1972 plan of subdivision so that the property can be developed as one lot, as envisioned in the draft plan of subdivision approved for the property (File Number D35-004-2018).

Site Characteristics

The property is approximately 0.57 hectares in area and has frontage on Compton Street and Wilson Street. This property was the location of the former municipally owned and operated Oakwood Preschool and Childcare Centre, which closed in 2013. The building was demolished in 2015 and the property is currently vacant. The surrounding neighbourhood is made up primarily of townhouses and single detached houses.

The subject property is designated Residential in the City of Kingston Official Plan. The subject property is zoned Urban Multi-Residential 4 (URM4) with a Legacy Exception L467 associated with the zoning by-law amendment approved in August 2021 (File Number D35-004-2018). The site-specific zoning approved for the site enables a range of residential dwelling types, such as townhouses, up to a maximum height of four storeys and a maximum permitted density of 60 dwelling units per net hectare.

Existing Policy/By-Law:

The proposed de-registration of the former plan of subdivision was reviewed against the policies of the Province of Ontario and City of Kingston to ensure that the changes would be consistent with the Province's and the City's vision of development. The following documents were assessed:

Provincial

Planning Act
Provincial Policy Statement, 2020

Municipal

City of Kingston Official Plan

Notice Provisions

A Notice of Passing will be provided in accordance with Section 50(29) of the *Planning Act*.

Financial Considerations:

None

Contacts:

James Bar, Manager, Development Approvals, 613-546-4291 extension 3213

Amy Didrikson, Intermediate Planner, Development Approvals, 613-546-4291 extension 3296

Other City of Kingston Staff Consulted:

Saru Bajwa, Land Development Manager, Business, Real Estate and Environment

Exhibits Attached:

Exhibit A A By-Law to Deem Part of a Subdivision Not to be a Registered Plan of Subdivision

By-Law Number 2024-XXX

A By-Law to Deem Part of a Subdivision not to be a Registered Plan of Subdivision (Blocks E, EE, G, GG and GGG on Registered Plan 1592)

Passed: March 19, 2024

Whereas subsection 50(4) of the *Planning Act*, R.S.O. 1990, c. P.13 (the "*Planning Act*"), provides that the council of a municipality may by by-law designate any plan of subdivision, or part thereof, that has been registered for eight (8) years or more, as deemed not to be a registered plan of subdivision for the purposes of subdivision control under subsection 50(3) of the *Planning Act*;

And Whereas the blocks listed below are on Registered Plan 1592, which was registered in the Land Registry Office for the Registry Division of Kingston and Frontenac on September 5th, 1972;

Therefore Be It Resolved That the Council of The Corporation of the City of Kingston hereby enacts as follows:

1. Blocks E, EE, G, GG and GGG on Registered Plan 1592, as more particularly shown on Schedule "A" attached to this By-Law, are hereby deemed not to be a registered plan of subdivision for the purposes of subsection 50(3) of the *Planning Act*.
2. This By-Law shall come into force and take effect on the date that it is registered in the Land Registry Office by the Clerk of the Municipality.

Given all Three Readings and Passed: March 19, 2024

Janet Jaynes
City Clerk

Bryan Paterson
Mayor



Planning Services

Schedule 'A' to By-Law Number

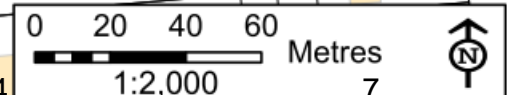
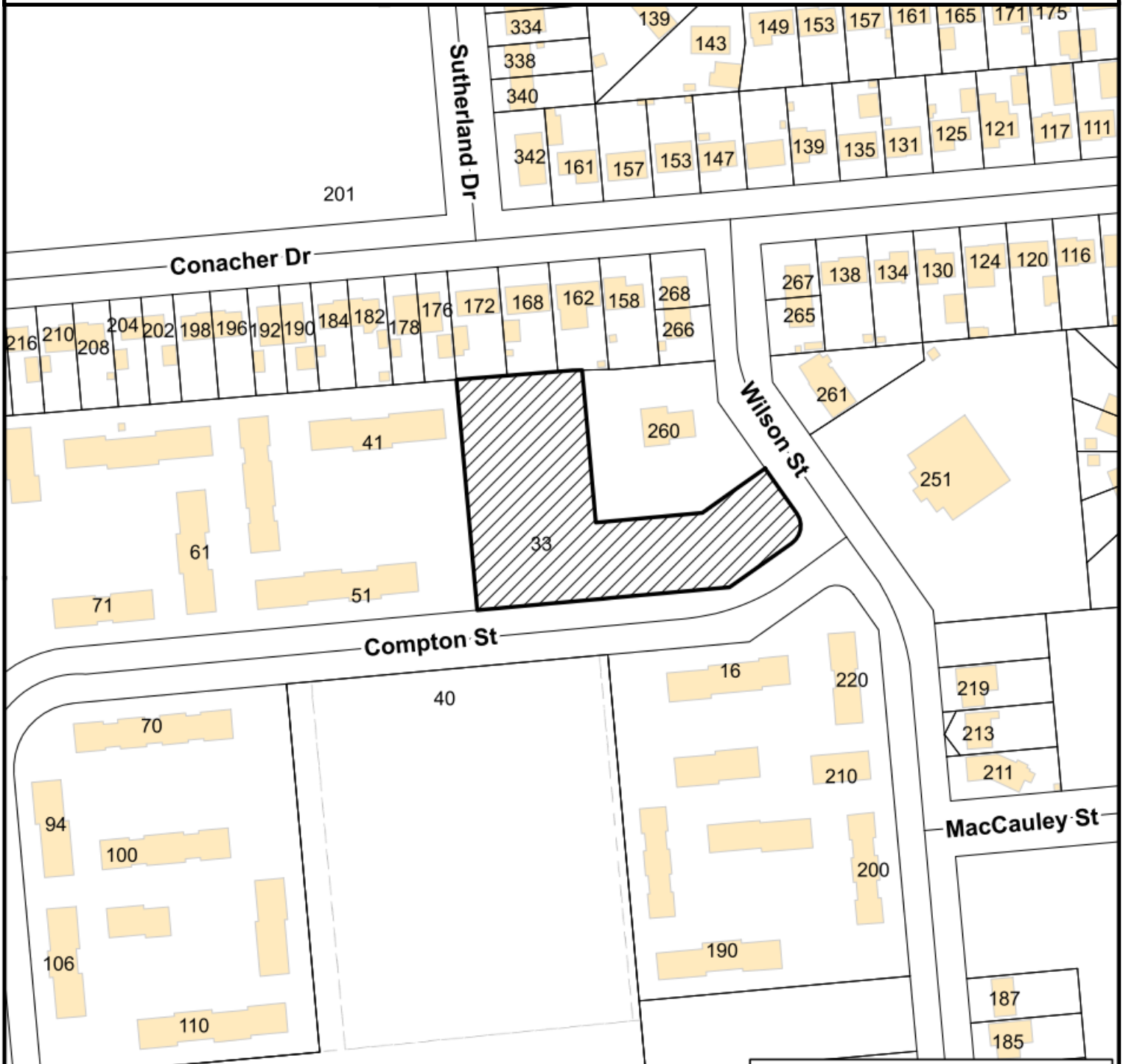
Address: 33 Compton Street

Lands Subject to the Deeming By-law

Certificate of Authentication

This is Schedule 'A' to By-Law Number _____, passed this _____ day of _____ 2024.

Mayor Clerk



Prepared By: Ichu
Date: Aug-30-2023

Council Meeting 10 March 19, 2024

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**City of Kingston
Report to Council
Report Number 24-109**

To: Mayor and Members of Council
From: Paige Agnew, Commissioner, Growth & Development Services
Resource Staff: Brandon Forrest, Director, Business Real Estate & Environment
Date of Meeting: March 19, 2024
Subject: Brownfield Initial Study Grant for Property Comprised of 55 Rideau, 5 Ordnance, and 292-294 Wellington Streets

Council Strategic Plan Alignment:

Theme: 1. Support Housing Affordability

Goal: 1.1 Promote increased supply and affordability of housing.

Executive Summary:

This report is being brought forward pursuant to an application made by the agents of the owner of the property comprised of 55 Rideau, 5 Ordnance and 292-294 Wellington Streets and recommends that Council approve a Brownfield Initial Study Grant in an amount not to exceed \$20,000. The Initial Study Grant is a component of the City's Brownfield Community Improvement Plan, intended to assist developers in assessing the environmental condition of their property and, if needed, developing remediation plans before remediation and redevelopment, and to support additional applications to the brownfield program that may be made at a later date. The property is within Brownfield Project Area 1A, as approved by Council in March 2013 ([Report Number PC-13-028](#)), and is therefore eligible to apply for the Initial Study Grant.

Estimates provided indicate that the proposed Phase II Environmental Site Assessment (ESA) work will cost up to \$40,000 for the property. The property is eligible for a maximum Initial Study Grant amount of \$20,000 which represents 50% of anticipated costs and is the maximum amount available through the Initial Study Grant program. If approved, the \$20,000 grant will be

paid to the applicant once the study is completed, and reports have been provided to the City to the satisfaction of the Environment Director. This report also recommends the passing of a by-law to permit the Initial Study Grant to be paid out upon completion of the required elements.

Sufficient budget exists within the 2024 operating budget should the grant payment be due in 2024.

This report is time sensitive in that the applicant may not incur costs toward the planned brownfield work until Council's decision has been provided and, as such, all three readings of the by-law are requested.

Recommendation:

That Council approve the application for an initial study grant for the development property comprised of 55 Rideau, 5 Ordnance and 292-294 Wellington Streets up to \$20,000 made pursuant to the Brownfield Community Improvement Plan - Brownfields Project Area 1A; and

That the City Treasurer be authorized to issue the grant payment, to the applicant at the time payment is requested, subject to satisfactory review of required documentation by the Environment Director; and

That the by-law, attached as Exhibit A to Report Number 24-109, to provide an Initial Study Grant for the property comprised of 55 Rideau, 5 Ordnance and 292-294 Wellington Streets be given all three readings.

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 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

Options/Discussion:

Brownfield Initial Study Grant Program

The Initial Study Grant component of the Brownfield financial incentives program provides grants for Phase II Environmental Site Assessments (ESA), Remedial Action Plans and Site-Specific Risk Assessments, with a maximum of two studies per property and a total grant of no more than 50% of actual costs, up to a maximum total grant amount of \$20,000. The program is designed to fund studies for potentially contaminated brownfield properties within the City of Kingston's Brownfield Community Improvement Plan Project Areas. To date, there have been no other applications for Initial Study Grants in 2024.

Application for an Initial Study Grant

An application for up to \$20,000 in Initial Study Grant funding has been received from King's Town Development Corporation for their property comprised of 55 Rideau, 5 Ordnance and 292-294 Wellington Streets. The recommended funding will assist the applicant in completing a Phase II Environmental Site Assessment (ESA) report which is required as part of the process of remediating environmental contamination and obtaining a Record of Site Condition (RSC) that is required to redevelop the property. The property is not in tax arrears and the application satisfies the criteria of the City of Kingston's Community Improvement Plan Program - Brownfield Project Area 1A for Initial Study Grant funding. Staff from the Business, Real Estate & Environment Department have reviewed the application and recommend the approval of the grant funding as described within this report. Under the terms of the Initial Study Grant program, the applicant is required to provide the City with a copy of the completed Phase II ESA report, as well as demonstration of actual costs incurred, prior to the release of a grant payment. A Phase II ESA is required in order to determine the scope, and eligibility for other components of the Brownfield Community Improvement Plan Program that the owner may make application for later if needed.

The subject application is for the approval of an Initial Study Grant only. It does not in any way commit the City to any other financial incentives of the Brownfields program, or to any planning or heritage approvals that may be required before site development can proceed. The owner may apply for additional assistance under the Brownfields program but only following the completion of the Phase II ESA study being considered in this report, and subject to approval of a separate application and report to City Council.

Applicant's Property and Planned Redevelopment

The applicant's property is a 0.75-acre parcel located in the North Kingstown district with frontages on Rideau, Ordnance and Wellington Streets. The property currently houses two commercial buildings and vacant lands with former uses consisting of auto servicing, boat repairs, retail, and a potential dry-cleaning operation.

Initial assessments of the property indicate a potential for legacy contamination given its age, location and past uses. An RSC supported by a Phase I and Phase II Environmental Site

Assessments is required by Ontario law to allow conversion of the property from its current commercial uses to a new residential use (high rise residential with community amenity space).

Estimates provided by the applicant's environmental consultant have indicated that the Phase II ESA work will cost up to \$40,000. Based on the estimate provided, the owner is eligible for an Initial Study Grant of 50% of actual costs up to \$20,000 - the maximum allowed by the Initial Study Grant program.

Eligibility of Costs

Eligible costs for Phase II ESA work can be recovered through the Initial Study Grant program only if incurred by the owner following approval of the application by City Council. Eligible costs for assessment and remediation work planning which are not recovered through the Initial Study Grant program may be recovered by the owner through the Brownfield Financial Tax Incentive Program (BFTIP) and the Tax Increment Rebate Grant Program (TIRGP) if those applications are approved by City Council.

This report recommends approval of the requested Initial Study Grant and a by-law (Exhibit A) for the purpose of enacting the Initial Study Grant.

The applicant may not incur recoverable costs until Council has fully approved the application and so, to avoid an administrative delay, all three readings of the by-law are requested.

Existing Policy/By-Law

City of Kingston Brownfield Community Improvement Plan

Financial Considerations

Approval of the application will oblige the City to pay the applicant up to \$20,000 upon their successful completion of a Phase II ESA report and submission of documentation of costs incurred. Completion of the report and payment of the grant is expected in 2024.

The approved 2024 operating budget for the Business, Real Estate & Environment Department contains \$40,000 dedicated to Brownfield Initial Study Grants. No applications for initial study grants have been approved in 2024 and so sufficient funds remain to cover the cost of the recommended grant approval in 2024.

If shown to be required by the Phase II ESA, an application for brownfield financial benefits to assist in the environmental remediation of the property may be made later and if received, will be presented to City Council for consideration of further benefits.

Contacts:

Paul MacLatchy, Environment Director, 613-546-4291 extension 1226

Other City of Kingston Staff Consulted:

Alan McLeod, Deputy Director, Legal Services

Exhibits Attached:

Exhibit A A By-Law to Approve a Brownfield Initial Study Grant for the Property Comprised of 55 Rideau, 5 Ordnance and 292-294 Wellington Streets

By-Law Number 2024-XX

A By-Law To Provide an Initial Study Grant Pursuant to the Requirements of the City of Kingston's Brownfield Community Improvement Plan Program for the Property Comprised of Parcels Known As 55 Rideau Street, 5 Ordnance Street and 292-294 Wellington Street

Passed: March 19, 2024

Whereas By-Law Number 2005-40, being "A By-Law to Designate Brownfields Project Areas 1A ,1B & 1C as Community Improvement Project Areas" as amended, pursuant to Section 28(2) of the *Planning Act*, was passed by Council on February 15, 2005; and

Whereas By-Law Number 2005-41, being "A By-Law to Adopt the Community Improvement Plan for Brownfields Project Areas 1A ,1B & 1C" as amended was passed by Council on February 15, 2005; and

Whereas King's Town Development Corporation (the Applicant and the Owner) is the owner of the property known as 55 Rideau Street, 5 Ordnance Street and 292-294 Wellington Street, more specifically described as:

PIN Numbers: 36045-0419, 36045-00167(LT), and 36045-0419(LT)

Part of Lot C, Original Survey and Part of Lots 6 and 11, Registered Plan No. 30, City of Kingston, County of Frontenac

and has applied to the City of Kingston for an Initial Study Grant for this property, in accordance with the Community Improvement Plan and section 365.1 of the *Municipal Act*; and

Whereas the property is located within the Community Improvement Project Area 1A and is eligible for an Initial Study Grant pursuant to section 365.1 of the *Municipal Act*;

Now Therefore the Council of The Corporation of the City of Kingston, pursuant to Section 28 of the *Planning Act*, R.S.O. 1990, and section 106(3) of the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended, enacts as follows:

1. That the Applicant for the property known as 55 Rideau Street, 5 Ordnance Street and 292-294 Wellington Street, Kingston, shall be entitled to receive an Initial Study Grant of 50% of eligible costs as described within the City of Kingston's Brownfield Community Improvement Plan and not to exceed \$20,000; and
2. That this By-Law does not constitute approval of any future application to the Brownfield Community Improvement Plan Program; and
3. That this By-Law and the associated approval or payment of the Initial Study Grant does not constitute a municipal partnership in the redevelopment and the City is not assuming any management, care or control of the project by virtue of providing any grants assistance through the Brownfields Community Improvement Plan Program; and
4. That this By-Law may be amended from time to time to incorporate other aspects of the Brownfields Community Improvement Plan Program that may become applicable to the subject property; and
5. That this By-Law shall come into force and take effect on the date of its passing.

GIVEN ALL THREE READINGS AND PASSED: March 19, 2024

Janet Jaynes,
City Clerk

Bryan Paterson,
Mayor



**City of Kingston
Report to Council
Report Number 24-103**

To: Mayor and Members of Council
From: Craig Desjardins, Director, Office of Strategy, Innovation & Partnerships
Resource Staff: Don Aldridge, Health Innovation Lead
Date of Meeting: March 19, 2024
Subject: Health Innovation Kingston (HIYGK) Update- Continued Use of Portsmouth Town Hall to Support Start-up Businesses

Council Strategic Plan Alignment:

Theme: 5. Drive Inclusive Economic Growth

Goal: 5.3 Diversify Kingston's economic base.

Executive Summary:

The purpose of this report is to provide Council with an update on the Health Innovation Kingston (HIYGK) project and request that Council allow the continued use of the Portsmouth Town Hall as a business incubator for health innovation / life science sector firms.

The HIYGK project received a \$3 million grant from FedDev Ontario to fund a 3.5-year collaboration of seven community partners and the City of Kingston with the goal of developing new health sector companies in Kingston; ensuring that existing Kingston health sector companies thrive; and attracting new health sector companies to our community. Over the course of this grant funded project, 200+ new jobs have been created (on a target of 100); over 50 companies have been actively engaged; and 15 new companies have been established in Kingston.

As part of the project, the City of Kingston has contributed the use of the Portsmouth Town Hall as a facility to host new, local and recently attracted health and life science sector companies. Companies such as Hülpr, Neuma, and Indoc Research have used to space to support the growth of their firms and have “graduated” out to other locations in the city. PapEasy and Smart Biomedical are two new firms that hope to use the facility as they scale their businesses in Kingston.

While this grant expires on March 31, 2024, work is in progress, as identified in Council’s Strategic Plan, to secure the second phase of grant funding to explore life science and health innovation project opportunities that support the public good.

Recommendation:

That Council approve the continued use of the Portsmouth Town Hall, 623 King Street West, Kingston, Ontario, as a business incubator for the Kingston health and life sciences innovation ecosystem and offer Rent-free space to start-ups; and

That the Director, Business, Real Estate and Environment be authorized to execute agreements for the use of the Portsmouth Town Hall, on behalf of the City of Kingston, in a form satisfactory to the City Solicitor, for a period of 2 years (April 1, 2024, through March 31, 2026).

Authorizing Signatures:

ORIGINAL SIGNED BY DIRECTOR

Craig Desjardins
Director, Strategy, Innovation & Partnerships

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	p.p. <input checked="" type="checkbox"/>
Jennifer Campbell, Commissioner, Community Services	<input checked="" type="checkbox"/>
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	Not required

Options/Discussion

The \$3 million, Health Innovation Kingston (HIYGK) project, 100% funded by a FedDev Ontario grant, has enabled the integration of Kingston's health innovation ecosystem and is now in its final month. The City of Kingston, and seven community project partners, have formed a collaborative team with Kingston's health and life sciences sector companies growing the number (over 50 companies were involved in HIYGK with 15 being created over the life of the project) and overall employment (200+ new jobs have been created on a FedDev target of 100). The project has exceeded all project targets. An extension of funding has been requested from FedDev to act as a bridge to a larger follow-on health and life sciences proposal in development.

The current HIYGK consortium consists of:

- Kingston Health Sciences Centre (KHSC)
- St. Lawrence College (SLC)
- Kingston Economic Development
- The Queen's Centre for Advanced Computing (CAC)
- Queen's Partnerships and Innovation (QPI)
- The Dunin-Deshpande Queen's Innovation Centre (DDQIC)
- Queen's Ingenuity Labs
- The City of Kingston

Highlights of HIYGK include:

Each of the eight HIYGK partners has contributed to the overall success of the project in their own way; a few examples include:

- The DDQIC has developed the Build2Scale Health Bootcamp – a flexible, part-time accelerator program for entrepreneurial teams who are responding to unmet needs in the health sector. Teams must be comprised of at least two co-founders.
- The DDQIC has also created the Grow Rural Health Program that specifically looks for entrepreneurs with innovative ideas and solutions to improve the health landscape in rural communities. The program includes mentorship, financial support and a network of people that guide the ventures to success.
- The Kingston-Syracuse Pathway (KSP), led by QPI and Kingston Economic Development, has been reinvigorated and is now predominately a health and life sciences innovation program. This April 9th is Kingston's turn to host the annual KSP Conference – over 100 people are expected to attend.
- Through St. Lawrence College's Spark Program local companies have received go-to-market planning assistance; help in designing promotional materials, including videos; and overall mentoring.

- The CAC’s primary role has been to develop software applications for companies that include: Caddie Health, Hülpr, Spectra Plasmonics, WEMA, PapEasy, Nephron Health, Dynamiris, and LenSense; as well as providing Infrastructure-as-a-Service (IaaS) for Waive-the-Wait.

Portsmouth Town Hall Utilization

Throughout the HIYGK project the Portsmouth Town Hall has been utilized as a landing site/incubator that has been a critical component in the success of several companies. The intent of the program is to provide companies with free office space as they get established, with the expectation that over time, they will be able to move out making room for others.

Hülpr and Neuma have been the primary tenants so far – their stories are highlighted below. Indoc Research has also taken advantage of the facilities, primarily as site for in-person team meetings for their local work-from-home team. Indoc is a Toronto-based health analytics company who now has a four-person footprint in Kingston.

In January of this year, Hülpr moved to a larger site to accommodate their amazing growth. They credit having had access to Portsmouth Town Hall as being critical to their success.

Neuma is “graduating” and will be moving out at the end of March making space for Smart Biomedical. Smart Biomedical is an early stage (pre-revenue) venture founded by four surgeons from Kingston Health Science Centre that design better medical devices, starting with their patented “Smart Drain” that replaces traditional chest tubes.

PapEasy, also highlighted below, is scheduled to move into the Town Hall in April/May of this year. The Town Hall will act as their North American headquarters for sales and distribution.

Having access to the Portsmouth Town Hall has been an important element of the HIYGK program and has allowed the City to leverage FedDev funds based on the in-kind market value of the Town Hall.

Individual Success Stories:

The HIYGK project has involved dozens of companies. Below are short overviews of several companies representing the development of new hardware technology; a new approach for low-cost high-throughput computing; a new health services company; an industry/academia partnership; and a new approach to treating Post Traumatic Stress Disorder (PTSD).

I – Spectra Plasmonics

Spectra Plasmonics was founded by three Queen’s students and came out of the Dunin-Deshpande Queen’s Innovation Centre Build2Scale program just prior to HIYGK. Using hand-held Raman Spectrometry technology, they have developed a device that allows for rapid field

testing of the street drugs that are fueling the opioid epidemic. The Spectra solution detects “contaminants” in street drugs, such as fentanyl, alerting the user to the increased risk and thus reducing the number of drug overdoses, emergency room visits, and deaths. Organizations focused on harm reduction are their primary market – safe injection sites, and first responders such as EMS and Police are early potential customers. Spectra has, at various stages, been supported by each of the eight HIYGK partners providing: business consulting and mentorship; product packaging and design services; regulatory compliance and patent guidance; and software development services. They have engaged in a City-funded field evaluation process with the support of the Integrated Care Hub (ICH) and as a result have expanded the range of their testing along with their accuracy. A second-generation device was recently launched providing better results at a significantly lower cost. Today the company has their first half dozen customers and is poised for rapid growth. As a result of contacts made via the Kingston-Syracuse Pathway they have closed their first US sale. Spectra Plasmonics is a home-grown success.

II – Distributive Corp.

Distributive is a local software company led by a former Royal Military College professor. At the core of their offering is an easy-to-use set of tools that allow their clients to harness the unused power of existing computers to perform computationally intensive calculations. Most personal computers are idle most of the time – the Distributive software kicks in when a computer is idle and utilizes these free computing cycles. When the “owner” of the computer wants to resume using their machine, it is instantly available for them. This is of value to hospitals who, aside from being strapped for funding, are also reluctant, for security reasons, to allow any data to leave their internal computer systems. Distributive also develops hospital-specific applications including a surgical block-scheduling system called Osler that optimizes the use of operating rooms. Osler is now in use in half a dozen hospitals in Ontario.

III – Hülpr

Hülpr (pronounced “helper”) has as its mission “helping people remain in their own homes longer”. They started as a patient transport service that picks clients up at their homes and takes them to their medical appointments. What differentiates Hülpr is that they remain with their clients during their appointment(s) providing an added level of personal care that many people, especially seniors, need. All their “drivers” are trained personal support workers (PSWs) or former nurses. In 2020 Hülpr consisted of the two founders, a part time driver, and one van. Three years later the company has approximately 33 custom vans and over 40 employees. They recently moved to significantly larger facilities that are better able to accommodate their rapid expansion.

Their business model is expanding to include added home services that range from something as simple as changing a light bulb for a resident through to coordinating major home repairs.

Hülpr@Home will provide a range of services needed to keep their clients remain independent, safe and healthy in their own home, and to provide their family with peace of mind. This new phase is being field tested now.

IV – WEMA & PapEasy Collaboration

WEMA (Women's Health Equity through Mobile Approaches) is a company founded by Dr. Karen Yeates from Queen's, focused on eradicating death from cervical cancer. Much of WEMA's past work has occurred in the third world where cervical cancer is a leading cause of death amongst women. WEMA is now applying their skills in Ontario.

PapEasy is a medical device company which is revolutionizing how Pap tests are performed. Their handheld device is minimally invasive and is designed for use both in a physician's office and for home screening for HPV and cervical cancer.

WEMA and PapEasy are launching a pilot program open to all women in the Kingston region to screen for HPV and cervical cancer at Providence Care Hospital starting this April – this is especially important as we face a paucity of family physicians resulting in many women not receiving potentially life-saving screening. The PapEasy testing kit requires only one sample for both screenings and is ultimately intended to be used in the privacy of your own home.

V – NEUMA – The Centre for Social Wellness

Neuma is an experiential learning centre dedicated to empowering individuals through the advancement of their emotional well-being using psychedelics (not used at the Town Hall however) and integrative living practices. They were born out of a shared vision to create an organization where people can explore alternative ways to heal, grow, and feel supported along their journey. Through this vision they are dedicated to advancing a more compassionate approach to the way we view our overall health and wellbeing – and it starts with something new.

Over the past two years Neuma has worked with St. Lawrence College to develop micro-credential courses to train therapists in the use of psychedelics for such things as the treatment of PTSD. They have also worked with the Queen's Psychedelics Research Collaborative.

Financial Considerations

Funds for the operation of the Portsmouth Town Hall are including in existing budgets. There are no additional costs anticipated as part of the use of this facility to support health and life science firms.

Contacts:

Craig Desjardins, Director, Strategy, Innovation & Partnerships, 613-929-1758

Other City of Kingston Staff Consulted:

Don Aldridge, Health Innovation Lead, Strategy, Innovation & Partnerships

Brandon Forrest, Director, Business, Real Estate & Environment

Exhibits Attached:

None



**City of Kingston
Report to Council
Report Number 24-097**

To: Mayor and Members of Council
From: Jennifer Campbell, Commissioner, Community Services
Resource Staff: Danika Lochhead, Acting Director, Arts & Culture Services
Date of Meeting: March 19, 2024
Subject: Update - 2025 Creative City Summit in Kingston

Council Strategic Plan Alignment:

Theme: 3. Build an Active and Connected Community

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

Executive Summary:

The purpose of this report is to provide an update to Council on the Creative City Summit in Kingston in 2025, hosted by the City of Kingston, and to seek Council's direction to enter into the necessary agreements to support the Kingston Summit.

The City of Kingston, through the Arts & Culture Services and Heritage Services departments, is a member of the Creative City Network of Canada (CCNC), a national non-profit organization made up of municipalities, organizations and individuals working to support cultural development in their communities. CCNC facilitates knowledge-sharing professional development in the field of local cultural policy, planning and research. Every year CCNC works with a host city to deliver a Creative City Summit, that brings together representatives from municipalities, arts organizations, provincial and federal government agencies and others to meet and share ideas, connect, and work together to build vital infrastructure for arts and cultural development in Canada. The Summit also creates an opportunity to spotlight the host city, raising its profile through promotion and features on the CCNC website and bringing a higher recognition of how the municipality values arts, heritage and culture.

In March 2019, the City of Kingston submitted a bid to host a Creative City Summit in 2023 or 2024. Due to the pandemic, the Summit schedule changed and Kingston is now set to host on October 7-9, 2025. As host city, the City of Kingston will be required to enter into a Letter of

Agreement with the CCNC and provide one-time financial and in-kind support to the Summit. Budget to support the Kingston Summit is anticipated to be up to \$50,000.

Recommendation:

That Council authorize the Commissioner of Community Services or their delegate to review, approve and execute all necessary documents and agreements with the Creative City Network of Canada or other relevant service providers to host the Creative City Summit in Kingston on October 7-9, 2025, in forms satisfactory to the Director of Legal Services and within the anticipated budget of \$50,000; and

That Council approve funding of up to \$50,000 from the Working Fund Reserve towards the 2025 Creative City Summit in Kingston.

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	

Options/Discussion:

The City of Kingston is set to host a Creative City Summit on October 7-9, 2025, which will highlight Kingston's arts, heritage and culture sectors and communities to other cities, municipal cultural workers, and cultural groups and organizations. It will also showcase the City of Kingston's continued investment and support of cultural development while increasing Kingston's profile as a culturally vibrant City.

Background

The City of Kingston has been a member of the CCNC since 2011 and has participated annually in the Creative City Summits, both as attendees and panelists, leading various peer-to-peer sessions. The City has also been involved in other CCNC initiatives including the Public Art Network, sharing best practices and learnings from public art programs across Canada and assisting CCNC in its public art engagement and programming, and the Cultural Statistics Strategy that sources and compiles invaluable data on culture's economic and qualitative impacts within Canada.

The City of Kingston has also been recognized by CCNC, receiving Awards of Excellence at its Summits for initiatives such as *Engage for Change*, the City project that worked to re-frame the relationship between Indigenous/First Peoples and non-Indigenous people in Kingston – especially as it relates to history, knowledge and culture, and for public art projects such as *Manidoo Ogigtigan (Spirit Garden)* by Terence Radford that commemorates the historical and contemporary ties between Alderville First Nation and the Katarokwi/Kingston region, and creates an intimate gathering space for reflection, ceremony and teaching.

Analysis

The CCNC will be responsible for the overall delivery of the Kingston Summit. The role of the City of Kingston at a high-level is to ensure that the Summit reflects the local community and context, and showcases arts, heritage and cultural highlights of Kingston. The host municipality also plays a key coordination role to help confirm venues and hotels, support sponsorship opportunities, coordinate with the Summit Planning Committee on programming and schedule, organize the Welcome Reception for delegates and local guests and coordinate the local Study Tours. During the Summit, the City plays a hands-on role to provide event staffing support.

Planning for the Kingston Summit will be led primarily by two City departments; Arts & Culture Services that includes the Special Events Office and Heritage Services, and will be supported by Strategy, Innovation and Partnerships, specifically the sponsorship team, as well as the Equity, Diversity and Inclusion Office. A City staff member will be assigned the lead role as the host municipality coordinator, with support from the management team and other staff as required.

Planning is underway for the Creative City Summit in Kingston, and staff from CCNC will be visiting Kingston in April 2024 to review key venues including hotels, the Welcome Reception site and Study Tour locations. The City will work with Tourism Kingston through its Conference

Planner and Event Resources staff and will collaborate on the creation of a video that showcases Kingston as the destination for the 2025 Summit, which will premiere at the 2024 Creative City Summit in Vancouver in October.

To formalize the partnership between the City and CCNC to host the 2025 Creative City Summit in Kingston, the City will need to enter into an Agreement with CCNC that outlines the roles and responsibilities of all parties and outlines the financial contributions of the City in support of the Summit.

Financial Considerations:

The City of Kingston, as the host municipality, is required to contribute financial support to the Creative City Summit in Kingston, to cover costs associated with the Welcome Reception, Study Tours and local artistic animation, as well as promotional materials that highlight Kingston as the destination for the 2025 Summit.

Staff are recommending that the City of Kingston contribute up to \$50,000 to the Creative City Summit in Kingston, to be funded from the Working Fund Reserve.

In-kind support will also be provided by the City that includes staff time in the planning of the Summit and onsite support during the Summit.

Contacts:

Danika Lochhead, Acting Director, Arts & Culture Services, 613-546-4291 extension 1277

Other City of Kingston Staff Consulted:

Kevin Gibbs, Director, Heritage Services



**City of Kingston
Report to Council
Report Number 24-069**

To: Mayor and Members of Council
From: Paige Agnew, Commissioner, Growth & Development Services
Resource Staff: Julie Salter-Keane, Manager, Climate Leadership
Date of Meeting: March 19, 2024
Subject: Signing the Montréal Pledge – Cities United in Action for Biodiversity

Council Strategic Plan Alignment:

Theme: 2. Lead Environmental Stewardship and Climate Action

Goal: 2.3 Maintain the City's natural heritage and environmental assets.

Executive Summary:

Council's 2023-2026 Strategic Plan includes a commitment to establish a strategy for protecting and enhancing biodiversity in the city, by reviewing models such as the Montréal Biodiversity Pledge, defining existing initiatives and identifying additional actions based on the international framework of Sustainable Development Goals. This report proposes that the City of Kingston becomes a signatory city of the Montréal Pledge and that staff use the CitiesWithNature registry to track the City's progress towards the fifteen actions of the Montréal Pledge.

The Montréal Pledge, inspired by the Global Biodiversity Framework, is an opportunity for communities to declare their intention to contribute to the global initiative. It sets out 15 tangible actions to coordinate biodiversity conservation efforts locally and to inform collaborative and inclusive decision-making processes. These 15 actions are summarized in three broad categories:

1. Reduce threats to biodiversity;
2. Share benefits of biodiversity; and

3. Create solutions through cross-cultural governance, management and education.

To become a signatory to The Montréal Pledge requires either an official letter from the Mayor or the adoption of a City Council resolution to this effect.

There are no requirements associated with becoming a signatory city of The Montréal Pledge. All commitments made under the Pledge are voluntary and there is no requirement for annual reporting or progress tracking.

Signatory cities may choose to track their progress towards the 15 Pledge commitments by registering and using the [CitiesWithNature](#) Action Platform. Staff is recommending that the City of Kingston tracks its progress on the [CitiesWithNature](#) registry.

Recommendation:

That the Mayor be authorized to sign and submit a letter of support to the City of Montréal for the City of Kingston to become a signatory of The Montréal Pledge; and

That Council direct staff to register and track the City of Kingston's progress towards the Montréal Pledge on the CitieswithNature Registry, an international platform highlighting the commitments and initiatives undertaken by cities to promote greening and biodiversity protection.

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	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	
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required

Options/Discussion:

Background

First ratified in 1992 at the Earth Summit held in Rio de Janeiro, Brazil, The Convention on Biological Diversity of the United Nations (CBD) is an international agreement for the conservation of biological diversity that is now ratified by 193 countries (or 'Parties'), including Canada. In the language of the United Nations, a Convention is an international agreement, or treaty, and the governments who sign it are called Parties to the Convention.

In recognition that the conservation of biodiversity is a common concern for all humankind, the overall objective of the CBD is to encourage actions which will lead to a sustainable future for human life. Parties not only agree to meet the goals of the Convention, but from then on, together, they work out and agree on the ways and means to meet those goals. Parties are expected to make National Plans for their own country and to work together to find ways to preserve biodiversity across regions and worldwide.

The CBD's governing body is the Conference of the Parties (COP). This ultimate authority composed of all governments (or Parties) that have ratified the CBD meets every two years to review progress, set priorities and commit to new work plans. Observers representing cities, local authorities, indigenous and local communities, non-governmental organizations, academic institutions, press and media and even some youth also attend.

As host city to COP15 (Fifteenth meeting of the COP to the CBD), the Mayor of Montréal issued a challenge to cities across the world to make a commitment to protecting biodiversity, known as The Montréal Pledge. Specifically, the challenge invites cities to commit to 15 tangible actions towards pursuing and accelerating their efforts to preserve ecosystems and biodiversity in their region. Signatory cities of the Montréal Pledge are expected to demonstrate leadership and to act to protect biodiversity.

Currently, 61 major cities from across the world have already committed to the Montréal Pledge, including Paris, France; London, United Kingdom; Berlin, Germany; Sydney, Australia; Buenos Aires, Argentina; and Boston, USA, among many others. Many Canadian cities have also signed the pledge including Windsor, Ontario; Vancouver, British Columbia; Toronto, Ontario; Mississauga, Ontario; Hamilton, Ontario; Halifax, Nova Scotia and of course, Montréal, Québec.

Discussion

Becoming a Signatory to The Montréal Pledge

To become a signatory to The Montréal Pledge requires either an official letter from the Mayor or the adoption of a City Council resolution to this effect.

Signatories are asked to commit to the following 15 tangible actions as illustrated in Exhibit A:

Reducing Threats to Biodiversity

1. Integrate biodiversity into territorial and regulatory planning.
2. Restore and rehabilitate ecosystems and their connectivity.
3. Conserve existing natural environments through protected areas and other effective and equitable measures.
4. Ensure the conservation and recovery of vulnerable species, both wild and domestic, and effectively manage their interactions with humans.
5. Control or eradicate invasive alien species to eliminate or reduce their impacts.
6. Reduce pollution from all sources to levels that do not adversely affect biodiversity, ecosystem functions or human health.
7. Aim to eliminate plastic waste.
8. Aim to reduce pesticide use by at least two-thirds.
9. Contribute to climate change mitigation and adaptation measures through ecosystem-based approaches.

Sharing the Benefits of Biodiversity

10. Aim to ensure that urban agriculture, aquaculture, and forestry zones are accessible, sustainably managed and contribute to food security.
11. Prioritize nature-based solutions to protect against extreme weather events and hazards and to regulate air and water quality.
12. Increase the amount of green and blue spaces and improve equitable access to them.

Solutions, Governance, Management and Education

13. Integrate biodiversity into governance frameworks and public policies, and increase financial resources allocated to its conservations and sustainable use.
14. Through citizen education and participation, help ensure that people and businesses are encouraged to make responsible choices toward biodiversity and have the resources and knowledge to do so.
15. Ensure the equitable and effective participation of Indigenous peoples and local communities in decision-making and in the process of knowledge acquisition and transmission.

After becoming a signatory, cities are invited to voluntarily track their progress towards the 15 Pledge commitments by registering and using the [CitiesWithNature](#) Action Platform. [CitiesWithNature](#) is recognized by the CBD in its Plan of Action on Subnational Governments,

Cities and Other Local Authorities for Biodiversity (2021-2030) 3 as the place where cities should monitor and report on their voluntary commitments.

City of Kingston's Ongoing Work to Support Biodiversity

As illustrated in Exhibit B, Kingston is currently engaged in a variety of pilot programs, ongoing projects and strategic initiatives that align with the Montréal Pledge.

Requirements of The Montréal Pledge

There are no requirements associated with becoming a Signatory City of The Montréal Pledge. All commitments made under the Pledge are voluntary and there is no requirement for annual reporting or progress tracking.

Signatory cities may choose to track their progress towards the 15 Pledge commitments by registering and using the 'CitiesWithNature' Action Platform. Staff is recommending that the City of Kingston tracks its progress on the CitiesWithNature registry.

In becoming signatory to the Montréal Pledge, the City of Kingston would be formally committing to continuing its work supporting and protecting biodiversity. While the City of Kingston is already undertaking projects and developing policies supporting many of the commitments of the Montréal Pledge, explicitly working toward its stated goals as a signatory will provide a rubric against which our progress can be judged, and a road map for improvement in areas where more can be done.

Pledging to meet the commitments of the Montréal Pledge represents a positive environmental vision for the City of Kingston that will directly and positively impact our local environment now and into the future, building further resilience to the effects of a changing climate.

Existing Policy/By-Law

Kingston's Strategic Plan 2023-2026

Financial Considerations

There are no direct or immediate financial impacts associated with the recommendations of this report and there is no fee for joining the [CitiesWithNature](#) registry. Budget will be required to undertake and develop a biodiversity conservation strategy. The scope of the planning and related costs will be reviewed by staff and will be brought forward to Council as part of future annual budgeting.

Contacts:

Julie Salter-Keane, Manager, Climate Leadership 613-546-4291 extension 1163

Other City of Kingston Staff Consulted:

Brandon Forrest, Director, Business, Real Estate and Environment

Luke Follwell, Director, Engineering Services

Tim Park, Director, Planning Services

Brodie Richmond, Manager, Environment Operations and Programs

Karen Santucci, Director, Public Works and Solid Waste

Exhibits Attached:

Exhibit A The Montréal Pledge, Cities United in Action For Biodiversity

Exhibit B Summary of existing City of Kingston initiatives that address one or more of the 15
 Montréal Pledge commitments

THE MONTREAL PLEDGE CITIES UNITED IN ACTION FOR BIODIVERSITY



Cities are at the forefront in observing biodiversity loss and being impacted by its effects. As local governments, they are also well placed to take rapid, concrete action to halt this decline.

At the COP-15 conference on biodiversity, taking place in Montréal from December 7 to 19, 2022, the countries of the world will adopt the Post-2020 Global Biodiversity Framework. As this major event approaches, Montréal Mayor and ICLEI Global Ambassador for Local Biodiversity Valérie Plante is calling on cities to continue and accelerate their actions towards protecting biodiversity and ecosystems.

Cities are invited to commit to 15 concrete actions, in coherence with the Post-2020 Global Biodiversity Framework. These actions are also coherent with the CitiesWithNature initiative and the C40 Urban Nature Accelerator.

With this strong commitment, the signatory cities of the Montréal Pledge will demonstrate the leadership and ambition of cities around the world to act swiftly and influence their partners to do the same, in order to reverse the trend and protect our biodiversity.

REDUCE THREATS TO BIODIVERSITY

- 1 Integrate biodiversity into territorial and regulatory planning
- 2 Restore and rehabilitate ecosystems and their connectivity
- 3 Conserve existing natural environments through protected areas and other effective and equitable measures
- 4 Ensure the conservation and recovery of vulnerable species, both wild and domestic, and effectively manage their interactions with humans
- 5 Control or eradicate invasive alien species to eliminate or reduce their impacts
- 6 Reduce pollution from all sources to levels that do not adversely affect biodiversity, ecosystem functions or human health
- 7 Aim to eliminate plastic waste
- 8 Aim to reduce pesticide use by at least two-thirds
- 9 Contribute to climate change mitigation and adaptation measures through ecosystem-based approaches

SHARE THE BENEFITS OF BIODIVERSITY

- 10 Aim to ensure that urban agriculture, aquaculture and forestry zones are accessible, sustainably managed and contribute to food security
- 11 Prioritize nature-based solutions to protect against extreme weather events and hazards and to regulate air and water quality
- 12 Increase the amount of green and blue spaces and improve equitable access to them

SOLUTIONS, GOVERNANCE, MANAGEMENT AND EDUCATION

- 13 Integrate biodiversity into governance frameworks and public policies, and increase financial resources allocated to its conservation and sustainable use.
- 14 Through citizen education and participation, help ensure that people and businesses are encouraged to make responsible choices toward biodiversity and have the resources and knowledge to do so
- 15 Ensure the equitable and effective participation of Indigenous peoples and local communities in decision-making and in the process of knowledge acquisition and transmission

THE MONTREAL PLEDGE In order to inspire other cities to follow in taking bold action for biodiversity, Pledge signatory cities will be invited to voluntarily track their progress towards the Pledge commitments on the [CitiesWithNature Action Platform](#), a platform recognized by the [CBD](#) to report on cities' commitments to global biodiversity target.

Summary of existing City of Kingston initiatives that address one or more of the 15 Montreal Pledge commitments. *

Reducing Threat to Biodiversity

Pledge #	Pledge Description	City of Kingston Program or Ongoing Project
1	Integrate biodiversity into territorial and regulatory planning.	<ul style="list-style-type: none"> • Official Plan • Upcoming development of a Natural Heritage Study (Strategic Priority 2.3.1) • Upcoming development of a Biodiversity Strategy (Strategic Priority 2.3.2)
2	Restore and rehabilitate ecosystems and their connectivity.	<ul style="list-style-type: none"> • Waterfront Master Plan
3	Conserve existing natural environments through protected areas and other effective and equitable measures.	<ul style="list-style-type: none"> • Official Plan • Review of the Tree By-law
4	Ensure the conservation and recovery of vulnerable species, both wild and domestic, and effectively manage their interactions with humans.	<ul style="list-style-type: none"> • Upcoming development of a Biodiversity Strategy (Strategic Priority 2.3.2)
5	Control or eradicate invasive alien species to eliminate or reduce their impacts.	<ul style="list-style-type: none"> • Identify option to reduce impacts of invasive species in 2026
6	Reduce pollution from all sources to levels that do not adversely affect biodiversity,	<ul style="list-style-type: none"> • Climate Leadership Plan

Pledge #	Pledge Description	City of Kingston Program or Ongoing Project
	ecosystem functions or human health.	
7	Aim to eliminate plastic waste.	<ul style="list-style-type: none"> • Solid Waste Strategy
8	Aim to reduce pesticide use by at least two-thirds.	
9	Contribute to climate change mitigation and adaptation measures through ecosystem-based approaches.	<ul style="list-style-type: none"> • Climate Leadership Plan • Goal to increase the Tree canopy to 30% by 2030 • Inclusion of green infrastructure in municipal right-of-ways (Strategic Priority 2.3.4)

Share the Benefits of Biodiversity

Pledge #	Pledge Description	City of Kingston Program or Ongoing Project
10	Aim to ensure that urban agriculture, aquaculture and forestry zones are accessible, sustainably managed and contribute to food security.	<ul style="list-style-type: none"> • Upcoming development of a forestry Management strategy • Pilot little forest project(s) on public lands, first one on Seniors Association Property • Community Gardens, Pollinator Gardens & Boulevard Gardening
11	Prioritize nature-based solutions to protect against extreme weather events and hazards and to regulate air and water quality.	<ul style="list-style-type: none"> • Development of a Climate Change Adaptation Plan (Strategic Priority 2.2.1) • Inclusion of green infrastructure in municipal right-of-ways (Strategic Priority 2.3.4)
12	Increase the amount of green and blue spaces and improve equitable access to them.	<ul style="list-style-type: none"> • Community Trees in Trust Program

Solutions, Governance, Management and Education

Pledge #	Pledge Description	City of Kingston Program or Ongoing Project
13	Integrate biodiversity into governance frameworks and public policies, and increase financial resources allocated to its conservation and sustainable use.	<ul style="list-style-type: none"> • Climate Leadership Plan • Strategic Plan 2023-2026 • Climate Lens
14	Through citizen education and participation, help ensure that people and businesses are encouraged to make responsible choices toward biodiversity and have the resources and knowledge to do so.	<ul style="list-style-type: none"> • Neighbourhood Climate Action Champions • Kingston Community Climate Action Fund • Community Gardens, Pollinator Gardens & Boulevard Gardening • Climate Leadership Plan • Neighbourhood Tree Program
15	Ensure the equitable and effective participation of Indigenous peoples and local communities in decision-making and in the process of knowledge acquisition and transmission.	<ul style="list-style-type: none"> • Community Gardens & Boulevard Gardening • Climate Leadership Plan

*not intended to be a comprehensive list of all Municipal projects, but rather a short-list of the Municipal initiatives that directly relate to one or more of the 15 pledge commitments.



**City of Kingston
Report to Council
Report Number 24-101**

To:	Mayor and Members of Council
From:	Jennifer Campbell, Commissioner, Community Services
Resource Staff:	Danika Lochhead, Acting Director, Arts & Culture Services
Date of Meeting:	March 19, 2024
Subject:	Renewal of the Service Level Agreement between the City of Kingston and the Kingston Arts Council

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 Arts Council (KAC).

Since 2012, the City of Kingston has entered into an SLA with the KAC on an annual basis. These agreements include financial support transferred to the KAC 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 Arts & Culture Services Department's operating budget.

In 2023, the KAC received \$143,885 in funding through their SLA with the City, which included an operating grant of \$124,385, as well as \$19,500 for the KAC's support in the Mayor's Arts Awards. As a core component of their 2023 agreement, the KAC administered the 2023 City of Kingston Arts Fund (CKAF) and developed the Plan for Administration for the 2024 CKAF, approved by Council at its meeting on January 9, 2024 ([Report Number ARCP-24-005](#)).

They also provided key support for the Mayor's Arts Awards program that recognizes achievement and impact in the arts through the commissioning of five profile videos. The KAC submitted the required Interim Report in December 2023 (Exhibit A) that provides an overview

of all the KAC's activities over the past year. The report has been reviewed by staff who are satisfied that the KAC has met its obligations as required by the 2023 SLA. The Interim Report is also supplemented by the KAC's 2022-2023 Annual Report (Exhibit B) that reports on the work of the KAC and tracks the impact of programs including CKAF.

The renewal of the SLA in 2024 will include several deliverables, notably the administration of the 2024 CKAF Operating and Project Grants, the provision of professional development opportunities related to arts, culture, public art and creative industries, and support for the 2024 Mayor's Arts Awards program. It is proposed that the 2024 SLA include a 2% inflationary increase over the 2023 SLA operating funding. The total proposed SLA funding for 2024 is \$146,373, which includes \$126,873 as operating funding and \$19,500 to continue to support the KAC's participation in the Mayor's Arts Awards program. The SLA also includes the total City funding to be allocated through CKAF as Operating and Project Grants, which totals \$612,790. These amounts have been included as part of the 2024 Arts & Culture Services operating budget.

In tandem with the renewal of the SLA, Council is also asked to appoint two Councillors to participate as ex-officio, non-voting members for the jury meetings specific to the CKAF Operating and Project Grant programs. At the jury meetings, the Councillors and staff provide, upon request, broader community perspectives and information on the City of Kingston objectives for the CKAF program.

Recommendation:

That the Mayor and Clerk be authorized to execute a Service Level Agreement between the City of Kingston and the Kingston Arts Council that identifies the services to be provided by the Kingston Arts Council 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 \$146,373 from the Arts & Culture Services Department's 2024 operating budget to support the Kingston Arts Council and the services identified as part of a Service Level Agreement between the City of Kingston and the Kingston Arts Council in 2024; and

That Council approve the release of \$612,790 from the Arts & Culture Services Department's 2024 operating budget to be distributed as City of Kingston Arts Fund Operating and Project Grants, as per the Council-approved Plan for Administration; and

That Council appoint Councillor _____ and the Acting Director, Arts & Culture Services, or designate to participate in the City of Kingston Arts Fund Operating Grants jury meeting scheduled for May 22, 2024, from 9:00 am – 4:00 pm; and

That Council appoint Councillor _____ and the Acting Director, Arts & Culture Services, or designate to participate in the City of Kingston Arts Fund Operating Grants jury meeting scheduled for May 23, 2024, from 9:00 am – 4:00 pm.

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	

Options/Discussion:

The existing 2023 SLA between the City of Kingston and the KAC expires on March 31, 2024, and requires Council's approval to renew; a process that happens on an annual basis since this relationship was formalized in 2012.

Background

The SLA between the City and the KAC provides key support to the KAC and outlines deliverables that align with the City's priorities and the KAC's mandate to function as a professional arts service organization that provides services and administers funding to artists, arts groups and arts organizations, in support of arts projects, programming, exhibitions and more that benefit the Kingston community. The City's support for the KAC is critical and enhances organizational capacity to secure additional funding opportunities through the Ontario Arts Council and other funding bodies.

A major component of the SLA is the KAC-led administration of the CKAF that is arms-length from the City. The KAC has administered this program since it was first established in 2007, and every year the KAC renews the CKAF Plan for Administration, works with and provides support to grant applicants, delivers grant writing professional development opportunities, does outreach to increase awareness of CKAF, coordinates peer jury review meetings, ensures City funding is distributed to grant recipients, and leads impact reporting of the CKAF program. City Council is engaged in the CKAF process by approving the Plan for Administration every year, approving the total CKAF funding to be made available to grant recipients as determined through the peer jury process, and participating in the jury meetings as non-voting, ex-officio members. Final CKAF recommendations and awarded grant amounts are presented to City Council in July for ratification.

Analysis

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

- Manage the 2024 City of Kingston Arts Fund that includes the following:
 - Administer the Operating and Project Grant programs as per the Plan for Administration approved by Council, and based on the approved 2024 CKAF funding totaling \$612,790;
 - Pursue strategies and professional development opportunities to increase the profile of the CKAF, as well as its continuing growth and success that includes targeted efforts to attract an increased number of applications from across the community;
 - Oversee the application process, receive submissions, coordinate the jury and adjudication process, and distribute the grants; and
 - Promote and raise awareness of the impact of the City's investment in the arts through the CKAF and increase the profiles of grant recipients.

- Provide quarterly CKAF reports to track administration and financial activity;
- Participate in the City-led review of the City of Kingston Arts Fund, to be completed in Q3 2024;
- Plan for the 2025 CKAF, pending results and recommendations from the City-led review;
- Support the 2024 Mayor's Arts Awards program, including support for the nominations process and promotion of the awards event ceremony and award recipients, that includes creating five profile videos; and
- Support sector development through the provision of targeted professional development and training opportunities for professional artists, arts professionals and arts organizations, in alignment with Arts & Culture Services strategies and priorities.

As in previous years, the SLA will include language specifically related to the management and expenditure of the funding the KAC receives. It will also outline requirements related to reporting that includes providing quarterly reports as well as a year-end, Interim Report and a 2023-2024 Annual Report. The SLA will also include general terms and conditions typical of all such agreements the City of Kingston uses when entering partnerships with external organizations like the KAC.

With Council's approval to renew the City of Kingston's SLA with the KAC, staff will meet with representatives of the KAC Board and administrative staff to review the outcomes of the 2023 SLA and to discuss any alterations, changes and/or additions that need to be made to finalize the 2024 SLA. 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 the KAC through a SLA on an annual basis aligns with several recommendations originally identified in the Kingston Culture Plan approved by Council in September 2010. It also helps to fulfill various City-approved strategies as well as Council's Strategic Priorities.

Financial Considerations

Funding for the KAC in 2024 was included as part of the approved 2024 operating budget for the Arts & Culture Services Department. The total funding is \$146,373, which includes \$126,873 as operating funding and \$19,500 to support the KAC's participation in the Mayor's Arts Awards program. That funding will be paid out in two installments that include: (1) 25% to be paid out when Council approves the renewal of the SLA between the City of Kingston and the KAC; and (2) 75% to be paid out when the 2024 SLA has been signed by both parties.

The funding to support the CKAF Operating and Project Grants in 2024 totaling \$612,790 will also be issued once the SLA has been signed by both parties and is required to be held in a separate, interest-bearing account under the terms of the SLA. Any interest earned will be reinvested into the grant program.

Contacts:

Danika Lochhead, Acting Director, Arts & Culture Services, 613-546-4291 extension 1277

Exhibits Attached:

Exhibit A - Interim Report December 2023

Exhibit B - 2022-2023 Annual Report

Interim Report on the Activities of the Kingston Arts Council

22 December 2023

Danika Lochhead
Acting Director, Arts & Culture Services
City of Kingston
216 Ontario Street
Kingston, ON K7L 2Z3

Dear Danika,

We wish to thank you, Colin, and the City of Kingston for your ongoing support of the Kingston Arts Council (KAC) and continued investment in vital programs and services which support the arts sector in Kingston. Please find our year-end report on our activities in 2023, submitted as per the Service Level Agreement (Section 10) between the City of Kingston and the KAC. This report provides updates on the work described in Sections 2, 3, 4, 6, and 7 of the SLA, as well as an overview of the KAC's services and programs in 2023.

City of Kingston Arts Fund

In 2023, the City of Kingston Arts Fund (CKAF) was administered with only minor updates made to the program and Plan for Administration. As reported in the City of Kingston [Report Number ARCP-23-001](#), these updates included: dates, deadlines, and language; an addition in the Introduction and Overview to note the additional funding administered in 2021; and new language to reflect current policies and procedures for "lead applicants" in the creation of grant agreements. Following two years of impactful changes, the KAC opted to maintain the status quo with regards to CKAF administration in 2023 in preparation for the City-led CKAF Review.

Operating and Project Grant applications were launched on 8 February 2023, with a deadline of 13 April 2023. The KAC continued to distribute forms, receive applications, and host information sessions and adjudication meetings virtually to maintain consistency for applicants and jurors. The KAC followed its outreach plan, distributing a press release, social media and website promotion, KAC's ArtsBuzz newsletter, and targeted emails. Additionally, the KAC office reopened to the public in March 2023, following the onboarding of our new Executive Director, Nicole Daniels. Reopening the office allowed KAC staff to increase interactions with the public and provide an opportunity for walk-in visits and requests, in addition to offering both in person and virtual meetings for potential applicants.

In 2023, CKAF jurors awarded grants to 100% of eligible applicants, awarding 12 Operating Grants and 16 Project Grants for a combined total of \$619,255 distributed. A total of 12 Operating Grant applications were received, and a total of 19 Project Grant applications were received, with two deemed ineligible and one removed from consideration due to success in the Operating stream. Following the approval of the Report from the Kingston Arts Council on the

Adjudication of Applications to the 2023 City of Kingston Arts Fund, grant recipients were publicly announced on 12 July 2023 via a press release, social media promotion, and on the KAC website, and were celebrated in KAC's ArtsBuzz newsletter. A complete list of recipients and funding amounts can be found on the KAC website.

The KAC has now completed its 2023 annual CKAF review and prepared the 2024 Plan for Administration, which has been approved by the KAC Board of Directors, the Arts Advisory Committee, and the Arts, Recreation, and Community Policies Committee. The Plan will be reviewed by City Council in January, and the program is progressing to launch on schedule. In consideration of the City-led CKAF Review, which is currently underway and anticipated to recommend significant updates to the program in 2025, the KAC did not propose any major changes to the Plan for Administration for 2024. This decision was made in order to maintain stability within the program to best support applicants as we await the recommendations produced via the Review. KAC continues to meet with former, returning, and potential applicants, and to solicit and record feedback from a wide range of community members to be considered through the City-led CKAF Review.

The KAC continues to provide quarterly reports to the City with updates on the progression of the CKAF program and maintains a separate, interest-earning account for CKAF funds.

Mayor's Arts Awards

The KAC again partnered with the City to support the annual Mayor's Arts Awards. This year, videographer Josh Lyon was commissioned by the KAC to produce profile videos for each of the five award recipients. Josh was also required to produce still images for use in the awards ceremony and subsequent promotion.

The process was managed by the KAC, specifically the Executive Director, Nicole Daniels, and the Grants and Programs Coordinator, Violet Tang. The videos were filmed in September and completed for the awards ceremony on 6 November 2023. Production costs were included in the 2023 SLA and the KAC paid Josh Lyon directly upon completion of the project. The KAC promoted the event via social media, the KAC website, and our ArtsBuzz newsletter, and subsequently shared the City's announcement of recipients and celebrated recipients through the same channels. The videos are available on the KAC website and linked through our social media posts and past newsletters.

Programming — City of Kingston Supported

The KAC provided programming in support of CKAF in accordance with the SLA. The Grants & Programs Coordinator, Violet Tang, hosted a CKAF Information Session on 15 March 2023. The CKAF Information Session was hosted virtually via Zoom at no cost for participants, with closed captioning and ASL interpretation provided. The session reviewed the CKAF objectives, funding streams, eligibility criteria, application process and details (including the checklist, application

preparation, key application questions, definitions, supplementary materials, and budget), adjudication process and assessment criteria, timeline, and general grant writing tips. 17 individuals attended and KAC staff were present to support as needed. The CKAF Information Session was promoted through targeted email outreach, KAC's ArtsBuzz newsletter, social media, and the press releases issued during the CKAF launch in February. No programming took place in support of the City's Public Art Master Plan or the Creative Industries Strategy in 2023, but the KAC looks forward to potential collaboration opportunities with the City on these opportunities and the newly approved Music Strategy.

Programming — KAC Programs

The KAC continues to provide programming in support of Kingston area artists, arts organizations, and arts workers. KAC programming aims to create opportunities for networking, collaboration, professional development, and access to much-needed professional resources. Our programs are offered free of charge, and include built-in accommodations and/or the option to request additional accommodations, based on the event. In 2023, the KAC has worked to enhance its presence in the community, and has significantly increased audience engagement.

So far in 2023, we have engaged over 1,620 people – the majority of which are local artists and arts workers – through KAC programs, participation in other programming and events, and open office hours. Some highlights:

- 175 participants have attended KAC events;
- An additional 964 have attended KAC exhibitions, 3 of which were participatory / community-engaged;
- An estimated 430 participants have engaged with KAC at programs and events in which KAC participated, including offsite presentations and a KAC activity booth Skeleton Park Arts Festival;
- KAC has welcomed 5 large group visits, offering an overview of KAC services and information about the broader arts sector, in addition to regular visits from tour groups facilitated by the Tett Centre for Creativity and Learning.

Programming in 2023 includes:

The Art of EDI — 11 September 2023

The Art of EDI, presented by the Kingston Arts Council and Tett Centre for Creativity and Learning in collaboration with KEYS and the Kingston and Area Association of Museums, Art Galleries and Historic Sites, was hosted in person at the Tett Centre on 11 September. The event featured a workshop on inclusive hiring practices from Natalia Martinelli-Luengo (KEYS) and performances, presentations, and a Q&A from artists Erin Ball, Maxime Beauregard, Mance Granberg, Elizabeth Morris, and Theresa Upton. The performances and presentations focused on topics of accessibility, and each artist spoke to their personal experiences and intersectionality, touching on topics of neurodivergence, Indigeneity, Deafness, disability, gender and sexuality. The event was set up to offer and model a variety of access features, including

access notes, relaxed seating and relaxed event atmosphere, a sensory break space, an access table, and ASL interpreters.

UNIT 115 Exhibitions — May 2023–present

Beginning in May 2023, KAC reintroduced UNIT 115 exhibitions — a series of exhibitions and showcases in the small exhibition space at the KAC office. While working to rebuild this program, KAC has focused UNIT 115 exhibitions on community collaborations, exhibitions driven by local arts organizations, and community-engaged projects. To date, we have hosted:

- *75th Anniversary Exhibition*, Kingston Handloom Weavers & Spinners (joint exhibition)
- *Creativity Studio Artists showcase*, Natalie Bohnen-Twiddy, Michelle Reid, Adele Webster, Sasha Jimenez French, Alice Melo, Bethany Garner
- *gather/stretch*, collaboration with Sasha Jimenez French (participatory installation)
- *Pride Quilts*, KSOA x Limestone District School Board (community-engaged project)
- KAC Feedback Activity in UNIT 115 (participatory activity)
- *Ceramics Reconsidered*, Kingston Potters' Guild (joint exhibition)
- *Tett Tree of Life*, collaboration with Tett Centre for Creativity and Learning (participatory installation)
- *IN BETWiN*, Sergio Jaua (community-engaged project)

AGM + Talkback Session — 27 July 2023

The KAC hosted its 2023 Annual General Meeting (AGM) both in person and virtually via Zoom, and expanded the event to include a Talkback Session following the conclusion of the AGM. Members of the public were invited to attend KAC's AGM to learn about what the organization accomplished in 2022-2023, and participate in the Talkback Session where KAC Staff and Board invited and responded to questions and feedback from attendees. A total of 31 community members attended, and discussion and questions spanned a range of key topics for the Kingston arts sector, including: grant opportunities and CKAF funding streams, creation grants, support for digital and XR art, support for dance and performance art, the need for studio space for artists in Kingston, emerging artist supports, and more.

Culture Days — 23 September 2023

This year, tenants at the Tett Centre for Creativity and Learning formed a committee to coordinate a building-wide Culture Days event. Through this collaborative event, visitors were invited to participate in artmaking activities in each of the participating tenants' studios, culminating in a collective installation and performance in the Malting Tower. Small works created at each of the studios were hung on the Tett Tree of Life, which was later exhibited in KAC's UNIT 115. KAC's activity, *Global Roots: Mapping Cultures*, invited visitors to share cultural experiences, memories, and traditions through illustration and writing.

Community Engagement Activities — varied dates

The KAC additionally increased its community engagement efforts throughout 2023. While promoting the Nan Yeomans grant, KAC hosted a full day of drop in office hours on 11 October 2023 to encourage potential applicants to bring questions to KAC staff. We continue to offer regular meetings both virtually and person, and regularly welcome questions and drop in visits

from the public. In addition to regularly welcoming visitors touring the Tett, we have hosted two large student groups for scheduled visits to KAC to review KAC services, opportunities throughout the community, and field questions. We additionally attended two offsite events as guest speakers, including the Bachelor of Fine Arts AGM at Queen's University, and have two more offsite student visits scheduled in the new year where we will promote and review the CKAF program and grant writing tips. This year, KAC also secured a community booth at the annual Skeleton Park Arts Festival, through which we offered creative activities (which later contributed to our *gather/stretch* exhibition) and a community feedback activity.

Nan Yeomans Grant for Artistic Development

The KAC administers the Nan Yeomans Grant for Artistic Development in partnership with the Community Foundation for Kingston & Area. This grant awards \$2,500 to one emerging visual artist annually, to support the career development and growth of the selected artist. In the fall, a jury of three visual artists awarded the grant to Kelsey Dawn Pearson, a local multidisciplinary artist working in fibre art, printmaking, puppetry and performance.

Communications

In 2023, KAC expanded its communications efforts and sought to strengthen its role as a centralized resource and communications hub for all things arts in Kingston. The KAC website continues to offer key community resources, including the Arts Events Calendar and Arts Job Board, which highlight arts-focused events and job opportunities, respectively, in Kingston and the surrounding area. Local artists, collectives, and organizations can submit to our Arts Events Calendar through a submission form on our website. This year, we also introduced a submission form on the Arts Job Board to streamline the process for organizations seeking promotional support. In addition to these key resources, the KAC introduced two new resource boards in 2023: the Opportunities Board and Grants Board. The Opportunities Board complements the Arts Job Board by highlighting any additional opportunities (calls for submissions, volunteer opportunities, audition notices, etc.) and also has an easily accessible submission form. The Grants Board highlights upcoming grant opportunities at the local, provincial, and national level. We also continue to maintain a Funding Agencies List on our website. We continue to develop these resources and explore new opportunities to enhance KAC's role as a key resource and communications hub, and look forward to introducing new resources in 2024.

Our ArtsBuzz newsletter continues to be issued twice monthly, and has been updated with a new look and format to align the content with KAC's key resources. The YGK Arts Project continues to feature local artist highlights on KAC's website and social media, and is now featured in the ArtsBuzz newsletter. We increased the number of highlights to twice monthly in alignment with ArtsBuzz. We have additionally made efforts to increase engagement on our social media platforms, expanding beyond the YGK Arts Project and grants promotion to include photos of KAC events/activities, UNIT 115 exhibitions, and highlights for CKAF-funded events and organizations. We continue to promote arts events and opportunities in the region.

We look forward to continuing our communications efforts in 2024, cementing our role as a communications hub in Kingston, expanding our resource offerings, and strengthening existing community ties. We additionally seek to expand our outreach to engage new audiences and strengthen our regional ties.

Staffing

The KAC onboarded new staff this year following a thorough hiring process. Nicole Daniels was onboarded as Executive Director on 6 March 2023, and Katherine Dionne joined the team as Administrative Assistant on 23 January 2023. The staff structure established in 2022 following consultations with a lawyer and HR consultant remains in place; we maintain a staff of three, including a full-time Executive Director (Nicole Daniels), a full-time Grants & Programs Coordinator (Violet Tang) and a part-time Administrative Assistant (Katherine Dionne). The current staff model maintains stability for the organization and has enabled KAC to continue providing critical services to the arts community following a period of transition. Looking ahead to 2024 and beyond, we hope to secure funding to expand the KAC team to increase the number of FTE staff and/or onboard additional part-time staff.

Board

In the summer of 2023, two Directors completed their terms. The KAC then onboarded three new Directors, and the Board of Directors now has a total of ten members. The KAC has done some internal restructuring of the Board at its committees this year. The full Board of Directors now meets on a quarterly basis, with the addition of an extra meeting in June focused on the CKAF program and adjudication report, and the Annual General Meeting in July. The committees have been restructured to maximize their impact, and now meet on a quarterly basis, as well, with the option for additional meetings as needed. This structure allows for increased engagement on committees and working groups without significant changes to Directors' workloads.

Additional Funding

The KAC received an Operating Grant from the Ontario Arts Council in the amount of \$12,146. This represents the second year of a multi-year Operating Grant cycle. The KAC is additionally supported by Ontario Lottery and Gaming Charitable Games through our permit to receive proceeds for programs and services in support of the local arts community. Volunteers attend shifts at Play! Gaming & Entertainment, and the KAC promotes this opportunity through social media on a monthly basis. We additionally received an Equipment Only Grant in the amount of \$8,695 through the Community Foundation & Area's Fall Community Grants Program, which will be used to purchase new computers for the KAC office in 2024.

We appreciate the support of the City of Kingston and City staff, especially Danika and Colin, throughout 2023. We look forward to continuing our working relationship with the City and are

excited to find new ways to expand this partnership. Should you have any questions about this report, please do not hesitate to get in touch.

Sincerely,

A handwritten signature in black ink that reads "Clelia Scala". The signature is written in a cursive style with a long, sweeping underline.

Clelia Scala
Chair, Board of Directors
Kingston Arts Council

Attached:

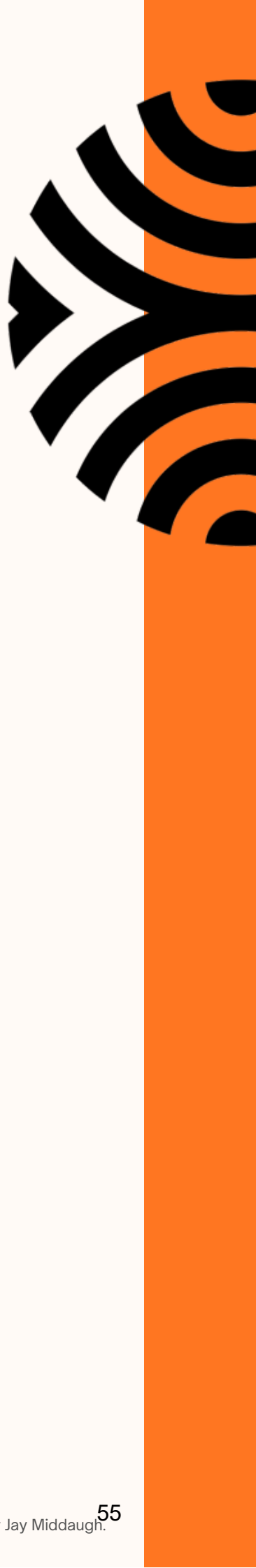
Trial Balance, 1 April 2023 – 21 December 2023
Profit and Loss Statement, 1 April 2023 – 21 December 2023
Audited Financial Statements, 2022-2023
KAC Annual Report, 2022-2023

ANNUAL REPORT 2022-2023



kingston
arts council

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MESSAGE FROM EXECUTIVE DIRECTOR & CHAIR OF THE BOARD OF DIRECTORS



The Kingston Arts Council (KAC) is pleased to share the Annual Report for 2022-2023. This report offers a review of our grant programs, services, and activities for the year.

In the 2022-2023 fiscal year, the KAC Board of Directors welcomed four new members: Clelia Scala (Chair), Dave Rideout (Vice Chair), Nevena Martinović (Secretary) and Alyce Soulodre. As an oversight Board, our Directors ensured that the legal, financial and fiduciary requirements of the KAC were upheld. Together with KAC's former Executive Director, Felix Lee, the Board also helped to restructure KAC staff roles to ensure ongoing stability of the organization.

Nicole Daniels
EXECUTIVE DIRECTOR

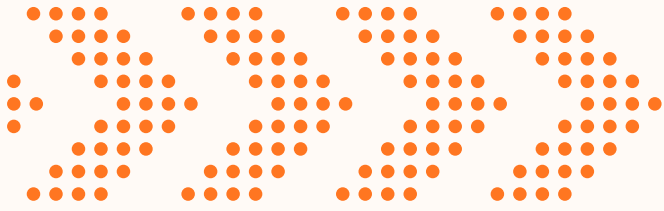
The KAC excitedly welcomed new and familiar faces to the team in 2022-2023: Nicole Daniels, Executive Director; Violet Tang, Grants and Programs Coordinator; and Katherine Dionne, Administrative Assistant. We wish to thank Felix Lee and Jeff McGilton, who departed the organization in 2023. We are especially grateful for the care and hard work that Felix invested in the KAC and broader Katarokwi/Kingston arts community for over five years as Grants Coordinator (2017-2021) and Executive Director (2021-2023), and wish him the very best in his future endeavours.



Clelia Scala
CHAIR,
BOARD OF DIRECTORS

In 2022, the KAC administered over \$600,000 in funding through the City of Kingston Arts Fund, supporting artists and their organizations through CKAF Operating and Project Grants. KAC additionally administered the annual Nan Yeomans Grant for Artistic Development. We are grateful for the continued support of the City of Kingston, Ontario Arts Council, Community Foundation for Kingston & Area, and our donors.

KAC continued its advocacy work this past year through both the Alliance of Arts Councils of Ontario and the development of Kingston Votes. We look forward to continuing to advocate on behalf of the Katarokwi/Kingston arts community, and to find new ways to expand our role in the local arts scene as funder, leader, advocate, resource, and facilitator of opportunities. As we prepare to develop a new strategic plan, we look forward to strengthening community relations and providing public engagement opportunities to help shape KAC's future.



GRANTS

The Kingston Arts Council administers two key funding programs: the City of Kingston Arts Fund and the Nan Yeomans Grant for Artistic Development.

THE CITY OF KINGSTON ARTS FUND (CKAF) provides grants to local arts organizations, collectives, and individual artists to foster creativity at all levels and enrich how Kingston residents experience and engage with the arts. It is administered by KAC and applications are assessed by a jury of peers from the Kingston arts community. CKAF Operating Grants provide a crucial foundation for nonprofit arts organizations, increasing administrative capacities and professional and artistic development opportunities. CKAF Project Grants fund the creation and presentation of artistic projects and connect diverse audiences with art activities across the city. In 2022, KAC expanded CKAF Project Grant eligibility to include individual artists in addition to nonprofit organizations and collectives.

Through CKAF, artists and their organizations are able to develop programming, art activities, partnerships, and initiatives that encourage arts engagement, learning opportunities and participation. These funds are an investment in Kingston’s cultural capital and they foster cultural vitality, increase the capacity of the arts community, encourage residents to connect with the arts and ultimately enhance Kingston’s cultural economy, promoting financial stability and sustainability of the sector.

BY THE NUMBERS

CKAF INVESTMENT 2007-2022



\$8.5 million

TOTAL AMOUNT AWARDED



\$13.4 million

TOTAL AMOUNT REQUESTED



180%

AVERAGE PERCENTAGE OF REQUEST RELATIVE TO AMOUNT AVAILABLE



549

TOTAL # OF GRANTS AWARDED



914

TOTAL # OF APPLICATIONS



273

TOTAL # OF PROJECT GRANTS AWARDED



11

ARTS ORGANIZATIONS SUPPORTED THROUGH OPERATING GRANTS



115

TOTAL # OF GRANTS AWARDED THROUGH ONE-TIME FUNDING STREAMS ADAPT + RESILIENCY



2022 CITY OF KINGSTON ARTS FUND RECIPIENTS

2022 OPERATING GRANTS

Agnes Etherington Art Centre	\$75,000
Cantabile Choirs of Kingston	\$29,329
Le Centre culturel Frontenac	\$15,300
H'art Centre	\$13,059
Kingston Canadian Film Festival	\$47,046
Kingston Symphony Association	\$75,000
Kingston WritersFest	\$44,370
Modern Fuel Artist Run Centre	\$51,500
Reelout Queer Film Festival	\$23,232
Theatre Kingston	\$42,230
Union Gallery	\$13,385

TOTAL – \$429,451

JURY: Kimberly Dolan, Kemi King, Jane Kirby, Denis Leroux, Katy Littlejohn

EX-OFFICIO: Felix Lee (Chair), Violet Tang, Jeff McGilton, Danika Lochhead, Councillor Jim Neill

2022 PROJECT GRANTS

Concert and Workshop Series – Kingston Improvising Musicians Collective	\$12,000
Electric Circuits Festival – Electric Circuits Collective*	\$11,000
Festival of Live Digital Art – SpiderWebShow Performance	\$12,750
The Ground UP Dance Festival – Movement Market Collective	\$12,267
HARMONIA – Salon Theatre	\$11,000
HYDRA: A Story on Water – Calliope Collective	\$14,250
Juvenis Festival 2023 – Blue Canoe Productions	\$12,000
Kingston: A Guidebook from Memory – Amanda Baker	\$9,258
Make it Local – Orchestra Kingston	\$5,000
Phantom Bodies – Stéfy McKnight	\$7,240
Shortwave Radio Theatre Camp – CFRC 101.9FM	\$14,250
Skeleton Park Arts Festival – Skeleton Park Arts Festival	\$13,500
Sounding Board: A Community Conversation – Heather Poechman	\$10,366
Soundscapes – Sistema Kingston	\$11,664
Spring Reverb 2023 – KPP Concerts	\$8,000
The Bourgeois Gentleman – Kingston Baroque Consort	\$7,327
Uncovering Canada – anARC Theatre	\$12,000

TOTAL - \$183,872

JURY: David Archibald, Bethany Garner, Kristen Leboeuf, Danuta Sierhuis

EX-OFFICIO: Felix Lee (Chair), Violet Tang, Jeff McGilton, Danika Lochhead, Councillor Peter Stroud

2021 CITY OF KINGSTON ARTS FUND RECIPIENTS

2021 OPERATING GRANTS

Agnes Etherington Art Centre	\$75,000
Cantabile Choirs of Kingston	\$28,630
Le Centre culturel Frontenac	\$15,000
H'art Centre	\$12,803
Kingston Canadian Film Festival	\$46,000
Kingston Symphony Association	\$75,000
Kingston WritersFest	\$43,500
Modern Fuel Artist Run Centre	\$50,000
Reelout Queer Film Festival	\$22,555
Theatre Kingston	\$42,230
Union Gallery	\$13,000

TOTAL – \$423,718

JURY: Sadaf Amini, Nicholas Crombach, Dinah Jansen, Jane Kirby, Christianne Wojcik

EX-OFFICIO: Kirsi Hunnako (Chair), Felix Lee, Laura Chaignon, Danika Lochhead, Councillor Simon Chappelle

2021 PROJECT GRANTS

Abolition City – Abolition City*	\$8,000
Drumming Connections – Sistema Kingston	\$8,520
Electric Circuits Festival – Electric Circuits Collective	\$12,000
Festival of Live Digital Art – SpiderWebShow	\$11,250
Homegrown Live Concert Series – Homegrown Live Music Productions	\$7,314
KPP at 20 – Kingston Punk Productions	\$7,200
Shortwave Theatre Festival – CFRC 101.9FM	\$13,500
Skeleton Park Arts Festival – Skeleton Park Arts Festival	\$14,300
The Ground UP Dance Festival – Movement Market Collective	\$7,500
Juvenis Festival 2022 – Blue Canoe Productions	\$12,000
The Longest Night Midwinter Celebration – Calliope Collective	\$12,750
The Makers and Shakers Society Audio Drama – Radioland Media Collective	\$11,250
Why it's Impossible to Raise a Girl – SweetnFab Collective**	\$11,250
Tone Deaf 2021 - 2022 – Tone Deaf Collective*	\$12,000
We're All in Jeopardy! – PeerLess Productions	\$10,500

TOTAL - \$159,334

JURY: Céline Klein, Caroline Kwok, Alex McLean, Danuta Sierhuis

EX-OFFICIO: Kirsi Hunnako (Chair), Felix Lee, Laura Chaignon, Danika Lochhead, Councillor Jim Neill



2021 ADAPT GRANTS

2022 Community Radio Week – KPP Concerts	\$4,250
2022 Summer Musical – Blue Canoe Productions	\$5,625
“a work in progress” – Inner Harbour Collective	\$6,160
A return to nature – Tracy Olan	\$7,410
Back to Life – Calliope Collective	\$4,980
Both Sides Now: Live Performance in the Post-Pandemic World – Michelle Kasaboski	\$6,160
Finding Our Purpose – H’art Centre	\$8,500
From One Place to Another: Wandering Art – Union Gallery	\$8,530
Kingston WritersFest Podcast - Kingston WritersFest	\$5,600
Live at the Grad Club – The Grad Club	\$8,000
Micro-Residency Studios in Solitude at Agnes – Agnes Etherington Art Centre	\$6,800
Ode to Joy – Kingston Symphony Association	\$6,395
Shallow Dives – Modern Fuel	\$8,000
Unfinished Business: A Kingston Swirl – Harry Symons	\$6,395
Young Artist Mentorship Program – Glocca Morra Studios*	\$7,195

TOTAL – \$100,000

JURY: Meghan Hamilton, Mike Sheppard, Alexandra Simpson

EX-OFFICIO: Felix Lee (Chair), Laura Chaignon, Danika Lochhead

2021 RESILIENCY GRANTS

Adele Webster, Al Babcock, Barbara Laing, Benjamin Nelson, Bethany Garner, Bon Evans, Boris Baker, Braden Elliott, Cameron Nelles, Cameron Roach, Carina Magazzeni, Carla Stewart, Caroline Kwok, Carrick McAllister, Chantal Rousseau, Chantal Thompson, Christine Jamieson, Christopher Dorsch, Clelia Scala, Connor McDonald, Craig Berggold, Dakotah Cress, Dave Gordon, David Parker, Diane Black, Don Maynard, Eric Liu, Erika Lamon, Erika Olson, Floriana Ehninger-Cuervo, Francisco Corbett, Gary Rasberry, GHY Cheung, Hayden Maynard, Helen Baker, Helen Humphreys, Helena Hannibal, Kilombo, Tyffanie Morgan, James Wannamaker, Jane Kirby, Jennifer Shoniker, Joanne Gervais, Jocelyn Purdie, John Corrigan, John Rose, John Torres, John Wright, Jon McLurg, Jonas Lewis-Anthony, Jordan Webster, Julie Mylks, Kate Yüksel, Kay Kenney, Kelsey Dawn Pearson, Kirsteen MacLeod, Kirti Singla, Kody Paul, Kyla Carmody, Laura Dyer, Liam Neale, Linda Fraser, Lori Parish, Lucanus Pell, Luke Garrison, Margaret Sutherland, Mariah Horner, Max Nolet, Megan Hamilton, Melanie Dugan, Melanie Gordon, Michael C. Duguay, Michelle Reid, Moira Demorest, Nancy Douglas, Nathaniel Stroud, Nicolas Fleming, Nick Korneluk, Noah Scheinman, Pengyuan Wang, Peter Luft, Rae Corcoran, Rhonda Evans, Ricky Brant, Sadaf Amini, Sadiqa de Meijer, Sasha Hill, Scott Owen, Sean Tomalty, Simon Lewis, Steve Heighton, Steven Abrokwah, Tammy Shane, Ted Evans, Theresa Upton, Todd Minicola, Tom Savage, Tonu Karl Tombak, Tracy Olan, Vicki Westgate

TOTAL – \$100,000

CKAF 2021 IMPACT REPORT



\$783,052

TOTAL AMOUNT
AWARDED

141

GRANTS
ADMINISTERED

\$2,579,383

PAID TO ARTISTS

1,495

ARTISTS ENGAGED

115,357

TOTAL AUDIENCE

733

PUBLIC ACTIVITIES

\$6,959,249

TOTAL REVENUE

916

NEW WORKS CREATED

1,581

VOLUNTEERS

59,632

VOLUNTEER HOURS

OPERATING GRANTS

55

OF FULL-TIME
EQUIVALENT STAFF
POSITIONS

158

TOTAL # OF STAFF
POSITIONS

PROJECT GRANTS

23

PROJECT GRANT
APPLICANTS

15

PROJECT GRANT
RECIPIENTS

65%

OF APPLICANTS
FUNDED

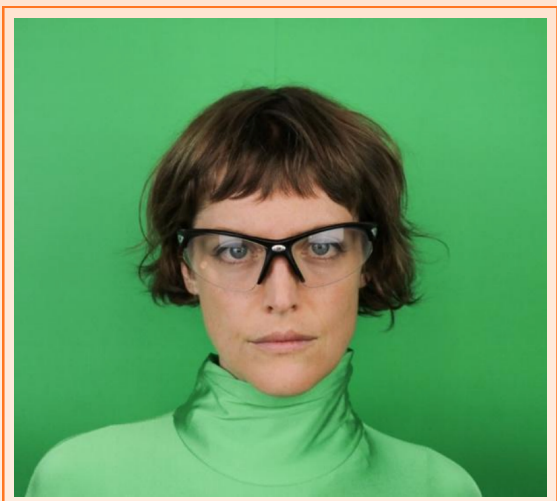


NAN YEOMANS GRANT FOR ARTISTIC DEVELOPMENT

The Nan Yeomans Grant for Artistic Development is an annual grant of \$2,500 that is awarded to an emerging visual artist. This grant aims to help young promising artists and artisans working in visual media further their artistic growth and education.

The grant is made possible through an endowment fund administered by the Community Foundation for Kingston & Area (CFKA). The Kingston Arts Council is responsible for the administration and distribution of the grant, including processing applications and jury selection. Since the grant was created in 2009, the total funds awarded to Kingston-based emerging visual artists is \$35,000.

2022 RECIPIENT: KELSEY MCNULTY



Kelsey is a Canadian collage artist and animator. Her art is influenced by her career as a travelling musician and her desire to construct new worlds and see things from new perspectives. She draws inspiration from Eduardo Paolozzi's screen-printed collages and his suggestion on the way images influence our reality. With a focus on line and colour, she creates vivid scenes and landscapes and attempts to balance humour and introspection in her work.

2022 Jurors: Ben Darrah, Natasha Jabre, Su Sheedy

Photo: Kelsey McNulty. Photo courtesy of the artist.

PAST RECIPIENTS: Natasha Jabre (2021), Tonya Corkey (2020), GHY Cheung (2019), Ella Gonzales (2018), Jennifer Demitor (2017), Kyle Vingoe-Cram (2016), Kevin Rogers (2015), Leigh Ann Bellamy (2014), Mariel Waddell Hunter (2013), Ebonnie Hollenbeck (2012), Michelle Mackinnon (2011), Michael Davidge (2010), Vincent Perez (2009).

COMMUNICATIONS

FIND US ONLINE AT [ARTSKINGSTON.CA](https://www.artskingston.ca)

ARTSBUZZ E-NEWSLETTER

The KAC publishes the biweekly e-newsletter “ArtsBuzz”. The newsletter disseminates news from the KAC and features local arts events, job postings and volunteer opportunities, calls for submissions, and upcoming grant deadlines.

EVENTS CALENDAR

The KAC’s online community events calendar is a centralized resource for arts events in the Kingston region. Artists, collectives, and organizations are encouraged to submit their events via our website.

ARTS JOB BOARD

The KAC website houses the Arts Job Board, which features job postings and opportunities from arts organizations throughout the Kingston region. Organizations can submit their job postings via email to admin@artskingston.ca

SOCIAL MEDIA

4,136

FACEBOOK
LIKES

2,430

INSTAGRAM
FOLLOWERS

4,722

TWITTER
FOLLOWERS

1,267

NEWSLETTER
SUBSCRIBERS

THE YGK ARTS PROJECT

The YGK Arts Project recognizes, celebrates and profiles artists and individuals working in the arts in Kingston.

The project database is hosted on our website and social media platforms. Since its launch in 2016, the YGK Arts Project has featured 232 artists and grown into an exciting evolving database of local talent.



MAYOR'S ARTS AWARDS

The **Mayor's Arts Awards** is an annual recognition program that celebrates artistic achievement as well as extraordinary support for and contributions to the arts. By increasing the profile of the arts in Kingston, the Mayor's Arts Awards affirms the value of the arts as a source of creativity, innovation and pride and nurtures the sustained development of the cultural sector to the benefit of all Kingston residents. The City of Kingston, through the Arts & Culture Services department, administers the Mayor's Arts Awards program. The Kingston Arts Council leads the production of video profiles of the awardees as well as the promotion of the awards to its networks.

The Creator Award recognizes living artists, collectives or arts organizations. Three Creator Awards are given each year to honour artistic merit and/or innovation that advances the arts in the city, contributes to the development of the art form and expresses the cultural vitality of Kingston.

The Arts Champion Award recognizes a living individual, organization or corporation who makes an extraordinary, leading contribution to the arts in Kingston as a volunteer, advocate, supporter, sponsor and/or philanthropist.

The Limestone Arts Legacy Award recognizes individuals of the past whose sustained and substantial contributions have built the artistic vitality of the City, nurturing and enabling forms of creation, participation, presentation and enjoyment, whose leadership has inspired others and whose influence has been felt in the region and beyond.

2022 RECIPIENTS

Mariah Horner

CREATOR AWARD

Josh Lyon

CREATOR AWARD

Sadiqa de Meijer

CREATOR AWARD

Skeleton Park Arts Festival

ARTS CHAMPION AWARD

Steven Heighton

LIMESTONE ARTS LEGACY AWARD

2022 NOMINATIONS WORKING GROUP

Tim Fort

Member, Arts Advisory Committee

Brianne Franklin

Member, Arts Advisory Committee

Councillor Gary Oosterhof

Member, Arts Advisory Committee

Ashley-Elizabeth Best

Community Member

Tracey Guptill

Community Member

Ricky Brant

Community Member and 2021

Mayor's Arts Awards Recipient

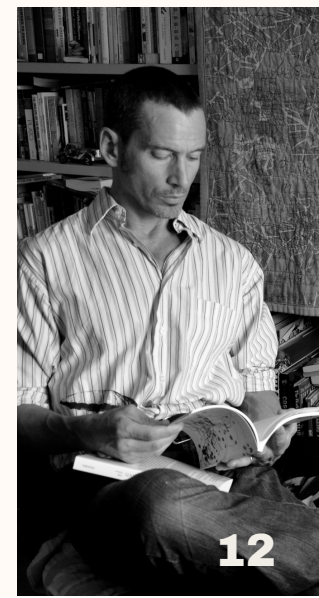
Mariah (Mo) Horner is a multi-talented actor, director, producer and dramaturg who co-founded the Cellar Door Project in 2013 and has since presented more than a dozen site specific productions around Kingston. Mariah has worked with CFRC, SpiderWebShow/FOLDA, and was the organizing force behind Kingston’s Storefront Fringe from 2016-2018. Mariah sings with Kingston-based band, The Gertrudes, and is currently completing her PhD in Cultural Studies at Queen’s University.

Josh Lyon is an exemplary creator in all definitions; through multi-disciplinary artwork, film, music, education and more, Josh strives to open the human experience to connect people in meaningful and elevated ways. He applies his artistic focus to capture, cultivate and create narratives, portraying subjects' honest identities, capturing ambitions, dreams and stories. Having created music video works for artists such as The Gertrudes, Miss Emily, Sarah Harmer and many more, as well as working in animated, experimental, dance, narrative and live performance video work, Josh’s ability to visually capture knows no bounds.

Sadiqa de Meijer is a poet and essayist living in the Skeleton Park neighbourhood in Kingston. Her experiences as an immigrant have shaped and produced two poetry books and one memoir. Her first collection of poetry, *Leaving Howe Island*, was nominated for the Pat Lowther Award and a Governor General’s Award. Her second poetry collection, *The Outer Wards*, was a finalist for the Raymond Souster Award. With a keen eye toward ideas of citizenship, language, and nationhood, Sadiqa’s memoir *alfabet/alphabet* was published to acclaim in 2021, winning a Governor General’s Literary Award. A long-time member of Kingston’s famous Villanelle writing group and a committed supporter of literary events citywide, Sadiqa is a keen observer of Kingston life.

Skeleton Park Arts Festival was founded in 2006 and is led by artistic director Greg Tilson and supported by a dynamic team, an engaged Board, and hundreds of volunteers. The Festival is a champion for artists and a community force that celebrates arts and culture with social, racial and environmental justice as its guide. Over the course of five days in June, Skeleton Park in the Inner Harbour neighbourhood swells with a feeling of community, warmth, and connection thanks to excellent programming: from music to movement and workshops highlighting issues of importance to the community. Throughout the year, the Skeleton Park Arts Festival remains relevant, threading community ties and hiring local artists through a neighbourhood newspaper, local art exhibits, and a gallery - while connecting artists to their community through arts projects, parades, and film screenings.

Steven Heighton was a beloved poet, novelist, singer-songwriter, short story writer, and teacher/mentor who had and continues to have, an enormous impact on the larger artistic world that he had served throughout his life. As the author of 18 books ranging from poetry and short story anthologies to novels, his acclaimed works have been translated into many languages and are known worldwide. A multiple award winner for his writing, including the 2016 Governor General’s award for poetry, four gold National Magazine awards, and a New York Times book review editor’s choice for his novel *Afterlands*, Steven had just released his first album of original songs (*The Devil’s Share*) in 2021 through Wolfe Island Records - opening up a whole new channel for sharing his unique insights into human nature. A graduate of Queen’s University and longtime resident of Kingston, Steven was also known as an inspirational teacher, serving as writer-in-residence in many universities. He was committed to providing encouragement to writers at all stages of their craft and acting as a mentor to many emerging artists.



Council Meeting 10 March 19, 2024

PROGRAMMING

COMMUNITY ENGAGED ARTS WITH NIKKI SHAFFEULLAH

This two-part participatory workshop invited artists and arts workers to increase their capacity to produce and facilitate safer, affirming, artistically excellent and socially accountable community-engaged arts projects. Participants developed new tools and resources for relationship building and increasing quality of engagement.

KINGSTON VOTES

The Kingston Votes advocacy campaign began with public roundtables and included outreach and advocacy for the arts to all 44 municipal elections candidates in a key election cycle. KAC released a Statement of Position to advocate for increased funding in the arts, alongside a comprehensive dataset showcasing candidates' responses to survey questions regarding their plans for supporting Kingston's arts sector.

FLEX: COLLABORATION

KAC continued its partnership with WorkInCulture, wrapping up the FLeX: Collaboration program with its final Spotlight Sessions in 2022. FLeX (Festivals Learning Exchange) was a free virtual training intensive for arts and heritage festivals in Kingston, Toronto, Ottawa, and Sudbury, for which KAC was a delivery partner and Advisory Committee member.

CKAF INFORMATION SESSION: APPLYING TO 2023 PROJECT GRANTS

This virtual information session led by Violet Tang in March 2023 guided new and returning Project Grant applicants through a detailed review of the 2023 CKAF Project Grant Guidelines, Application Forms, and Assessment Criteria, and offered a Q&A about the application process. KAC continued to offer one-on-one meetings for potential Operating and Project Grant applicants.

All KAC programming was free to access in 2022-2023.



FINANCIAL HIGHLIGHTS

1 April 2022—31 March 2023

\$172,696

TOTAL REVENUE

\$165,975

TOTAL EXPENSES

\$6,721

EXCESS OF
REVENUE OVER
EXPENSES

*Full financial statements
are available by request.*

REVENUE HIGHLIGHTS

- Our major funders, the City of Kingston and the Ontario Arts Council, committed to providing stable funding of the KAC in 2022-2023.
- Individual donations increased by over 60% compared to the previous fiscal year.
- KAC's unrestricted net assets have grown to over \$45,000, maintaining a healthy contingency fund for the organization.

EXPENSE HIGHLIGHTS

- The KAC invested over \$23,000 in artists through the payment of fees for event facilitation, grants adjudication, and the completion of artistic work and services.
- KAC staff roles were revised to adapt to economic pressures and increase stability. The organization now has a full staff complement of two permanent full-time employees and one permanent part-time employee.

OUR SUPPORTERS

PARTNERS

The City of Kingston
Community Foundation for
Kingston & Area
WorkInCulture

DONORS

Barbara Bell
Susan Greaves
Ally Jacob
Susan Paloschi
Gisele Pharand
The Ontario Arts Foundation

FUNDERS



KINGSTON ARTS COUNCIL TEAM

CURRENT STAFF

Nicole Daniels
Executive Director

Violet Tang
Grants and Programs Coordinator

Katherine Dionne
Administrative Assistant

THANK YOU TO OUR STAFF IN 2022-2023:

Felix Lee
Executive Director (2021–2023)
Grants Coordinator (2017–2021)

Jeff McGilton
Administrative Assistant (2022)
Office and Communications
Coordinator (2021–2022)

BOARD OF DIRECTORS

(as of 31 March 2023)

Clelia Scala, Chair

Dave Rideout, Vice Chair

Amanda Baker, Treasurer

Nevena Martinović, Secretary

Barbara Bell, Director

Alyce Soulodre, Director

Sarah Kastner, Director

Jake Torrie, Director

Dave Wreggitt, Director



370 King Street West
Unit 115
Kingston, ON
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info@artskingston.ca



kingston
arts council



**City of Kingston
Report to Council
Report Number 24-100**

To: Mayor and Members of Council
From: Brad Joyce, Commissioner, Infrastructure, Transportation & Emergency Services
Resource Staff: Luke Follwell, Director, Engineering Services
Date of Meeting: March 19, 2024
Subject: Crawford Wharf

Council Strategic Plan Alignment:

Theme: 2. Lead Environmental Stewardship and Climate Action

Goal: 2.2 Support climate action and sustainability for residents, businesses and partners.

Executive Summary:

In 2018, the City received funding through the federal Disaster Mitigation and Adaptation Fund for seventeen shoreline projects. The program supports projects that increase community resiliency to climate change. The scope of the Crawford Wharf project includes surface removal and replacement, structural repairs to the wharf walls and accessible improvements.

Macdonald Memorial Park was also included in the 2018 funding approval. While critical shoreline protection measures were completed in 2020, the shoreline and waterfront pathway remain prone to erosion during high water levels.

Staff are recommending the advancement of the Crawford Wharf project and deferral of Macdonald Memorial Park works beyond the current term of Council.

Recommendation:

That Council direct staff to update Kingston's Strategic Plan 2023-2026 priority 2.1.4 to plan and implement the Disaster Mitigation and Adaptation Fund projects for shoreline to include Crawford Wharf and to defer Macdonald Memorial Park.

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	p.p.	<input checked="" type="checkbox"/>
Jennifer Campbell, Commissioner, Community Services		<input checked="" type="checkbox"/>
Neil Carbone, Commissioner, Corporate Services		<input checked="" type="checkbox"/>
David Fell, President & CEO, Utilities Kingston	Not required	
Peter Huigenbos, Commissioner, Major Projects & Strategic Initiatives	Not required	
Desirée Kennedy, Chief Financial Officer & City Treasurer		<input checked="" type="checkbox"/>

Options/Discussion:

Background

In 2018, the City applied and was approved for federal funding through the Disaster Mitigation and Adaptation Fund (DMAF). Crawford Wharf (Wharf) was one of seventeen shoreline projects included in the approved application.

In 2021, underground work was undertaken to bring water and sanitary servicing lines down on Brock Street from Ontario Street to the Wharf. The wastewater pipe was terminated at the start of the Wharf (west end) in anticipation of future servicing work to extend the line onto the wharf to provide direct pump-out for the boats and to provide service to the restaurant patio operated by Kingston and the Islands Boat Lines. With relative low cost and ease, the water line was extended up onto the wharf to provide the boat operators with direct water access. With the upcoming work planned, the sanitary lines will be brought through the Wharf and the water lines reconfigured.

In 2022, some electrical servicing upgrades were completed from Ontario Street to the Wharf with further work required as part of this project. The electrical work was also to provide better utility servicing to the boat operators and a better experience for visitors to Crawford Wharf. Staff retained the services of Riggs Associates Ltd. to complete an updated condition assessment to inform the future DMAF work. This work included in-water inspections of the Wharf walls and additional site surface investigations (minor excavations) in the fall of 2023.

Analysis

The condition assessment and site investigations have started to inform the detailed design of the structural rehabilitation of the Wharf. It is expected that the design phase of the project will be completed by late Q3 2024 with construction procurement to follow shortly thereafter. The project's design scope includes the following elements:

DMAF Eligible Costs:

- Surface removal and replacement
- Structural repairs to Wharf walls
- Ramp infilling

Non-Eligible for DMAF Costs:

- Water and sanitary servicing along the Wharf
- Lighting and electrical upgrades
- Surface features such as benches and furniture
- Public washroom access (under consideration)

To ensure continued use of the Wharf between May and October the project is scheduled to occur over two construction phases. Phase one would take place from December 2024 to April

2025 and may have temporary holdover elements to allow for Crawford Wharf operation for the 2025 season. Phase two would then take place from December 2025 to April 2026 and be completed in time for the 2026 Crawford Wharf season.

Public and Stakeholder Engagement

The intent of the project is to perform needed structural modification and repairs to the Crawford Wharf that are eligible for DMAF funding. The project is not intended to be a user experience enhancement project but some basic surface elements can be included as part of the work, and will provide the base elements for future activations. The surface features plan will be shared through the Get Involved platform as staff will be seeking feedback and comment on resting areas to meet the Accessibility for Ontarians with Disabilities Act.

Staff will continue to engage with key stakeholders including, but not limited to, Kingston Destination Group and users of the Wharf (Operators) to minimize impacts to their operations during the two-year work windows. Discussions to date have provided staff with pertinent feedback from Operators that, using this opportunity for construction, can enhance service delivery such as sanitary and water lines, electrical upgrades, and a public washroom however these do not qualify for DMAF funding and will be paid from the 2024 & 2025 approved capital budget. Staff will also work with Tourism Kingston to activate the Wharf as before.

Since 2020, Kingston Destination Group has evolved their food and beverage offering. The first iteration was in response to the impact on their operations at the onset of COVID-19, in summer of 2020. Although they were unable to operate their cruises, they were able to use their patio for seating and leverage the washrooms on their boat for patrons. In subsequent years, when their boats were in operation, they were not able to rely on the boats facilities, so they rented a mobile restroom trailer to meet the requirements of the liquor license. They have since expressed the desire for a permanent restroom solution that would require the installation of a sanitary service to their licensed area. Through the engagement process these requirements, as well as associated costs, will be better understood and defined. The City is interested in having a washroom at this location that would be available for use by any and all visitors to the Wharf. The license for Kingston Destination Group (specifically Kingston and the Islands Boat Lines (KIBL)) expires in 2025; the result of this engagement process will inform a new license and will be reported back to Council with proposed terms for the agreement.

Climate Risk Considerations

Structural repairs of Crawford Wharf and shoreline protection measures at Macdonald Memorial Park are both projects supported by the federal Disaster Mitigation and Adaptation Fund. The program supports projects that increase community resiliency to climate change. While critical shoreline protection measures at Macdonald Memorial Park were completed in 2020, the shoreline and waterfront pathway remain prone to erosion during high water levels. To advance the Crawford Wharf project, deferral of Macdonald Memorial Park works beyond the current

term of Council is recommended to allocate the required staff resources. Under current DMAF obligations, Macdonald Memorial Park will need to be complete by 2031.

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

The Wharf currently includes several surface mounted services, pipes, and two underutilized ramps to the waters edge. These will be eliminated as part of this project to improve the overall accessibility and safety (trip hazards) of this public space. Surface features such as benches and rest areas will increase the usability of the space for all users.

Financial Considerations

The Engineering Services approved capital budget for the Crawford Wharf project currently includes \$1.35M for the DMAF eligible costs and \$700K MCRF for the non DMAF eligible costs for phase one. Phase two includes \$1.35M DMAF and \$700K to be considered as part of the 2025 budget. Total project costs are \$2.7M DMAF (with 40% funded from the Federal Government) plus \$1.4M funded from MCRF.

Contacts:

Luke Follwell, Director, Engineering Services 613-546-4291 extension 3139

Other City of Kingston Staff Consulted:

Brandon Forrest, Director, Business, Real Estate & Environment

Lana Foulds, Director, Financial Services

Speros Kanellos, Director, Facilities Management and Construction Services

Neal Unsworth, Manager, Parks & Shoreline

Matt McCombs, Project Engineer, Parks & Shoreline

Dan Franco, Projects Engineer, Major Projects Office

Amy Elgersma, Manager, Recreation Facilities

Exhibits Attached:

None

By-Law Number 2024-XXX

A By-Law To Amend The City Of Kingston Official Plan (Amendment Number 92, 1248-1320 McAdoo’s Lane)

Passed: [Meeting Date]

Whereas a Public Meeting was held regarding this amendment on July 14, 2022 and March 7, 2024;

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 92 to the Official Plan for the City of Kingston.
 - (a) **Amend** Schedule ‘3-B’, ‘Land Use’, of the City of Kingston Official Plan, so as to change the designation of the property located at 1248-1320 McAdoo’s Lane, as shown on Schedule ‘A’ to By-Law Number 2024-____, from ‘Waste Management Industrial’ and ‘Rural’ to ‘Mineral Resource (Quarry)’.
 - (b) **Amend** Schedule ‘3-D’, ‘Site Specific Policies’, of the City of Kingston Official Plan, so as to designate the property located at 1248-1320 McAdoo’s Lane, as shown on Schedule ‘B’ to By-law Number 2024-____, as ‘Site Specific Policy Number 75’.
2. That the City of Kingston Official Plan, as amended, be further amended by adding the following new Site-Specific Policy as Section 3.17.75:

“1248-1320 McAdoos Lane, Schedule 3-D, SSP Number 75

On the lands shown on Schedule 3-D as Area 75 uses permitted within the Waste Management Industrial designation may also be permitted.”

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



Schedule 'A' to By-Law Number ____ Official Plan Amendment Number 92

Address: 1248-1320 McAdoo's Lane
File Number: D35-002-2022

Official Plan - Schedule 3-B Land Use

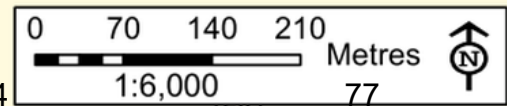
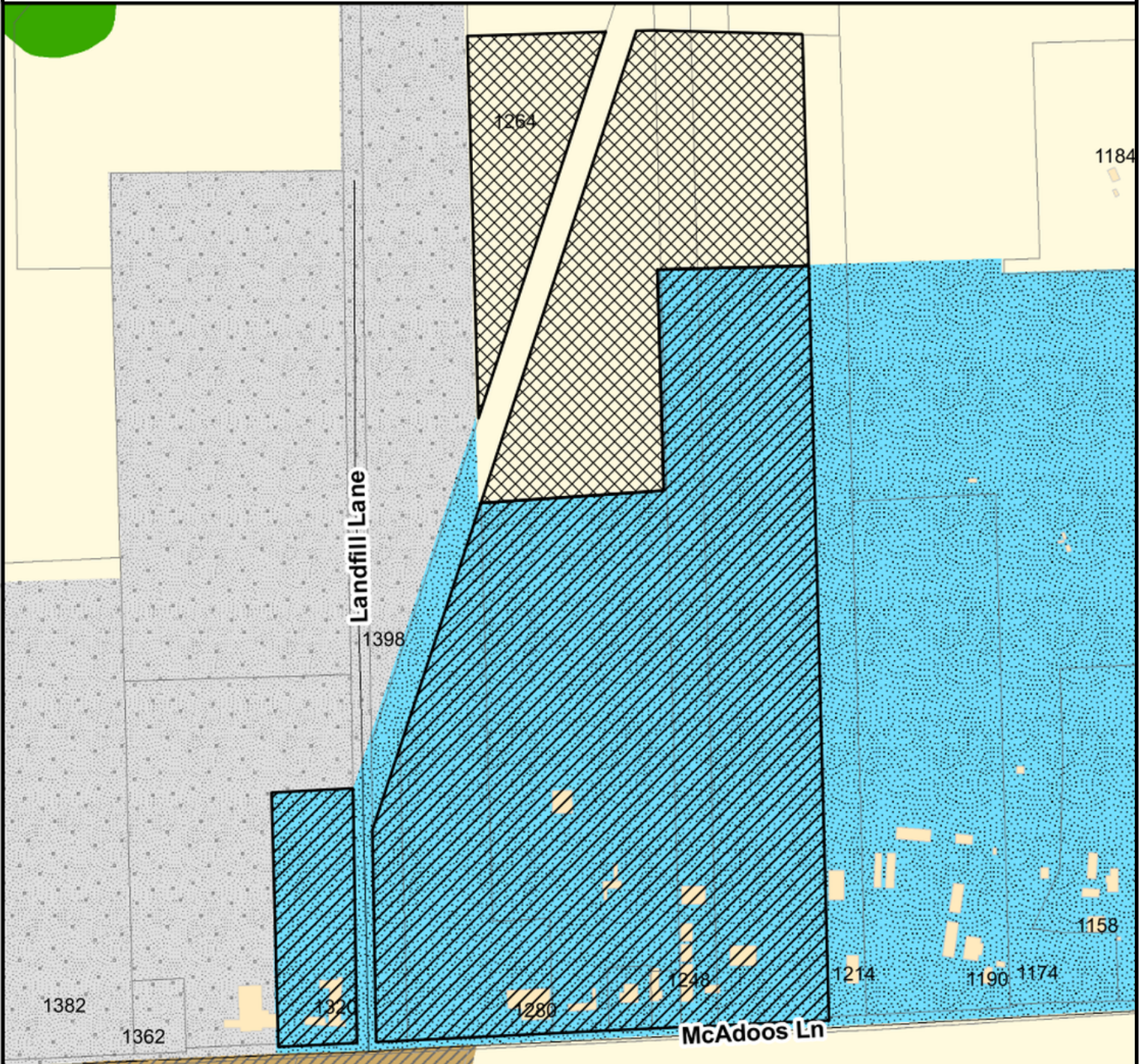
- Lands to redesignate from Rural to Mineral Resource (Quarry)
- Lands to redesignate from Waste Management Area to Mineral Resource (Quarry)

Certificate of Authentication

This is Schedule 'A' to By-Law Number ____, passed this ____ day of _____ 2024.

Mayor

Clerk





**Schedule 'B' to By-Law Number ____
Official Plan Amendment Number 92**

Address: 1248-1320 McAdoo's Lane
File Number: D35-002-2022

**Official Plan Schedule 3-D
Site Specific Policy**



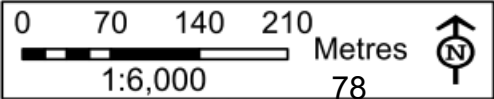
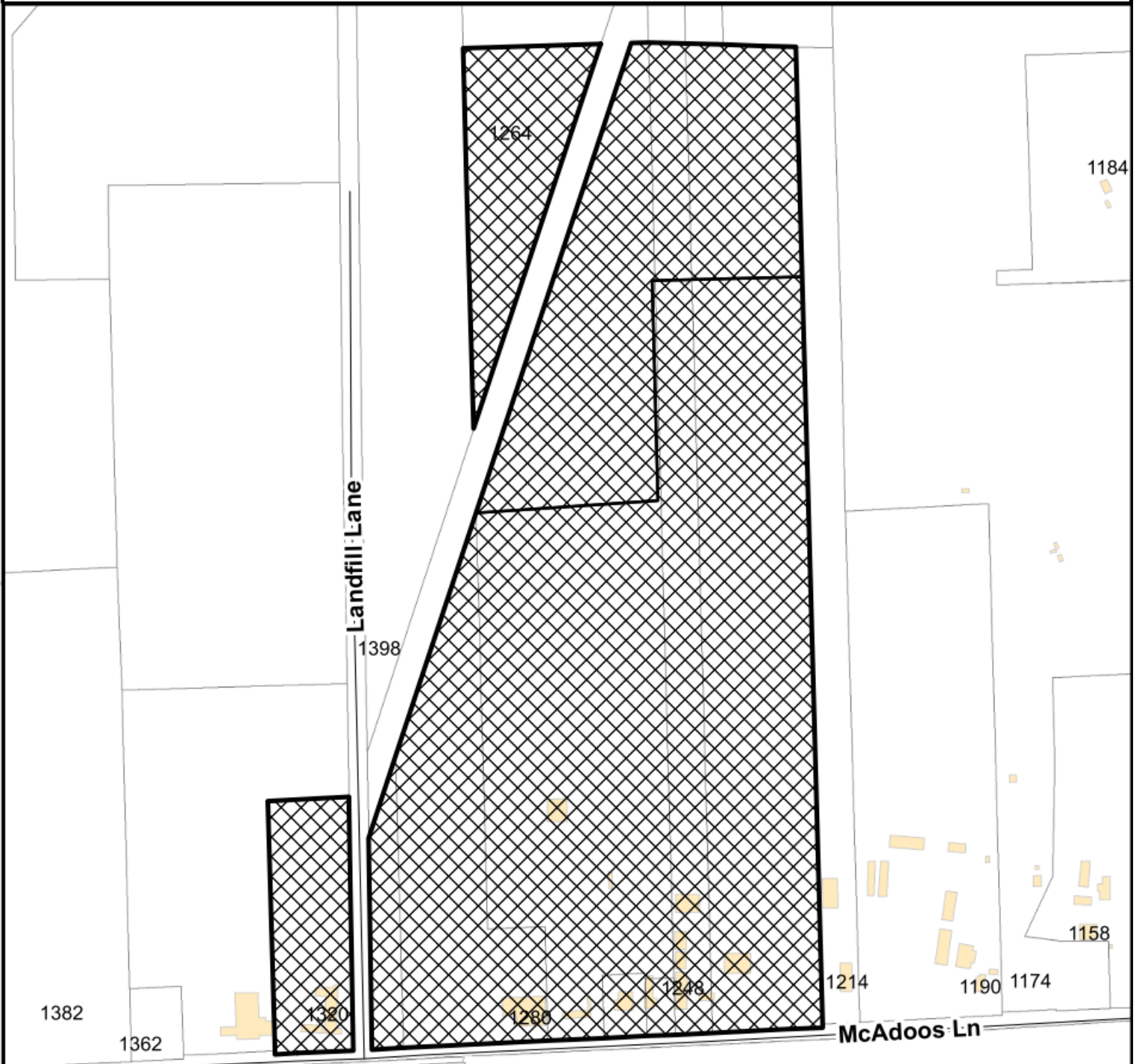
Lands Subject to Site-Specific Policy
Number 75

Certificate of Authentication

This is Schedule 'B' to By-Law Number ____, passed this ____ day of _____ 2024.

Mayor

Clerk



Prepared By: incameron
Date: Feb-06-2024

1265 Council Meeting 10 March 19, 2024

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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” (Transfer of Lands into the Kingston Zoning By-Law, Zone Change from ‘RU’ and ‘RM1’ to ‘MX1’ Zone, and Introduction of Exception Number E150 (1248-1320 McAdoo’s Lane))

Passed:

Whereas the Council of The Corporation of the City of Kingston enacted By-Law Number 2022-62, entitled “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 removing reference to “Not Subject to this By-law”, and by adding the zone symbol ‘MX1’, and by changing the zone symbol from ‘RU’ and ‘RM1’ to ‘MX1’, 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 Number ‘E150’, as shown on Schedule “B” attached to and forming part of this By-Law;
 - 1.3. By adding the following Exception Number E150 in Section 21 – Exceptions, as follows:

“E150. Despite anything to the contrary in this By-law, the following provisions apply to the lands subject to this Exception:

 - (a) In addition to the uses permitted by the applicable Zone, the following uses are permitted:
 - (i) a **transportation depot**;
 - (ii) a **waste processing site**

- (iii) a **waste transfer station**;
 - (iv) a **salvage yard**;
 - (v) a **heavy equipment or truck repair shop**;
 - (vi) an **automobile sales establishment**; and
 - (vii) an **automobile body shop**.
- (b) Where a common boundary agreement exists with an abutting **lot** licensed under the *Aggregate Resources Act*, the minimum **setback** along the **lot line** of the common boundary is 0 metres.”
2. The lands shown on Schedule “A” attached to and forming part of this By-Law are incorporated into the Kingston Zoning By-Law and the provisions of City of Kingston By-Law Number 76-26, entitled "Township of Kingston Restricted Area By-Law", as amended, no longer apply to the lands.
3. 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: 1248-1320 McAdoo's Lane
File Number: D35-002-2022

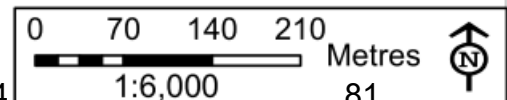
Certificate of Authentication

This is Schedule 'A' to By-Law Number _____, passed this _____ day of _____ 2024.

Mayor Clerk

Reference Kingston Zoning By-Law Schedule 1 - Zoning Map

-  Rezoned from N/A to MX1
-  Rezoned from RU to MX1
-  Rezoned from RM1 to MX1



Prepared By: gronan
Date: Jun 08 2022

1265 Council Meeting 10 March 19, 2024

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Planning Services

Schedule 'B' to By-Law Number

Address: 1248-1320 McAdoo's Lane
File Number: D35-002-2022

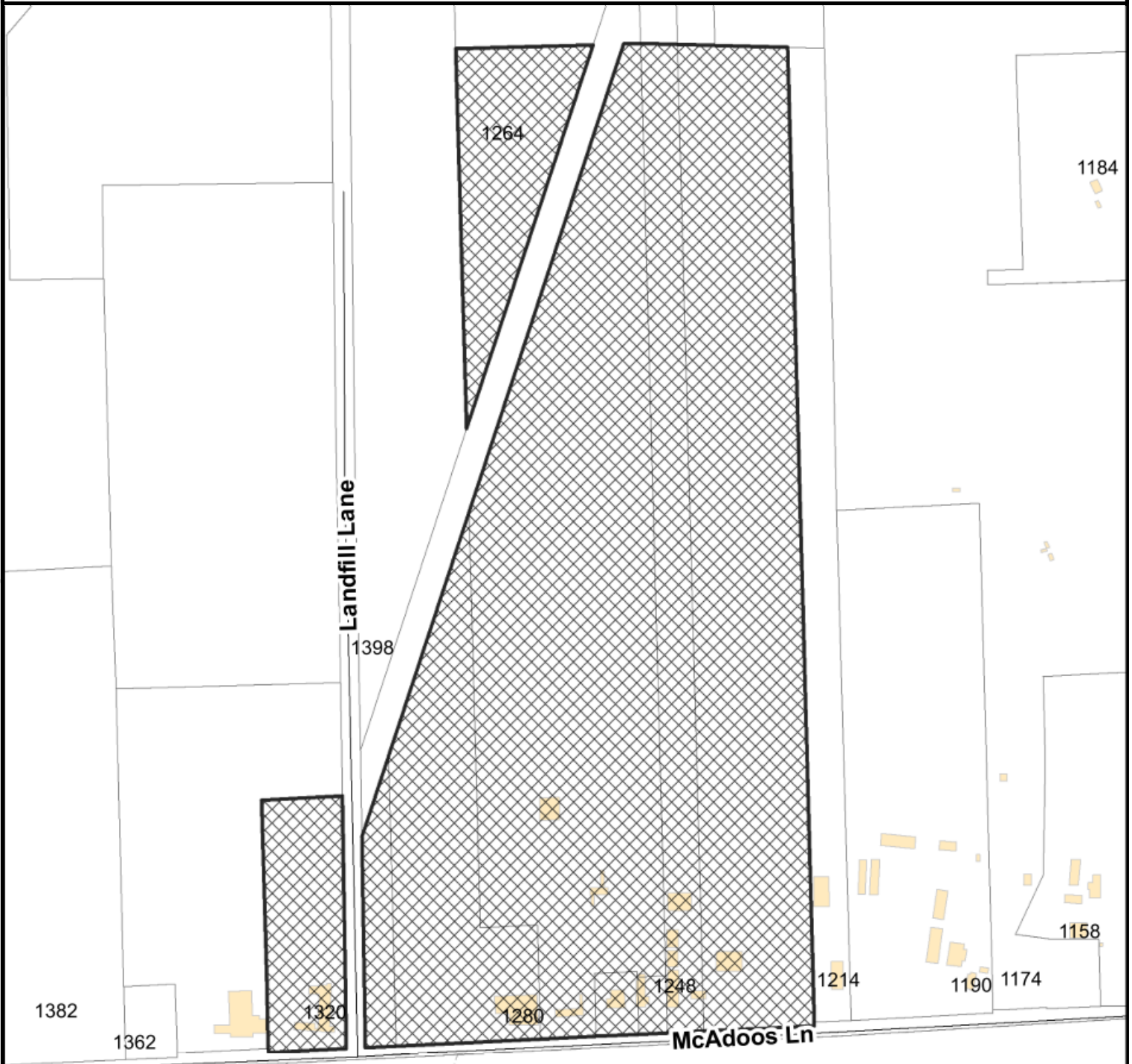
Reference Kingston Zoning By-Law Schedule E - Exception Overlay

Lands to be added as Exception E150

Certificate of Authentication

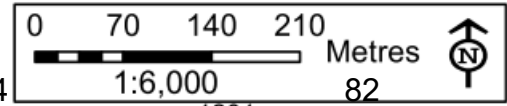
This is Schedule 'B' to By-Law Number _____, passed this _____ day of _____ 2024.

Mayor Clerk



Prepared By: gronan
Date: Jun-08-2022

1265 Council Meeting 10 March 19, 2024



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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” (Transfer of Lands into Kingston Zoning By-Law and Introduction of Exception Number E153, (2777 Princess Street))

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 subject lands are identified as “Not Subject to this By-Law” on Schedule 1 of the Kingston Zoning By-Law; and

Whereas the Council of The Corporation of the City of Kingston deems it advisable to amend the Kingston Zoning By-Law to incorporate the subject lands into the Kingston Zoning By-Law and to introduce a new exception number;

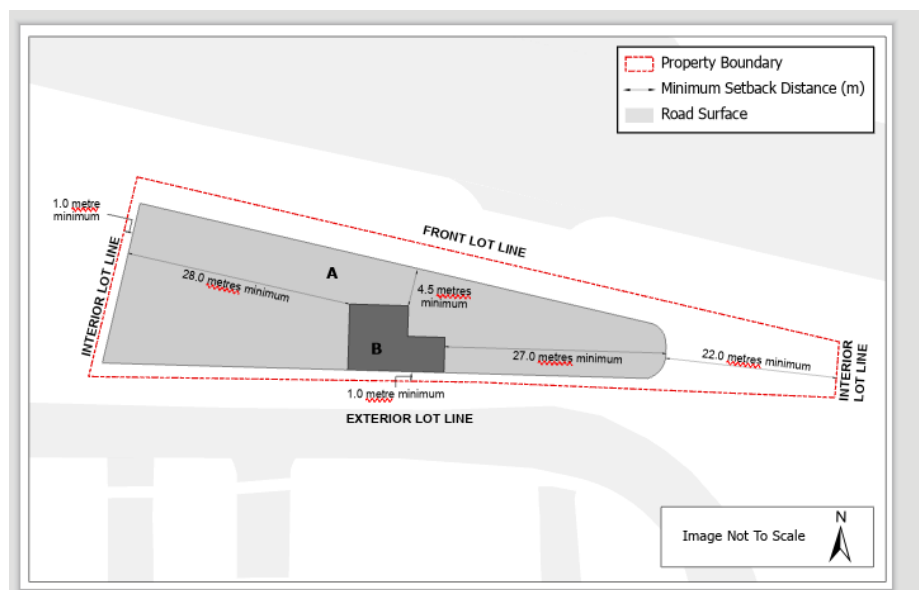
Therefore be it resolved that the Council of The Corporation of the City of Kingston hereby enacts as follows:

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 removing reference to “Not Subject to this By-law”, and by adding the zone symbol ‘URM8’, 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 Number E153, as shown on Schedule “B” attached to and forming part of this By-Law.
 - 1.3. By adding Exception Number E153 in Section 21 – Exceptions, as follows:

“**E153.** 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 1430.0 square metres.
 - (b) For the purposes of interpreting zoning provisions, the **lot lines** are as specified on Figure E153.

- (c) The minimum **exterior setback** is specified on Figure E153, with a maximum 5% variance on noted dimensions permitted.
- (d) The minimum **interior setback** is specified on Figure E153, with a maximum 5% variance on noted dimensions permitted.
- (e) The maximum **lot coverage** is 65%.
- (f) The minimum number of required **parking spaces per dwelling unit** is 0.76.
- (g) For the purposes of this By-law, “mixed use space” means a **parking space** within a **mixed use building** reserved solely for **use** by customers of a business or as a **car share space** or **visitor space**.
- (h) The minimum number of required **mixed use spaces per dwelling unit** is 0.26.
- (i) A minimum of 24 square metres of enclosed **amenity area** must be provided within Part B on Figure E153.
- (j) Despite Clause 4.18.2, the identified **building** components may include an enclosed **amenity area** and the minimum **setback** from the edge of the roof of 0 metres as shown as Part B on Figure E153, with a maximum 5% variance on noted dimensions permitted.
- (k) Figure E153



2. The lands shown on Schedule "A" attached to and forming part of this By-Law are incorporated into the Kingston Zoning By-Law and the provisions of City of Kingston By-Law Number 76-26, entitled "Township of Kingston Restricted Area By-Law", as amended, no longer apply to the lands.
3. 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

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

Address: 2777 Princess Street
File Number: D14-003-2023

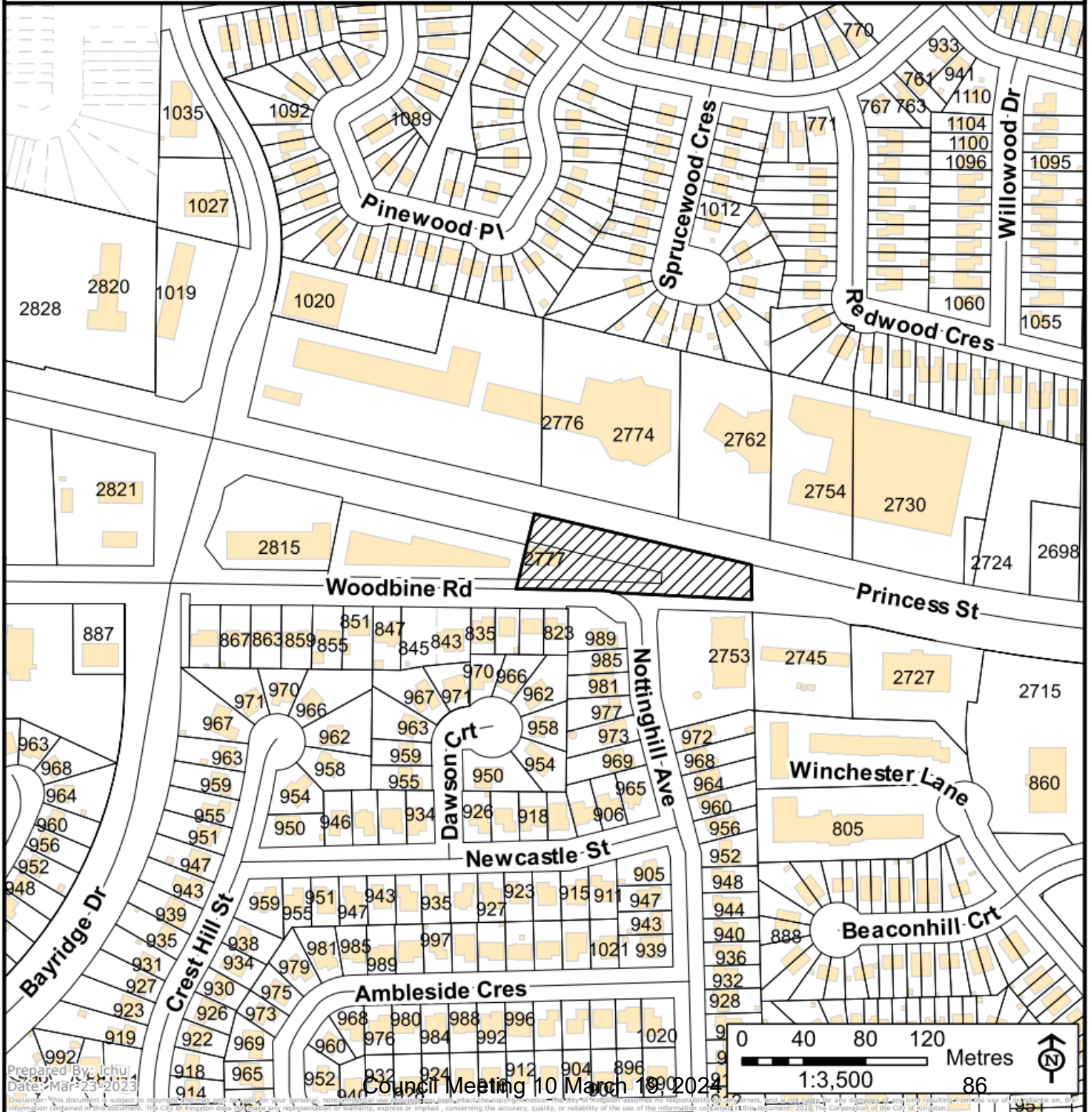
Lands to be Zoned URM8

Certificate of Authentication

This is Schedule 'A' to By-Law Number _____, passed this _____ day of _____ 2024.

Mayor

Clerk



Prepared By: Jchu
Date: Mar-23-2023


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Schedule 'B' to By-Law Number

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

Address: 2777 Princess Street
File Number: D14-003-2023

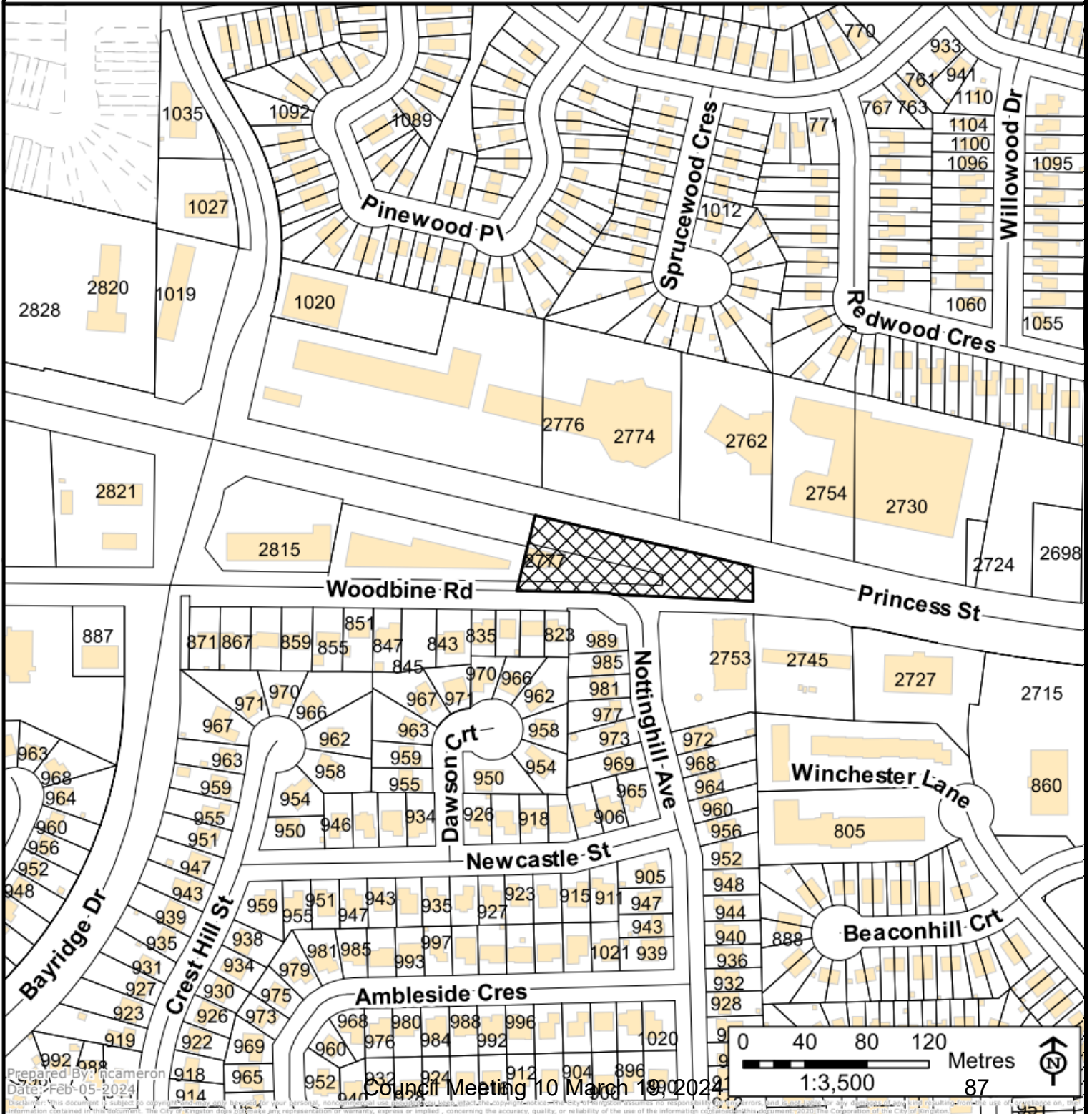
 Lands to be added as E153

Certificate of Authentication

This is Schedule 'B' to By-Law Number _____, passed this _____ day of _____ 2024.

Mayor

Clerk



2023 Accessibility Plan Status Update

Introduction

This report provides an annual update on the progress made and work completed by City staff in 2023 to meet the requirements of the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) and the Integrated Accessibility Standards Regulation (IASR), Ontario Regulation 191/11.

Under the IASR, the City of Kingston is required to develop a multi-year accessibility plan, which outlines, over a maximum five-year period, the actions and steps the municipality will take to remove barriers to accessibility. This report acts as a companion to the City's 2023 – 2025 Multi-Year Accessibility Plan.

The 2023 – 2025 Multi-Year Accessibility Plan is based on best practice research, and input from City employees, the Municipal Accessibility Advisory Committee (MAAC), and Kingston residents, including persons with disabilities. The 2023 – 2025 Multi-Year Accessibility Plan, and this report, are organized around the five standards contained within the IASR and the general requirements of the AODA.

The five standards of the IASR are:

1. Customer service;
2. Information and communications;
3. Employment;
4. Transportation; and
5. Design of public spaces.

The general requirements of the AODA include:

- Procurement; and
- Training.

Introduction

2023 was the first full year of the 2022 – 2026 term of Kingston City Council. Throughout the first half of 2023 Council worked with City staff to create the [Kingston Strategic Plan 2023 – 2026](#). The Strategic Plan sets Council's overall vision for the term, which City staff work towards implementing. The Strategic Plan also provides Kingston residents with an understanding of the priorities established by Council.

Considerations of accessibility can be found throughout the Strategic Plan. One of the five foundational principles identified to help staff deliver on its strategic priorities is “Advance Indigenization, Inclusion, Diversity, Equity & Accessibility (IIDEA) in the corporation.”

Within the five pillars of the Strategic Plan, the following actions can be found related to accessibility:

3. Build an Active and Connected Community

- In Section 3.1.2, evaluate opportunities for innovative adaption and reuse of aging buildings, there is an action to develop a City-wide plan that identifies existing inventory, and strategy to increase accessibility, in playgrounds as part of park renovations and new park development;
- In Section 3.3.2, prioritize pedestrian connections and dedicated cycling lanes, there is an action to design and construct 31 pedestrian crossings by the end of 2026; and
- In Section 3.4.2, identify strategies to improve road safety and continue to implement Vision Zero Road Safety Plan, there are actions to review all neighbourhood speed limits by end of 2026 and develop an education program for pedestrian crossings and pedestrian safety at intersections by the end of 2024.

4. Foster a Caring and Inclusive Community

- In Section 4.4.1, lead the implementation of the Community Safety and Well-being Plan, there are actions to create a new City service area focused on the implementation of the Community Safety & Wellbeing Plan and to update the Age Friendly Plan;
- In Section 4.1.3, advocate for increased provincial funding to address mental health and addictions issues;
- In Section 4.3.1, explore innovative approaches and partnership opportunities to attract healthcare professionals to the city; and
- Section 4.5.2 contains several actions to advance Indigenization, Inclusion, Diversity, Equity & Accessibility (IIDEA) in the community.

Staff will work towards accomplishing the above priorities throughout the remaining term of Council. Progress updates will be included, where appropriate, in future Accessibility Plan status updates.

Achievements and Successes

Customer Service

- Held the 13th annual [Celebrating Accessibility Awards](#), recognizing two community members (Amber Potter and Eva Carlin) and two community organizations (Bloom Skills Centre and Extend-A-Family Kingston), for their contributions beyond legislated requirements to improving accessibility for persons with disabilities in Kingston.
- Completed the Kingston Music Strategy that included IIDEA as a foundational principle to the Strategy and applied to all recommendations, such as spaces and types of venues, promoting diverse genres, policies, and audience access.
- Initiated a large-scale review of the City of Kingston Arts Fund that includes in its scope providing greater access to arts funding, and to prioritize artists, arts workers and residents who are part of equity deserving groups, including the deaf and disability arts sector, in the public engagement process.
- Continued to offer discounted tickets for Grand OnStage shows through the Municipal Fee Assistance Program and the Pay What You Want program. Program evaluation included goals and key performance indicators on improving access to discount ticket offerings.
- Facilitated accessibility accommodations for students/young people during Grand OnStage shows such as creating quiet/relaxed spaces in the theatre, selected shows for the season that focus on disability, accessibility, and inclusion themes, and supported community partners who work in developmental services to provide access to Grand OnStage shows.
- Continued community partnerships for summer arts programming being made available to long-term and extended care facilities, including a fully accessible performance by Erin Ball and Kingston Circus Arts.
- Partnered with Bloom Skills Centre by providing space within the Centre 70 Community Centre for a community café where individuals with intellectual disabilities learn employment skills to expand their job opportunities in the community.
- Continued to incorporate and expand upon accessibility considerations into City-held special events. Highlights include:
 - accessible access points and the inclusion of a sensory friendly zone at the Inter-Cultural Arts Festival;

- American Sign Language interpretation for opening ceremonies and presentation of the Civic Awards;
 - a sensory friendly skate with reduced sound and lighting during K-Town Countdown on New Year's Eve;
 - accessibility seating area at Rockin' the Square; and
 - accessible parking and drop-off areas along with accessible portable washrooms at the Sheep Dog Trials.
- Acquired new assistive listening device technology for use in Council Chamber, as well as a portable system for use at City events.
 - Launched an online pass renewal portal for Kingston Transit. The portal allows riders to renew monthly or weekly passes or add funds to multi-ride cards without being required to visit a physical storefront location. Renewals will also be processed instantly as compared to the previous 24 to 48 hours renewal process.

Information / Communication

- Completed a review of the Accessible Consultation Process Policy, with the updated policy approved by Council in February 2024. The purpose of the Policy is to ensure that the City complies with the requirements under the AODA and IASR for consultation with MAAC, persons with disabilities, and the public. The Policy also recognizes that achieving the highest level of inclusion with respect to consultation on City decision making is to the benefit of all community members.
- Conducted a public education campaign during Accessibility Awareness Week focused on service animal etiquette. The primary focus of the campaign was sharing etiquette tips for the public when interacting with service animals and their handlers. A [video](#) was produced and promoted through social media, along with messaging in City facilities. An additional focus of the campaign was sharing information on the rights and responsibilities of businesses with respect to serving customers with service animals. An information post card was sent via Canada Post to all Kingston businesses.
- Continued work on the redesign of the City website to be highly accessible from design and content perspectives. This includes reduced reliance on complex PDF content and a shift to simpler web-based content, including a shift from PDF forms to web-based forms.
- Incorporated accessibility as an integral component of the development of the MyKingston portal. This process includes accessibility as an acceptance criterion before any feature is moved into production.

- Began a pilot project called Welcoming Streets. In collaboration with Downtown Kingston BIA and Addiction and Mental Health Services Kingston, Frontenac, Lennox & Addington, the aim of the program is to communicate directly and support vulnerable individuals who may be experiencing homelessness, addiction, or mental health difficulties, treating them with respect and supporting them in accessing the services they may need.
- Received the final report from Age-Friendly City Working Group work, the recommendations from which will be reviewed by the newly established Community Development and Wellbeing Department in 2024.

Employment

- Participated in Disabilities Mentoring Day. City staff members volunteered to act as mentors to persons with disabilities who were seeking access to workplace contacts, environments, skills, and human resource processes. Through participating in the day, the City corporately, and staff individually, learned about accessible employment in a real world setting and are exposed to an often-untapped pool of employee talent. The City also provided sponsorship funding for Disabilities Mentoring Day.

Transportation

- Received feedback from MAAC regarding accessible parking requirements focused on time limits, fees, and availability. Feedback received will be incorporated into a review of City parking fees and fines to be conducted in 2024.
- Completed installation of two new accessible transit bus stations. The new model of station includes increased turning radius within the shelter, vision strips on glass walls and edges, tactile warning surfaces at entrances, bariatric seating, and enhanced lighting.
- Continued public consultation on the Williamsville Transportation Study. Goals for the project, which is defined as east of Princess Street at Bath Road and Concession Street to Division Street, include reconfiguring the right-of-way to improve pedestrian experience with wider sidewalks and amenities and prioritizing transit travel times throughout the corridor.
- Held an Open House to begin identifying alternate locations and designs for a pedestrian and cycling crossing over John Counter Boulevard and the CN Rail tracks to create a north-south connection for the K&P Trail between Division Street and Elliot Avenue.

- As part of construction work at intersection of Queen Mary Road and Bath Road, upgraded intersection to all ages and ability intersection, enhancing safety for both pedestrians and cyclists.
- Sought feedback from community on improvements to Montreal Street and John Counter Boulevard intersection. Project scope includes new lighting, traffic signals, signage, the addition of a multi-use pathway, and transit stop features.
- Hired 17 winter control staff, tasked with providing winter maintenance for sidewalks and bus stops.
- Developed a winter maintenance bus stop map containing information to ensure bus stops are cleared appropriately and to allow adequate room for riders to enter and exit buses.

Design of Public Spaces

- Completed repairs to accessible entrance to City Hall.
- Completed renovation of Richardson Beach Bathhouse. Renovations included installation of power door operators, universal washroom with adult change table, widened corridors, accessible change rooms and washrooms and contrasting finishes on floor, walls, and doors.
- Installed graspable handrails on main staircase in City Hall.
- Worked in partnership with The Inclusive Play Project, a community-led fundraising initiative working towards the creation of Kingston's first highly inclusive playground. Staff received Council approval to continue working with community partners and have offered City park space for the future location of the park.
- Met with the Public Art project team and reviewed plans for upcoming public art projects including Rideau Heights Community Centre and Kingston East Community Centre.
- Completed construction on Gerard Hunt Memorial Park. Features include accessible pathways, playground equipment, splash pad, and shade shelter.
- Began work on first phase of Bayridge Drive active transportation improvements. The project connects Cataraqui Woods Drive to Woodbine Road with a protected, off-road route for pedestrians and cyclists and includes upgraded signalized intersections along route.
- Constructed sidewalks on McMahan Avenue, Lancaster Drive, Wise Street, and Westbrook Road to fill gaps in current sidewalk network as part of Active Transportation Master Plan.

- Received feedback on construction of new parks in Creekside Valley and Westbrook neighbourhoods, and renovation of Rodden Park, Compton Park, and Garrigan Park. Projects involve upgrades to equipment at existing parks, along with new bench seating and accessible pathways and safety surfacing.
- Began construction on 32 accessible and affordable housing units spread across six different housing projects.
- Completed a full sidewalk inspection with over 400 trip hazards being removed and 1,100 meters of sidewalk in poor condition being replaced.
- Increased the capital budget by \$1,000,000 for 2024 to continue work to replace or repair damaged sidewalks as part of a multi-year project to improve sidewalk conditions.
- Upgrade the intersection crossing at Sydenham Road and Unity Road to improve accessibility for students attending Elginburg Public School.

Training

- Several departments held independent training sessions for staff focused on de-escalation and destigmatization.
- New staff hires, including members of City Council, received training on the AODA, IASR, the Ontario Human Rights Code and accessible customer service.
- Continued to offer training on accessible document creation and remediation to City staff members.

Conclusion

2023 represents the first year of the 2023 – 2025 Multi-Year Accessibility Plan for the City of Kingston. Coupled with the Kingston Strategic Plan 2023 – 2026, the City of Kingston will continue its progress towards increasing accessibility and inclusivity in all City facilities, services, and programs. Staff are also committed to not creating any additional or new barriers to accessibility.

Staff wish to recognize the contributions of members of MAAC through their service on the Committee and in providing their feedback and advice directly to City staff on projects.

Information regarding accessibility at the City of Kingston, including the 2023 – 2025 Multi-Year Accessibility Plan and Annual Status Reports, can be found on the [City website](#). This information is available in hard copy and alternate formats upon request.

AIRD BERLIS

Meghan Cowan
Direct: 416.865.4722
E-mail: mcowan@airdberlis.com

2022-2023 ANNUAL REPORT OF THE INTEGRITY COMMISSIONER

THE CORPORATION OF THE CITY OF KINGSTON

Meghan Cowan

Aird & Berlis LLP

March 11, 2024

INTRODUCTION

Aird & Berlis LLP was appointed as the Integrity Commissioner for The Corporation of the City of Kingston (the “City”) pursuant to subsection 223.3(1) of the *Municipal Act, 2001* on December 7, 2021 by By-law No. 2022-4. Our services commenced on January 1, 2022.

As such this is our first Annual report and it will encompass the period January 1, 2022 to December 31, 2023. This report provides an executive summary of our activities undertaken in carrying out our functions as the Integrity Commissioner for the City pursuant to our appointment.

ROLE OF THE INTEGRITY COMMISSIONER

The functions of an Integrity Commissioner are set out in subsection 223.3(1) of the *Municipal Act, 2001*:

Integrity Commissioner

223.3 (1) Without limiting sections 9, 10 and 11, those sections authorize the municipality to appoint an Integrity Commissioner who reports to council and who is responsible for performing in an independent manner the functions assigned by the municipality with respect to any or all of the following:

1. The application of the code of conduct for members of council and the code of conduct for members of local boards.
2. The application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards.
3. The application of sections 5, 5.1, 5.2 and 5.3 of the *Municipal Conflict of Interest Act* to members of council and of local boards.
4. Requests from members of council and of local boards for advice respecting their obligations under the code of conduct applicable to the member.
5. Requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board, as the case may be, governing the ethical behaviour of members.
6. Requests from members of council and of local boards for advice respecting their obligations under the *Municipal Conflict of Interest Act*.
7. The provision of educational information to members of council, members of local boards, the municipality and the public about the municipality’s codes of conduct for members of council and members of local boards and about the *Municipal Conflict of Interest Act*.

Council has assigned all of the foregoing functions to Aird & Berlis LLP.

The role of the Integrity Commissioner was originally quite narrow and really only encompassed the investigatory or enforcement role with respect to complaints made against a member under a code of conduct, although many Integrity Commissioners read in the authority to provide advice to members in order to prevent ethical contraventions.

The Integrity Commissioner's role has been significantly augmented by amendments to the *Municipal Act, 2001* which have expanded its functions. Integrity Commissioners are now expressly empowered to provide specific written advice to members with respect to their obligations under a code of conduct, any policy, procedure, rule or guideline relating to a member's ethical conduct and the *Municipal Conflict of Interest Act*.

In addition, the Integrity Commissioner now has a very significant role to play with respect to the application and enforcement of sections 5, 5.1, 5.2 and 5.3 of the *Municipal Conflict of Interest Act*. Previously, only an elector could seek to apply to a judge to determine whether a member had contravened the *Municipal Conflict of Interest Act*. Now an elector or a "person demonstrably acting in the public interest" (an undefined term) can file an application with an Integrity Commissioner to conduct an inquiry as to whether a member may have contravened the statute and the Integrity Commissioner has the decision-making authority to apply to a judge under section 8 of the *Municipal Conflict of Interest Act* to impose penalties. The last three times that Integrity Commissioners have taken applications to court, the result has been a removal from office of the contravening member.

CODE OF CONDUCT

The City established its original Code of Conduct for Members of Council (the "Code of Conduct") on March 29, 2017 by By-law No. 2017-65 pursuant to Staff Report No. 17-094. The most recent revisions were made in 2021. We understand that the Code of Conduct is scheduled to be reviewed in 2025 and we look forward to working with Council and staff to ensure that the City's Code of Conduct aligns with best practices.

COMPLAINT INVESTIGATIONS

2021

Before our appointment as Integrity Commissioner commenced, one complaint against a local board member from the prior Integrity Commissioner remained outstanding, and we assumed responsibility for the complaint. In August 2022, the complaint was suspended by our office pursuant to subsection 223.4(7) of the *Municipal Act, 2001*, given that 2022 was a regular election year. Post-election (October 2022), the complaint was revived, however it was immediately suspended pursuant to section 223.8 of the *Municipal Act, 2001*, as criminal proceedings had commenced with respect to the same matter. In February 2023, the local board member was not re-appointed, at which time the complaint was finally terminated due to lack of jurisdiction over former members of Council or local boards.

2022

In 2022, we received four (4) formal complaints pursuant to the Code. Two (2) complaints were filed against members of local boards, and two (2) were filed against members of Council. Two (2) complaints were summarily dismissed due to a lack of evidence, and two (2) complaints were terminated pursuant to subsection 223.4(7) of the *Municipal Act, 2001*, similar to the 2021 complaint, given that 2022 was a regular election year. No investigations were conducted, and consequently, no reports to Council were submitted.

2023

In 2023 our office received just one (1) multi-faceted complaint pursuant to the Code. The complaint filed against a member of Council was dismissed on all alleged breaches of the Code due to the unsubstantiated and vexatious nature of the complaint. The complainant filed a complaint with the Ontario Ombudsman who advised us on December 12, 2023 that he had reviewed the complaint and was taking no further action and closed the file.

In addition, we received one (1) request from Council to conduct review a matter to determine if a member had contravened either the Code of Conduct or the *Municipal Conflict of Interest Act* with respect to the 2023 Municipal Operating Budget. Our investigation concluded that the member took appropriate mitigative measures, that his conduct did not breach obligations respecting a potential conflict of interest, and that there was no contravention of the Code of Conduct or of the *Municipal Conflict of Interest Act*.

ADVICE TO MEMBERS

The authority of the Integrity Commissioner was amended in 2019 to allow members to make written requests for specific advice from the Integrity Commissioner with respect to their obligations under the Code of Conduct, any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members and the *Municipal Conflict of Interest Act*.

We received and responded to a number of written requests for advice from members of Council and as well as from members of local boards. The inquiries related to various issues pertaining to the application of the Code of Conduct and the *Municipal Conflict of Interest Act*.

Subsections 223.3(2.1) and (2.2) of the *Municipal Act, 2001* expressly require that any requests from members be made in writing and that the Integrity Commissioner's advice to members also be set out in writing. We kindly request that any members who seek our advice, set out all of the relevant background facts and include copies or links to supporting documents (such as correspondence, social media posts, staff reports, etc.). This will greatly assist us in providing our advice without the need for us to search for the information or undertake research to find records and materials that the member may have ready access to.

We seek to provide our advice within 24 to 48 hours of receiving the information and records that are necessary to be reviewed in order to provide our written advice. We typically provide our written advice to members in a quasi-formal manner via email and seek to provide an explanation for the determinations that we have made and advice that we are giving.

We remind members that we can only provide advice to them with respect to their own obligations and not the responsibilities of other members or persons.

2022

In 2022, we received six (6) requests from six (6) different members for written advice from various members relating to the Code of Conduct and the *Municipal Conflict of Interest Act*.

2023

Last year we received nineteen (19) requests from six (6) members for written advice relating to their ethical obligations. A number of the requests entailed supplementary and additional but related advice.

EDUCATION & TRAINING

We conducted a comprehensive training program, including a New Council Orientation as well as sessions related to the Code of Conduct, the Role of the Integrity Commissioner, and the *Municipal Conflict of Interest Act* for members of the newly-constituted Council on November 16, 2022. We did not provide any additional training to members in 2023.

CLOSING REMARKS

We are privileged to act as Integrity Commissioner for the City – we look forward to working with all members of Council and the City’s local boards as well as with City staff throughout 2024.

Respectfully submitted,

AIRD & BERLIS LLP



Meghan Cowan

Integrity Commissioner for the City of Kingston



**City of Kingston
Report to Council
Report Number 24-085**

To: Mayor and Members of Council
From: Desirée Kennedy, Chief Financial Officer & City Treasurer
Resource Staff: Lana Foulds, Director, Financial Services
Brent Funnell, Manager, Procurement
Date of Meeting: March 19, 2024
Subject: January 2024 Tender and Contract Awards Subject to
Delegation of Authority

Council Strategic Plan Alignment:

Theme: Corporate business

Goal: See above

Executive Summary:

Section 21.1 of [City of Kingston By-Law Number 2022-154](#), A By-Law to Establish a Procurement Policy for the City of Kingston, requires a monthly information report be provided to Council summarizing all procurement contracts with a value exceeding \$100,000 that were awarded by delegated authority. Accordingly, this information report provides Council with details of contracts greater than \$100,000 awarded for the month of January 2024 that meet the established criteria of delegated authority for both standard and non-standard procurements.

Recommendation:

This report is for information only.

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 Not required

Jennifer Campbell, Commissioner, Community Services Not required

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

Options/Discussion:

Background

[City of Kingston By-Law Number 2022-154](#), a By-Law to Establish a Procurement Policy for the City of Kingston, provides for the delegation of authority to award contracts under both standard and non-standard procurement methods. Schedule C to By-Law Number 2022-154 delegates the approval authority to senior staff and Procurement Services for both procurement methods.

Standard Procurement

Standard procurement is defined as the acquisition of goods, services, or construction, or a combination thereof, in accordance with the standard procurement method for the type and value of the deliverables as determined in City of Kingston By-Law Number 2022-154. Utilizing the standard procurement method, Schedule C to By-Law Number 2022-154 provides for the delegated authority to award contracts greater than \$100,000 but less than \$500,000 to City Directors and Procurement Services, and contracts greater than \$500,000 to the City Commissioners and Procurement Services.

Standard procurements greater than \$100,000 require a competitive process conducted in accordance with the procurement's solicitation document. As provided for in the solicitation document, tenders are evaluated and awarded based solely on price, whereas request for proposals (RFPs) are based on the highest ranked proponent based on pre-determined price and non-price criteria.

No award of contract may be approved unless:

- Sufficient funding is available in an approved budget;
- The selection of the standard procurement method is determined in accordance with City of Kingston By-Law Number 2022-154; and
- The procurement process was conducted in accordance with City of Kingston By-Law Number 2022-154.

All procurements that exceed an estimated value of \$121,200 (goods and services) and \$302,900 (construction) are subject to applicable trade treaty requirements.

Exhibit A to this report provides information on standard procurements over \$100,000 that met the established criteria of delegated authority under City of Kingston By-Law Number 2022-154 and were awarded in the month of January.

Non-Standard Procurement

Non-standard procurement is defined as the procurement of deliverables through a process other than the standard method required for the type and value of the deliverables as determined in City of Kingston By-Law Number 2022-154. Schedule C to City of Kingston

By-Law Number 2022-154 provides for a higher level of approval authority to award contracts under a non-standard procurement method. A non-standard procurement cannot be approved, and no contract can be awarded, unless sufficient funding is available in an approved budget.

Exhibit B to this report provides information on non-standard procurements over \$100,000 related to Information Systems & Technology purchases made through the Chief Information Officer's delegated authority in the month of January. The Chief Information Officer has delegated authority to renew recurring maintenance and support agreements through a single source process.

January 2024 procurement activities that are not included in this report are as follows:

- value of the purchase, if less than \$100,000;
- any awards closing in this time period that were approved separately by Council.

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

The [Accessibility for Ontarians with Disabilities Act, 2005](#) is a consideration and may form part of the evaluation criteria for any Request for Proposal administered by the City of Kingston.

Existing Policy/By-Law

[City of Kingston By-Law Number 2022-154](#), "A By-Law to Establish a Procurement Policy for the City of Kingston"

Financial Considerations

All procurements, as reported, have sufficient funding available in an approved budget.

Contacts:

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

Brent Funnell, Manager, Procurement, 613-546-4291 extension 2452

Other City of Kingston Staff Consulted:

Applicable City Departments

Exhibits Attached:

Exhibit A – Summary of Standard Procurements over \$100,000 – January 2024 Awards

Exhibit B – Summary of Non-Standard Procurements over \$100,000 – January 2024 Awards

Summary of Standard Procurements over \$100,000 January 2024 Awards

Proponents are listed in order of ranking based on pre-determined evaluation criteria.

The successful proponent appears first in each table unless stated otherwise.

1. Request for Proposal: F18-CS-FMCS-2023-27

Washrooms Renovations Phase 2 – Rideaucrest Home

Closing Date: November 21, 2023

Supplier / Service Provider	Price
David J. Cupido Construction Ltd.	\$3,985,991.00
Jean Daoust Construction Inc.	\$5,991,815.00

2. Request for Tender: F18-TPW-ES-2023-31

Culvert Replacements – Kingston Mills Road

Closing Date: November 23, 2023

Supplier / Service Provider	Price
Trisan Construction	\$222,382.90
Len Corcoran Excavating Ltd.	\$245,865.00
K. Mulrooney Trucking Ltd.	\$261,301.78
Strong Bros. General Contracting Ltd.	\$288,911.62
Dig'N Dirt Ltd.	\$290,843.23
R.W. Tomlinson Ltd.	\$307,070.40
Gordon Barr Ltd.	\$313,805.00
Scott Trudeau Construction Corp.	\$315,794.20
Robert Nash Excavating Inc.	\$326,945.44
GIP Paving Inc.	\$327,750.00
Fidelity Engineering & Construction	\$344,976.74
Kiley Paving Ltd.	\$389,922.00

3. Request for Proposal: F18-ITES-FR-2023-01

Aerial Truck

Closing Date: December 21, 2023

Supplier / Service Provider	Price
City View Emergency Vehicles	\$2,053,000.00
Commercial Emergency Equipment	\$2,235,900.00

4. Request for Proposal: F18-CS-FMCS-2023-36

Hanson Memorial Parking Structure 2024 Restoration

Closing Date: December 21, 2023

Supplier / Service Provider	Price
United Building Restoration Ltd.	\$2,650,280.00
Interior Concrete Coatings	\$3,223,267.00
Strong Bros. General Contracting Ltd.	\$3,663,100.00
Roof and Building Service Intl.	\$5,966,485.00

5. Request for Tender: F18-TPW-ES-2023-23

Trail Improvements – Various Sites

Closing Date: January 24, 2024

Supplier / Service Provider	Price
Al White Landscaping and Excavating	\$192,318.00
Kiley Paving Ltd.	\$197,866.00
Morven Construction	\$201,953.50
Len Corcoran Excavating Ltd.	\$229,330.00
Dig'N Dirt Ltd.	\$234,772.48
K. Mulrooney Trucking Ltd.	\$249,226.76
Strong Bros. General Contracting Ltd.	\$272,674.00

Summary of Non-Standard Procurements over \$100,000 January 2024 Awards

Single Source Procurements

Information Systems & Technology

January 8, 2024

Renewal of Annual Support and Maintenance Agreement for Cisco Security

The annual support and maintenance service agreement for Cisco Security, the City's network infrastructure platform, was renewed with Bell Canada.

Supplier / Service Provider	Price
Bell Canada	\$360,932.76

January 16, 2024

Renewal of Annual Support and Maintenance for CityView Platform

An agreement for support and maintenance services for the CityView Platform was renewed with N Harris Computer Corporation. The CityView platform is used to facilitate and manage business licensing, as well as administrative monetary penalties (AMP's) and other by-law enforcement activities.

Supplier / Service Provider	Price
N Harris Computer Corporation	\$100,573.19

January 17, 2024

Renewal of Annual Support and Maintenance for Peoplesoft HRMS

The agreement for annual support and maintenance services for Peoplesoft HRMS was renewed with Oracle Canada ULC. Peoplesoft HRMS is used to manage human resources and payroll activities.

Supplier / Service Provider	Price
Oracle Canada ULC	\$185,455.07

January 23, 2024

Renewal of Annual Subscription, Support, and Maintenance for NearMap Imagery

The annual subscription, support, and maintenance services for NearMap Imagery, the City's photo imagery platform, was renewed with Teranet Inc. NearMap provides the City with high resolution bi-annual air photo imagery acquisition.

Supplier / Service Provider	Price
Teranet Inc.	\$384,636.00



**City of Kingston
Report to Council
Report Number 24-075**

To: Mayor and Members of Council
From: Desirée Kennedy, Chief Financial Officer & City Treasurer
Resource Staff: Lana Foulds, Director, Financial Services
Christa Walsh, Manager, Financial Planning
Date of Meeting: March 19, 2024
Subject: 2023 Statement of Remuneration and Expenses Paid to Council
Members and Other Council Appointees

Council Strategic Plan Alignment:

Theme: Regulatory & compliance

Goal: See above

Executive Summary:

The [Municipal Act, 2001](#), s. 284 (1) states that the treasurer of a municipality shall in each year on or before March 31 provide to the council of the municipality an itemized statement on remuneration and expenses paid in the previous year to “each member of council in respect of his or her services as a member of the council or any other body, including a local board, to which the member has been appointed by council or on which the member holds office by virtue of being a member of council.”

In addition, this section further requires a statement of remuneration and expenses paid for the same period on behalf of “each person, other than a member of council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body.”

Recommendation:

This report is for information only.

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	Not required
Jennifer Campbell, Commissioner, Community Services	Not required
Neil Carbone, Commissioner, Corporate Services	p.p. <input checked="" type="checkbox"/>
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

Options/Discussion:

Background

The 2023 statement of remuneration and expenses paid to members of Council during the year in respect of services as a member of the council or any other body, including a local board, is attached to this report as Exhibit A. The statement of remuneration and expenses paid in the same period to other Council appointees is attached as Exhibit B.

Existing Policy/By-Law

[City of Kingston By-Law Number 2022-48](#), "A By-Law to Provide for the Annual Remuneration to Members of Council for the Corporation of the City of Kingston"

Financial Considerations

None

Contacts:

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

Christa Walsh, Manager, Financial Planning, 613-546-4291 extension 2262

Other City of Kingston Staff Consulted:

Janet Jaynes, City Clerk, Clerk's Department

Shelly Orser, Supervisor, Payroll & Compensation, Payroll Services

Exhibits Attached:

Exhibit A - 2023 Statement of Remuneration and Expenses paid to Council Members

Exhibit B - 2023 Statement of Remuneration and Expenses paid to Other Council Appointees

2023 Statement of Remuneration and Expenses Paid to Council Members

City Council Members	Honorarium	Benefits	Car Allowance	Travel and Conference Expense	Cellular	Sundry Expenses	Boards & Agencies	Total
Mayor								
Bryan Paterson	\$ 137,643	\$ 31,371	\$ 6,516	\$ 6,929	\$ 626		\$ 12,377	\$ 195,462
City Councillors								
Gary Oosterhof	48,548	14,690	4,344	3,017	371		1,200	72,170
Paul Chaves	48,015	14,452	3,474	2,029	431	19		68,420
Lisa Osanic	48,015	14,452	3,474		313			66,254
Wendy Stephen	48,548	14,595	3,474	2,097	810		388	69,912
Don Amos	48,548	14,547	3,474	1,945	273	187		68,974
Jimmy Hassan	48,015	14,452	3,474	2,205	477	92		68,715
Brandon Tozzo	48,015	14,452	3,474	1,982	273		304	68,500
Jeff McLaren	48,548	14,543	3,474	2,174	470		1,801	71,010
Vincent Cinanni	48,548	14,595	3,474	2,126	273	297		69,313
Conny Glenn	48,282	14,498	3,474	7,113	334	205	2,449	76,355
Gregory Ridge	48,015	10,587	3,474		261	153		62,490
Ryan Boehme	48,282	14,498	3,474		273			66,527
Total Mayor & Council	\$ 717,022	\$ 201,732	\$ 49,074	\$ 31,617	\$ 5,185	\$ 953	\$ 18,519	\$ 1,024,102

2023 Statement of Remuneration and Expenses Paid to Council Members
Travel and Conference Expense Detail

City Council Members	AMO Conference & Board Meetings	ROMA Conference	FCM Conference	OBCM Meetings	FCM Meetings	AMO Board of Directors	Total
Mayor							
Bryan Paterson	\$ 1,976			\$ 1,911		\$ 3,042	\$ 6,929
City Councillors							
Gary Oosterhof	2,157	860					3,017
Paul Chaves	2,029						2,029
Lisa Osanic							-
Wendy Stephen	2,097						2,097
Don Amos	1,945						1,945
Jimmy Hassan	2,205						2,205
Brandon Tozzo	1,982						1,982
Jeff McLaren	2,174						2,174
Vincent Cinanni	2,126						2,126
Conny Glenn	2,391		2,567		2,155		7,113
Gregory Ridge							-
Ryan Boehme							-
Total Mayor & Council	\$ 21,082	\$ 860	\$ 2,567	\$ 1,911	\$ 2,155	\$ 3,042	\$ 31,617

**2023 Statement of Remuneration and Expenses
Paid to Other Council Appointees**

Other Council Appointees	Honorarium	Travel and Conference Expense	Total
Kingston Police Services Board			
Gail MacAllister	\$ 3,384	\$ 7,333	\$ 10,717
Kingston Frontenac Public Library			
Anne Brunner		388	388
Jennifer Ross		388	388
Housing and Homelessness Advisory Committee			
Hanny Philip	400		400
Jane Bailey	300		300
River Hill	400		400
Ian Clark	500		500
Total	\$ 4,984	\$ 8,109	\$ 13,093



**City of Kingston
Information Report to Council
Report Number 24-093**

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
Craig Desjardins, Director, Strategy, Innovation & Partnerships
Ruth Noordegraaf, Director, Housing & Social Services
Lisa Capener-Hunt, Director, Building Services & CBO

Date of Meeting: March 19, 2024

Subject: Population, Housing & Workforce Update

Council Strategic Plan Alignment:

Theme: 1. Support Housing Affordability

Theme: 5. Drive Inclusive Economic Growth

Goal: See above

Executive Summary:

The purpose of this report is to provide Council with an update on population, housing and workforce statistics for the City of Kingston for the past year. The report also provides updated data from the Canada Mortgage and Housing Corporation (CMHC) on the annual rental market vacancy rates. The CMHC reported the vacancy rate for the purpose-built rental housing market in the Kingston Census Metropolitan Area (CMA) to be 0.8 % in October 2023, down from 1.2% in 2022. The Kingston CMA includes the City of Kingston, Loyalist Township, Township of South Frontenac and the Township of Frontenac Islands. Kingston CMA's vacancy rate was the lowest among Ontario CMAs, with low vacancy rates being felt throughout the country. CMHC has indicated that the tight rental housing conditions across the country are attributable to increased

immigration, employment growth amongst those aged 15 to 24 who tend to be renters, and a higher overall tendency to rent due to the low affordability of homeownership.

Recommendation:

This report is for information only.

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	Not required

Options/Discussion:

On March 21, 2023, staff presented Council with detailed information on population, rental and ownership housing market, housing supply and workforce using data from Statistics Canada, Canada Mortgage and Housing Corporation (CMHC) and local data sets from various City departments ([Report Number 23-078](#)). This report provides updates to that information, where available.

Population

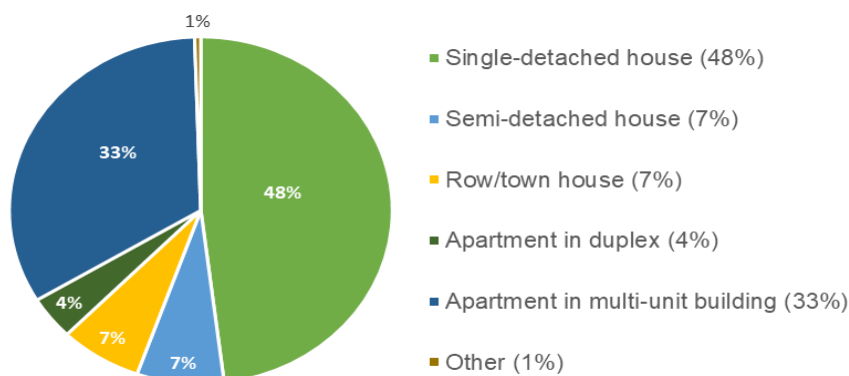
As per the 2021 Census conducted by Statistics Canada, the City's population was 132,485 in 2021. Between 2016 and 2021, the City's population grew by 7% or 8,687 persons. Within the same time period, the Kingston Census Metropolitan Area (CMA), saw a population increase of 7.1%, with a total population of 172,545. The Kingston CMA includes the City of Kingston, Loyalist Township, Township of South Frontenac and the Township of Frontenac Islands, with the City accounting for 82% of the population within the Kingston CMA.

Statistics Canada releases annual demographic estimates for Canada's larger urban areas, including the Kingston CMA; however, this information is not yet available for 2023. The estimated population for the Kingston CMA and the City of Kingston for July 2022 was 180,070 and 138,204 respectively.

Housing

Of the City of Kingston's 57,835 permanent households reported in the 2021 census, 44%, or approximately 25,500 households, reside in rental housing, and the remaining reside in ownership housing. Figure 1 illustrates the proportionate split of dwelling types for the City's usual residents based on the 2021 Census. The graph demonstrates approximately half, or 48%, of the usual residents live in single-detached dwellings and one-third, or 33%, live in multi-unit apartment buildings. The remainder of usual residents, or approximately 18%, live within semi-detached, row/town house, and duplex dwellings.

Figure 1: Dwelling Types for Usual Residents, City of Kingston, 2021



While single-detached dwellings have tended to be the dominant form of housing in the past, data from the 2021 Census indicates over the past 15 years the proportion of apartment dwellings showed the greatest increase amongst housing forms. The trend toward higher-density, apartment housing is anticipated to continue as land availability and construction costs favour multi-unit housing formats.

Short-Term Accommodations

The [Short-Term Rental Licensing By-Law](#) regulates short-term rentals in the City. The by-law defines a short-term rental as all or part of a dwelling unit used to provide sleeping accommodations for a period equal to or less than 30 consecutive days in exchange for payment and includes a bed and breakfast. As of February 20, 2024, there were 174 licensed short-term rentals in the City.

Second and Third Residential Units

The City has permitted second residential units in a single-detached house, semi-detached house and townhouse since 2013, and in a standalone detached accessory building since 2019. In 2022, with the passage of the new Kingston Zoning By-Law, the City enabled additional residential units (i.e. a second residential unit and a third residential unit) on properties with a single-detached house, semi-detached house or townhouse.

In 2023, building permits were issued for 108 new second residential units and 11 third residential units. Table 1 shows the number of building permits issued for second and third residential units over the past five years which represented approximately 12% of the total units.

Table 1: Number of Building Permits Issued for Second and Third Residential Units, 2019-2023

Year	Number of Building Permits for Second and Third Residential Units
2019	56 second residential units
2020	117 second residential units
2021	98 second residential units
2022	80 second residential units

Year	Number of Building Permits for Second and Third Residential Units
2023	108 second residential units 11 third residential units
Total	470 units

Rental Housing Market Vacancy Rate

Each year, the CMHC reports data on rents and vacancy rates relative to supply and demand of rental units for major centres across Canada. CMHC identifies three percent as a healthy vacancy rate, which balances housing availability and choice with demand.

The Rental Market Report for 2023, released January 31, 2024, shows that the national vacancy rate for purpose-built rentals fell from 1.9 % in 2022 to 1.5% in 2023, the lowest vacancy rate since 2001. CMHC attributes the tightening in the rental housing market to increased immigration, employment growth amongst those aged 15 to 24 who tend to be renters, and a higher overall tendency to rent due to the low affordability of homeownership.

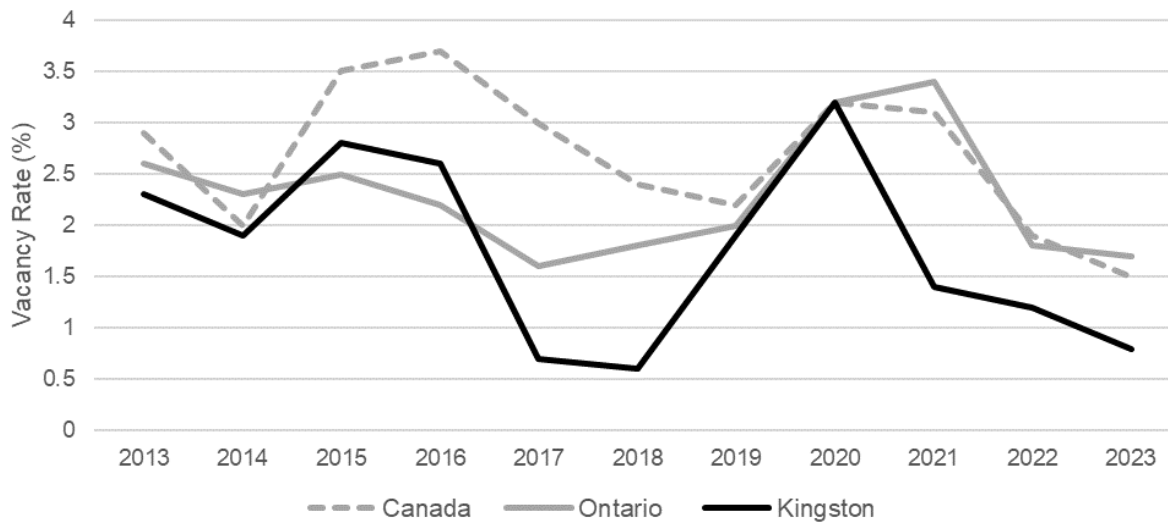
The Rental Market Report for 2023 only included Canada's larger rental markets and did not provide an analysis and commentary for mid-sized CMAs such as the Kingston CMA. CMHC has indicated it has decided to reduce the number of in-depth markets reports it produces. However, information for mid-sized CMAs has been made available in separate data tables.

For the Kingston CMA, the vacancy rate for the purpose-built rental market was reported to be 0.8 % in October 2023, a decline from 1.2 % in 2022. In 2023, Kingston CMA's vacancy rate was the lowest amongst Ontario's 16 CMAs. It is important to note that the vacancy rate data reported by CMHC for the Kingston CMA is a measure of the primary rental market only, which includes rental units in private residential buildings containing three or more rental units. The secondary rental market, which comprises rented detached dwellings, semi-detached dwellings, townhouses, condominium units, accessory dwelling units and duplexes, is not included in the rental market report. Additionally, any new units that may have come online recently in the primary rental market would not have been captured in the rental market survey.

Based on data from the Municipal Property Assessment Corporation (MPAC), it is estimated that as of May 2023, there were 8,715 units in the secondary rental market in the City of Kingston.

Figure 2 shows the vacancy rate trends in Canada, the Province of Ontario and the Kingston CMA between 2013 and 2023. The figure illustrates that over the past ten years, Kingston's vacancy rate has tended to be lower than the provincial and national averages.

Figure 2: Vacancy Rate Trends – Canada, Ontario, and Kingston CMA



(Note: The 3.2% vacancy rate in 2020 is understood to have been exaggerated because of the pandemic and attributable to fewer post-secondary students residing in Kingston at the time.)

Table 2 shows the vacancy rate data between 2014 and 2023 by geographic zones in the Kingston CMA as defined by CMHC. The data shows that from 2022 to 2023, the vacancy rate decreased across all Zones. The suburban Zone 4 had the tightest market conditions, where the vacancy rate dropped to 0.5%, the lowest in 10 years.

Table 2: Vacancy Rate Data Between 2014 and 2023 by Zones in the Kingston CMA

Zone	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Zone 1 – Downtown	1.8	2.7	2.2	0.5	0.6	2.3	5.4	1.9	1.0	0.9
Zone 2 – Southwestern Kingston	1.7	1.4	2.1	0.7	0.5	2.3	2.9	0.6	1.7	1.3
Zone 3 – Northern Kingston	2.0	2.9	1.8	1.0	0.4	1.7	1.8	2.0	1.4	0.6
Zone 4 - Remainder of CMA	2.4	5.1	5.2	1.0	0.8	6.9	2.2	1.1	0.6	0.5
Kingston CMA	1.9	2.8	2.6	0.7	0.6	1.9	3.2	1.4	1.2	0.8

The total number of private apartment units in the primary rental market in the Kingston CMA, as reported by the CMHC from 2020 to 2023, is included in Table 3 below. The data shows that between 2020 and 2023, there was an increase of 543 units in the primary rental market in the Kingston CMA. The data shows that the number of units decreased by 138 between 2022 and 2023. Staff reached out to the CMHC regarding the decrease and the potential discrepancy with the City’s data, and an explanation is included under the Housing Supply section of this report.

Table 3: Number of Private Apartment Units in the Primary Rental Market in the Kingston CMA, by Zone, 2020-2023, CMHC

Zone	October 2020	October 2021	October 2022	October 2023
Zone 1 - Downtown Kingston	4,082	4,086	4,204	4,218
Zone 2 - Southwestern Kingston	3,681	3,680	3,701	3,699
Zone 3 - Northern Kingston	3,489	3,576	3,673	3,461
Subtotal of Zones 1-3	11,252	11,342	11,578	11,378
Zone 4 - Remainder of CMA	2,984	3,170	3,339	3,401
Total for Kingston CMA	14,236	14,512	14,917	14,779

The vacancy rate of units with 1-bedroom, 2-bedroom and 3-bedrooms or more saw a decline from 2022 to 2023 within the Kingston CMA, as shown in Table 4 below. CMHC has noted that the year-over-year change in the overall vacancy rate for the Kingston CMA and the vacancy rates for units with 1-bedroom and 3-bedroom or more is a statistically significant decrease.

Table 4: Vacancy Rate by Bedroom Type in the Kingston CMA

Year	Bachelor	1-bedroom	2-bedroom	3 bedroom or more	Total
October 2022	Data suppressed by CMHC as the level of reliability was considered to be low	1.0%	1.3%	0.9%	1.2%
October 2023	0.8%	0.6%	1.0%	0.1%	0.8%

The average rents in the Kingston CMA increased between 2022 and 2023 for all unit types as shown in Table 5 below. The average rent for a one-bedroom unit in the Kingston CMA was \$1,329 in 2023, up from \$1,212 in 2022.

Table 5: Private Apartment Average Rents by Bedroom Type in the Kingston CMA

Year	Bachelor	1-bedroom	2-bedroom	3 bedroom or more	Total
October 2022	\$975	\$1,212	\$1,471	\$1,918	\$1,390
October 2023	\$1,035	\$1,329	\$1,609	\$2,141	\$1,519

Figure 3 illustrates the average market rent for a 1-bedroom unit in the Kingston CMA categorized by age of construction. The data indicates that older units generally have lower rents compared to newer units. This difference in average rent by age of construction indicates that although newly constructed units may enhance the rental housing supply and improve the vacancy rate, they may not necessarily provide immediate solutions to the affordability challenge.

Figure 3: Average Market Rent for 1-Bedroom Units by Year of Construction in the Kingston CMA

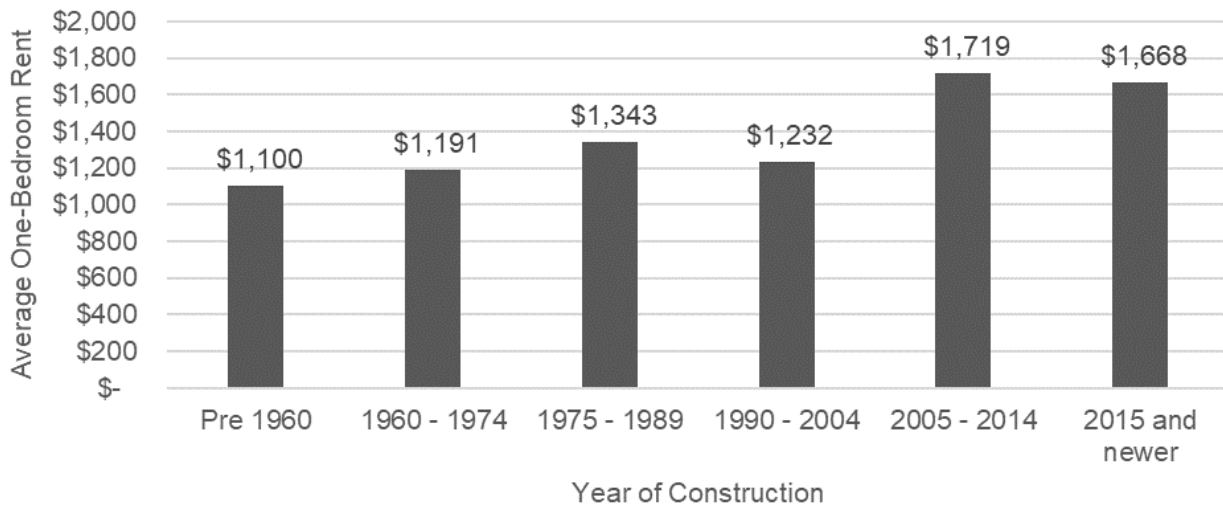


Table 6 illustrates the vacancy rate and 1-bedroom unit average market rent for other locations across Ontario, along with the population growth between 2016 and 2021. The data indicates that the Kingston CMA has a low vacancy rate and high average market rents relative to comparator communities.

Table 6 Rental Housing Market Community Comparison

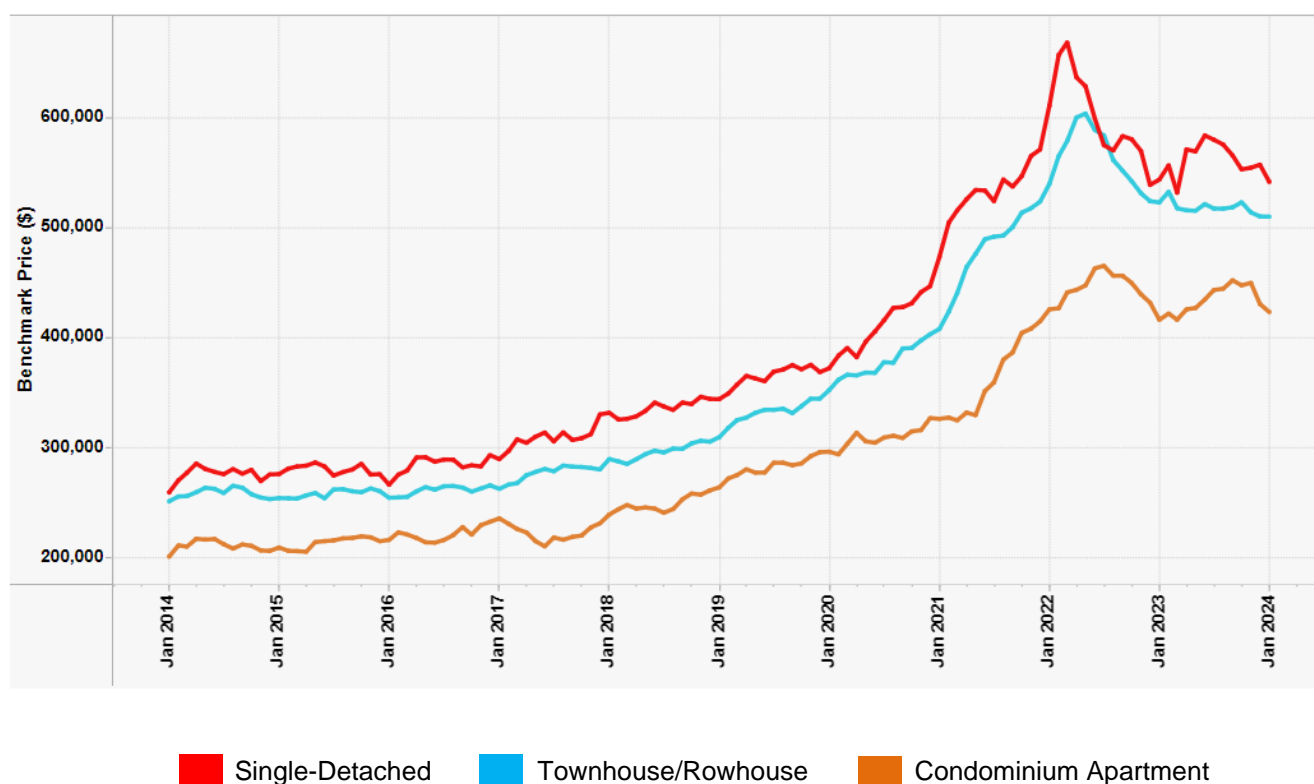
Community	Vacancy Rate	1-Bedroom Average Market Rent	Census Population Change (2016 – 2021)
Kingston	0.8	\$1,329	7.1%
Peterborough	1	\$1,173	5.7%
Greater Sudbury	1.2	\$1,043	2.8%
Guelph	1.3	\$1,508	9.0%
Toronto	1.4	\$1,691	4.6%

Community	Vacancy Rate	1-Bedroom Average Market Rent	Census Population Change (2016 – 2021)
Oshawa	1.5	\$1,399	9.3%
London	1.7	\$1,186	10%
Brantford	2	\$1,215	7.4%
Windsor	2	\$1,055	6%
Hamilton	2.1	\$1,367	5%
Kitchener-Cambridge-Waterloo	2.1	\$1,346	9.9%
Ottawa-Gatineau (Ontario part)	2.1	\$1,411	9.3%
Barrie	2.6	\$1,427	8%
St. Catharines-Niagara	2.8	\$1,225	6.8%
Cornwall	2.8	\$901	2.9%
Thunder Bay	2.9	\$1,054	1.4%
Belleville - Quinte West	3	\$1,199	7.5%
Ontario Average	1.7	\$1,482	5.8%

Ownership Housing

Figure 4 illustrates the ten-year trend in the benchmark price for single-detached, row/townhouse, and apartment dwellings based on data available from the Canadian Real Estate Association (CREA). The graph illustrates a period of steady housing prices, followed by increased price growth in 2017, and a more pronounced escalation beginning in 2020, coinciding with the onset of the global pandemic.

Figure 4: Kingston & Area Real Estate Price Performance, 2014 to 2024



The Kingston and Area Real Estate Association (KAREA) notes the benchmark price for a single-detached home was \$541,500 in January 2024, which is slightly down by 0.4 percent from the previous year. The benchmark price for a town/rowhouse was \$509,800, down 2.5 percent compared to the previous year. The benchmark price for a condominium apartment was \$423,000, a slight gain of 1.7 percent. The number of active listings in January 2024 was 587, which is up by approximately 26 percent from the same time last year.

Affordable Rental Housing

The City provides capital funding assistance from municipal sources and upper-level government contributions to support the development of new affordable, transitional supportive housing units in non-profit and private housing projects. Table 7 provides an overview of affordable and supportive housing projects that have received public funding contributions and

are currently under construction or anticipated to start construction shortly. The projects will provide for a total of 227 new affordable housing units or beds in congregate living facilities.

Table 7 Ongoing Affordable and Supportive 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

Project	Proponent	Affordable Units	Project Type	Status
206 Concession Street	City of Kingston and Addiction and Mental Health Services	18 beds	Addiction and mental health housing stabilization program	Construction to start November 2023; 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

Housing Supply

The City undertakes a regular review of the supply of new residential units proposed through *Planning Act* applications. This review identifies the number of units that may eventually be added to the housing market and considers the status of approvals made under the *Planning Act*. Considered in this review are “pending” and “committed” residential units within the City’s urban boundary.

Pending units are those that are tied to:

- a plan of subdivision that has yet to receive draft plan approval;
- an Official Plan/zoning by-law amendment that has yet to receive approval; and
- applications appealed to the Ontario Land Tribunal (OLT) and pending a decision from the OLT.

Committed units are those that are tied to:

- an approved draft plan of subdivision;

- a registered plan of subdivision (but only those units for which building permits haven't been issued);
- an approved Official Plan/zoning by-law amendment or minor variance, but no Site Plan Control application submitted yet;
- a Site Plan Control application under review with approved zoning; and
- an approved Site Plan Control application but no building permits issued yet.

Table 8 identifies the total number of pending and committed residential units proposed through *Planning Act* applications as of December 31, 2023.

Table 8: Pending and Committed Residential Units

Up to December 31, 2023	Multi-unit Residential	Single-detached, semi-detached or row house	Total
Pending Units (awaiting draft plan of subdivision or zoning approval, or under appeal)	5,631	690	6,321
Committed Units (Zoning approved, no Building Permits yet)	5,647	2,580	8,227
Total	11,278	3,270	14,548

There are a total of 8,227 committed units and 6,321 pending units. These applications could result in 14,548 new homes being added to the Kingston market over time.

Of the 6,321 pending units, 1,670 units proposed at the former Davis Tannery site are currently under appeal.

Table 9 shows that between 2019 and 2023, building permits were issued for 5,409 new residential units, of which multi-unit residential represented approximately 65% of the total units. Over the past five years, on average, the City has issued building permits for around 1,082 units per year, with the average annual supply of multiple unit dwellings of 700 units per year.

Table 9: Residential Building Permits issued between 2019 and 2023

Year	Total Units	Multi-unit Residential	Single-detached, semi-detached or rowhouse
2019	1,053	672	381
2020	1,408	875	533
2021	1,111	705	406
2022	873	595	278
2023	964	650	314
Total	5,409	3,497	1,912

Figure 5 illustrates the proportional split by dwelling type for building permits issued in the City in 2023. Building permits were issued for 964 new units, of which multi-unit residential dwellings represented approximately 68% (650 units) of the total units.

Figure 5: Building Permits issued by Dwelling Type (2023)

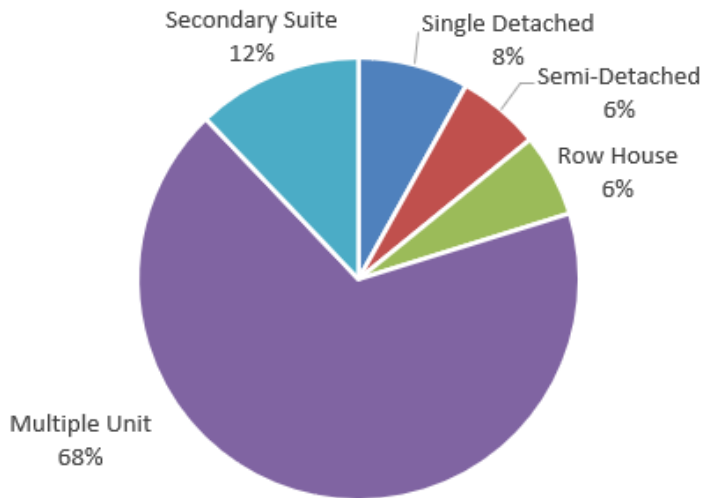


Figure 6 illustrates the annual volume of building permits for new dwelling units by type issued since 2013 along with the vacancy rate.

Figure 6: Annual Residential Unit Building Permit Activity & Primary Rental Market Vacancy Rate

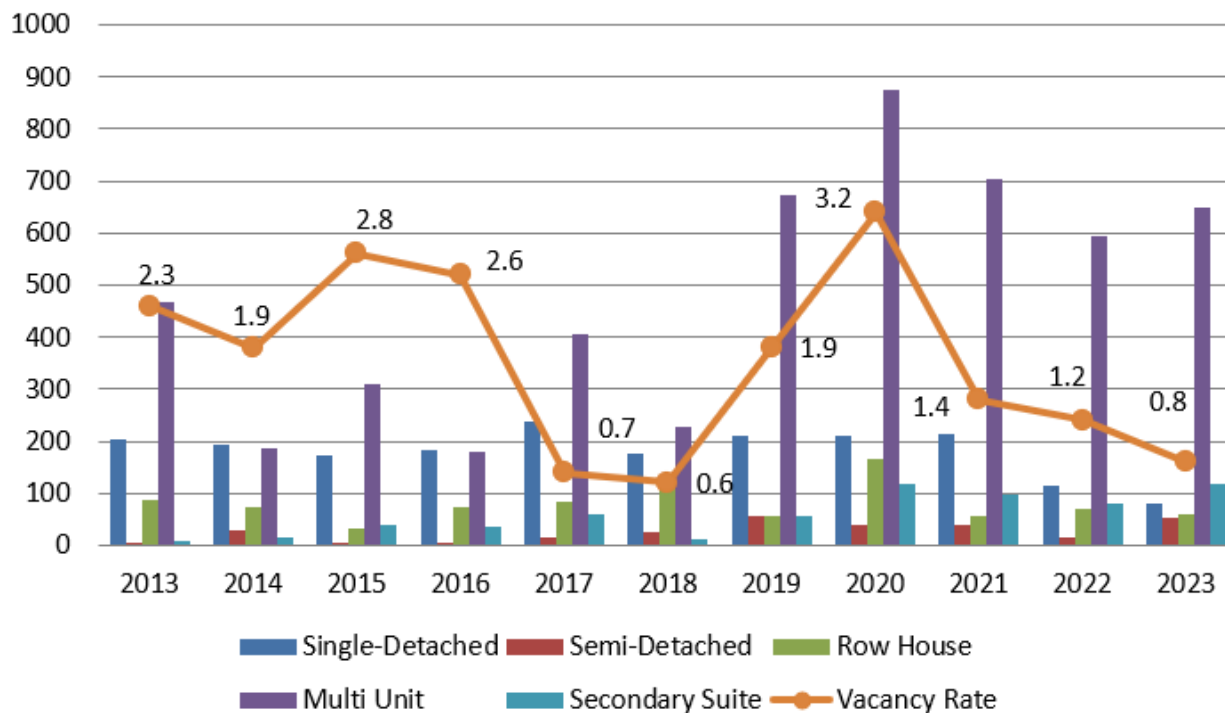
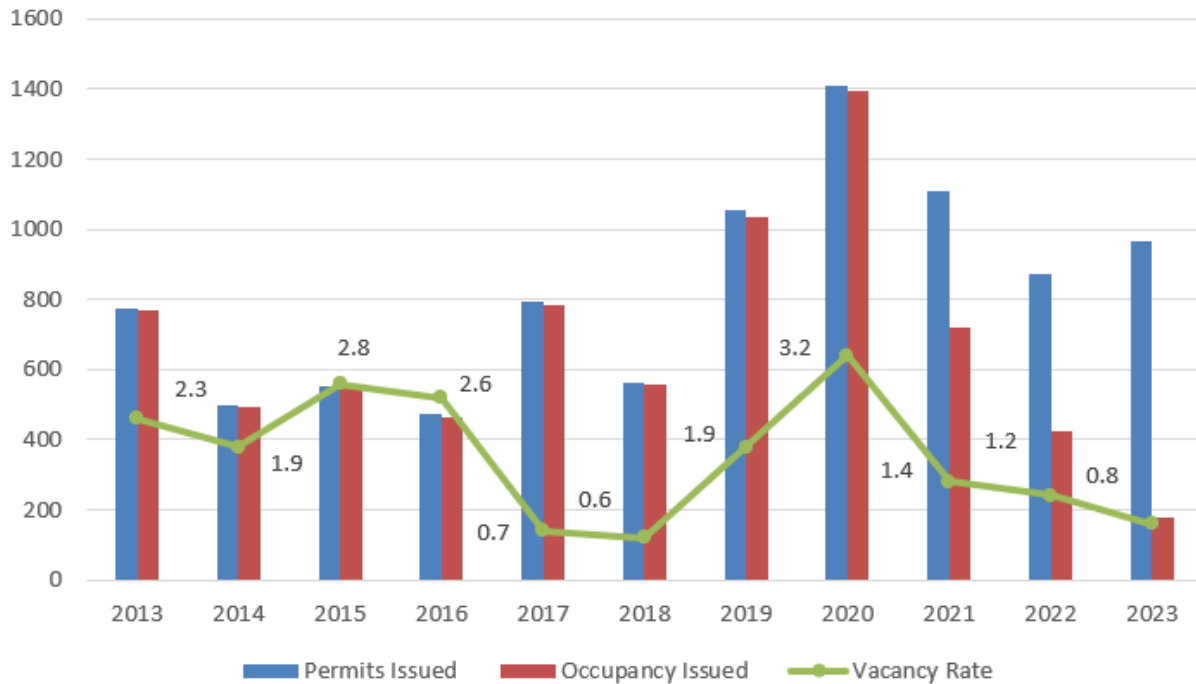


Figure 7 illustrates occupancy permit issuance for dwelling units by year, which demonstrates that residential unit occupancies continue to level out with permit issuance in previous years. New multi-unit buildings generally have a two to three-year lag time, whereas single-detached, semi-detached and rowhouse dwellings average around 6 months to one year for the residential units to be introduced into the market from commencement of construction to the receipt of final building occupancy.

Occupancy permits were issued for 2,719 new residential units between 2020 and 2023 within the City of Kingston, of which 1,242 were multi-units. Within this period, applications for final plan of condominium were approved for a total of 442 units. Discounting the condominium units as these are considered ownership housing, 800 new multi-units would be considered as being included towards the primary rental market. As shown in Table 3 previously, CMHC reported that between 2020 and 2023, there was an increase of 543 units in the primary rental market in the Kingston CMA, and a decrease of 138 units between 2022 and 2023. Staff noted this discrepancy between the City’s data and that reported by the CMHC and brought this to the CMHC’s attention. The CMHC noted that the total rental units could decline in situations where a rental building is largely vacated and temporarily out of operation due to extensive renovation; conversion to non-rental tenure such as freehold ownership or condominium or conversion to non-residential use; fire or other major damage or environmental degradation which renders the

building uninhabitable; demolition; or removal of units from CMHC’s rental market survey if they are not considered to be part of the private, purpose-built rental market. The CMHC also indicated that due to respondent confidentiality, it does not release the raw data for the rental market report. This makes it difficult for staff to understand the reported decrease in primary rental market units.

Figure 7: Completed Units (City of Kingston) and Vacancy Rates (Kingston CMA)



Life Span of Pending and Committed Housing Supply

The pending and committed housing supply and building permit data and trends can be used to estimate the life span of housing.

This life span offers a preliminary indication of the length of time it would take for all housing units to be occupied, assuming all development applications progress to a point of final approval and registration, and the average annual rate of permit issuance (unit consumption) will remain largely unchanged from what has been experienced over the past ten years. The life span is determined by dividing the number of units represented by the pending and committed housing supply by the average annual demand for housing, which is sourced from building permit data.

Over the past ten years, on average, the City has issued building permits for 830 units per year. If the average annual demand for all types of housing (830 units) is considered against all committed residential units (8,227 units), the life span of this housing supply is 9.9 years. When pending residential units are considered (6,321 units), against the average annual demand (830 units), the life span of housing is increased by another 7.6 years resulting in a total life span of

17.5 years. It should be noted that this life span is solely based on residential units tied to site-specific *Planning Act* applications. The life span figures do not capture the additional housing supply that could be realized through as-of-right second or third residential units or the intensification or development of vacant lands that are designated for residential uses for which no *Planning Act* application has yet been received. The lifespan figures also do not include lands that have been pre-zoned or up zoned through the Kingston Zoning By-Law (including the recommendations of the Central Kingston Growth Strategy) or lands in the Williamsville Main Street Corridor where no planning applications have yet been received.

The Provincial Policy Statement (PPS) requires each municipality to ‘maintain at all times where new development is to occur, land with servicing capacity sufficient to provide at least a three-year supply of residential units available through lands suitably zoned to facilitate residential intensification and re-development, and land in draft approved and registered lands.’ The PPS also requires municipalities to maintain at all times the ability to accommodate residential growth for a minimum of 15 years through residential intensification and re-development and if necessary, lands which are designated and available for residential development. The City is in compliance with the minimum 15-year housing supply required by the PPS.

Workforce

Workforce, or labour force, refers to all persons in Canada of working age who are “willing and able to work”. It can also refer to parts of the population “identifiable by qualification, eligibility or geography and from which the employer may reasonably be expected to draw employees”.

Insights for the Kingston workforce for this report have been gathered from the “Kingston In Focus” dashboard (<https://kingstoninfocus.ca/dashboards>), an interactive community data dashboard originally designed to explore the impact of the COVID-19 pandemic on Kingston including the labour market and many other community indicators. Much of the data presented relating to employment in the dashboard is sourced from the Statistics Canada Labour Force Survey.

For the purpose of this analysis of Kingston’s workforce, the timeframe used has changed from the previous report to focus only on the last two years. As we move further away in time from the pandemic, a new period of economic growth is emerging. Data back to 2019 is still readily available at the Kingston in Focus dashboard should long-term analysis be desired.

The Kingston CMA has seen strong growth in the labour force between 2022 and 2024 (see Figure 8 below). Growth peaked in August 2023 with high inflation impacting consumer demand and housing affordability and national and global economic factors clawing back some of that growth in Q4 2023. Declines seem to have stabilized as we entered 2024.

Additionally, as shown in Figure 9, while female labour force statistics rebounded post pandemic, it has fallen off significantly over the past 6 months as the economy has slowed.

The labour force participation rate refers to the labour force expressed as a percentage of the population 15 years of age and over. As illustrated in Figure 10, Kingston CMA’s labour force

participation rate gains have been given up as the economy slowed. Kingston CMA traditionally has a lower participation rate than Ottawa, Oshawa and Toronto as our median age is higher.

Figure 8: Total Labour Force by Age 15 Years and Older, Kingston CMA (2022 to 2024)

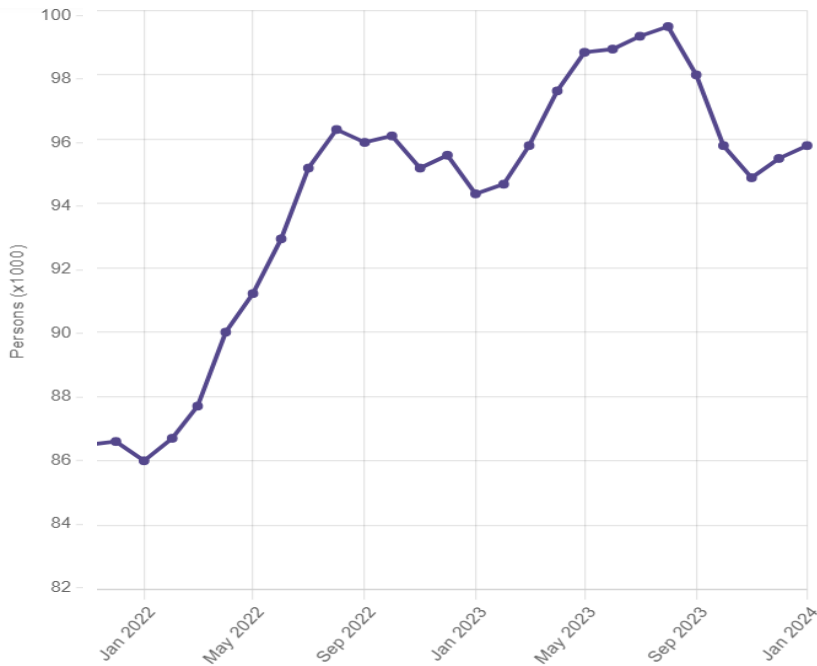


Figure 9: Total Labour Force by Sex, Kingston CMA (2022-2024)

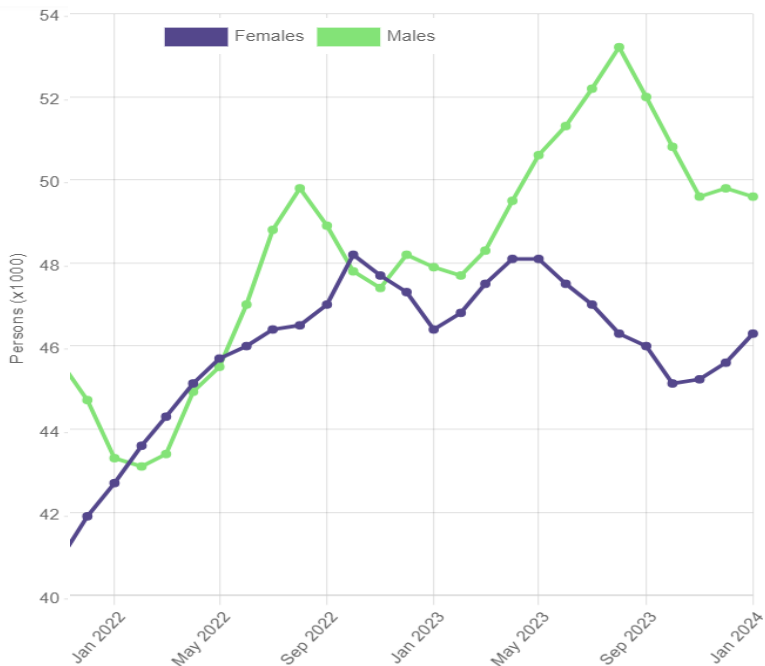
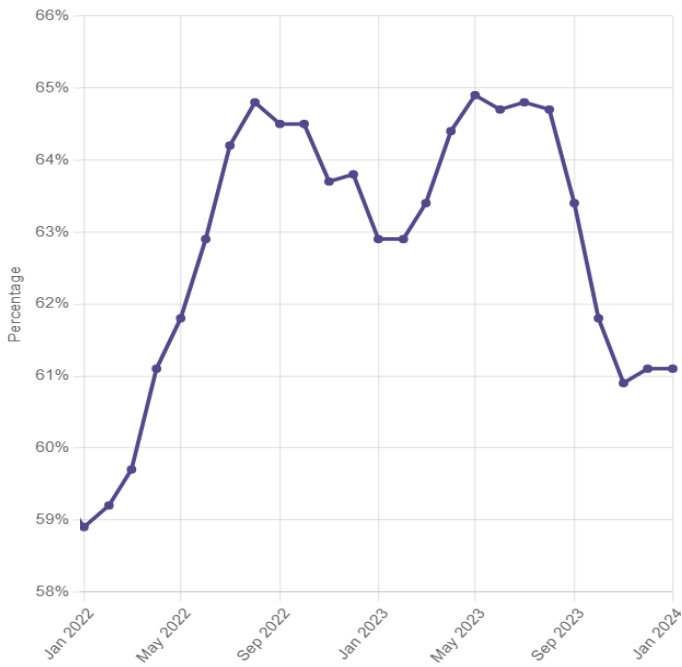


Figure 10: Labour Force Participation Rate, Kingston CMA (2019 to 2023)



Kingston CMA has seen historic low unemployment rates for individuals 15 years and older edging down to the 3.5% level (roughly full employment) - see Figure 11 below. While the unemployment rate has edged up over the last quarter of 2023, the longer-term average rate of 5.5-6% unemployment would seem to be a reality.

Figure 11: Unemployment Rate, Kingston CMA (2022 to 2024)

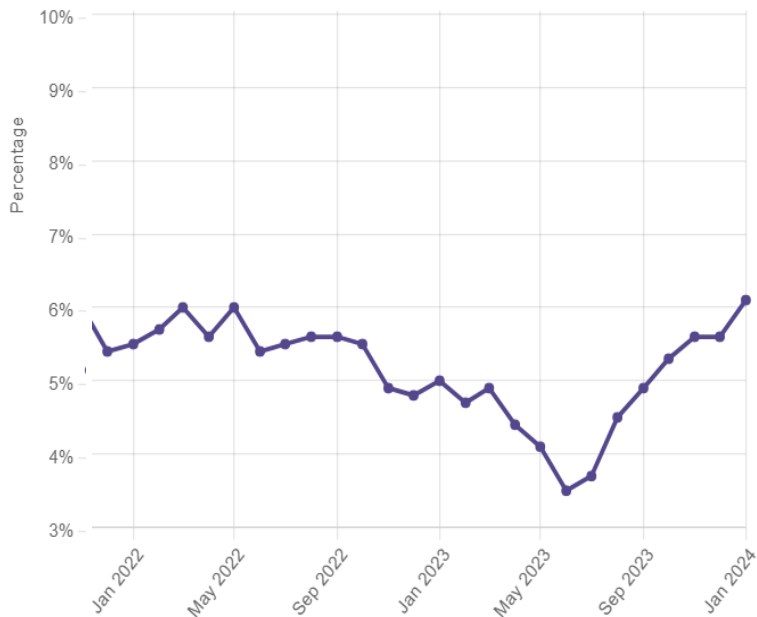


Figure 12 highlights the strong growth of full-time employment at the start of 2022 with a significant decline beginning in the summer of 2023.

Figure 12: Number of Persons in Full-time Employment, Kingston CMA (2022 to 2024)

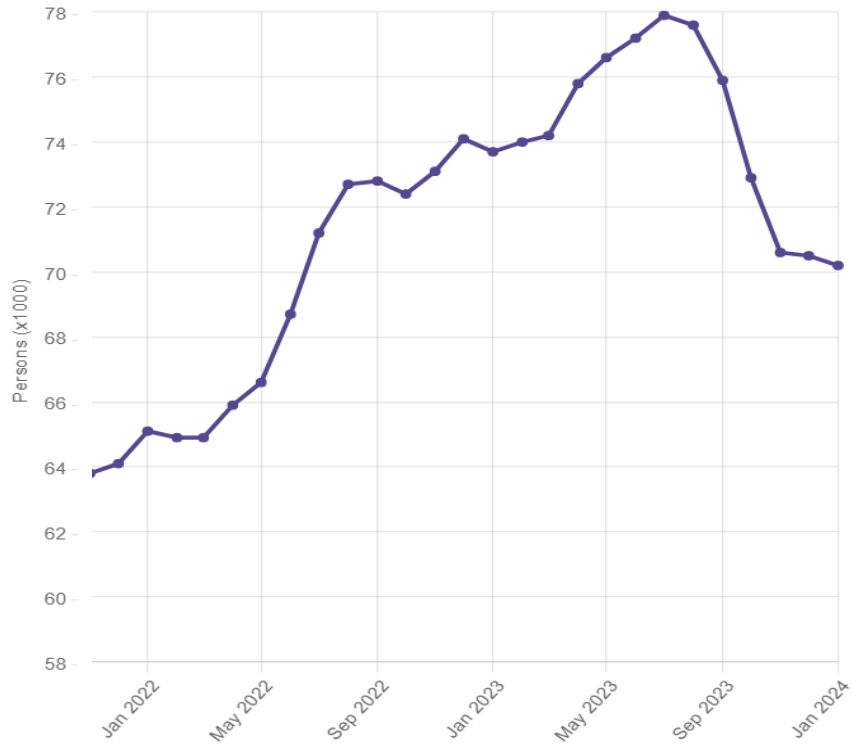
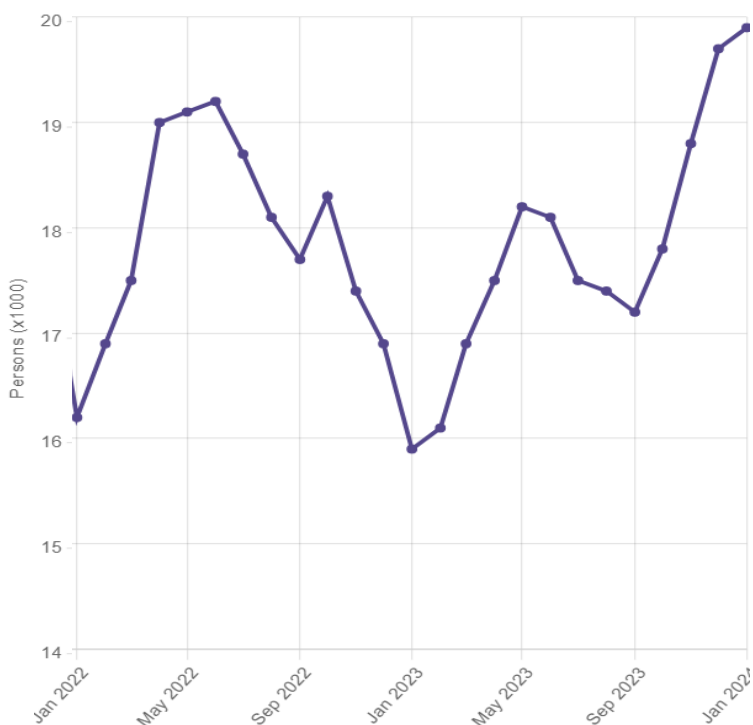


Figure 13 illustrates how part-time employment had changed significantly over the timeframe. Some of this change is impacted by the seasonal employment of students during the summers and seasonal retail employment at the holidays but there is a corresponding increase in part-time employment at the same time as we have seen a decline in full-time employment in Q4 2024, likely due to the economic slowdown and market uncertainty.

Figure 13: Number Persons in Part-time Employment, Kingston CMA (2022 to 2024)



Characteristics of the Workforce

The size and composition of the workforce is influenced by a variety of factors, including:

Population growth: The size of the workforce is influenced by the size of the population. An increase in population can lead to an increase in the size of the workforce. Stronger population growth of 7% between the years 2016 and 2021 has had an important impact on the economic health of the community. 2022 also continues the trend of above average growth with a 1.9% estimated increase. 2023 data is not yet available but data on net international migration has been strong in 2023.

Demographics: The age, gender, race and ethnicity of a population can impact the composition of the workforce. For example, an aging population can lead to a smaller workforce and a shortage of skilled workers, while an increasingly diverse population can result in a more diverse workforce. Kingston has made progress in increasing its diversity over the last 3 census periods due in large part to the growth of international student populations at St. Lawrence College and to a lesser degree Queen’s University.

The community has also welcomed newcomers and immigrants from across the world including refugees from Syria and Ukraine and other nations from around the world. Work must continue to welcome a more diverse population to Kingston.

Education and training: The level of education and training in a population can impact the size and composition of the workforce. A highly educated population can lead to a larger number of skilled workers and a more diverse range of professions and higher levels of productivity and economic growth. Kingston is often cited as having the smartest workforce in the country with one of the largest numbers of PhD's per capita in the country.

Labour Force Participation Rates: The labour force participation rate is the percentage of the population that is either employed or actively seeking employment. The labour force participation rate can vary based on factors such as the availability of jobs, retirement age and social norms around employment. Kingston and eastern Ontario more broadly have an older average population and is seeing sizeable retirements as the baby boomers exit the workforce.

Economic Conditions: Economic conditions such as recessions or periods of economic growth can influence the size and composition of the workforce. During periods of economic growth, there is often an increase in job opportunities, leading to an increase in the size of the workforce. Conversely, during a recession, there may be a decrease in job opportunities, leading to a decrease in the size of the workforce. Kingston generally sees reduced economic volatility due to the large presence of the broader public sector in the local economy.

In the Kingston-Frontenac service area, there are a total of 2,344 cases for Ontario Works (OW), which includes 3,837 individuals when accounting for dependents. There are also 6,783 cases for the Ontario Disability Support Program (ODSP), associated with 8,904 individuals. The ODSP numbers also include the Loyalist Township catchment areas. The numbers for both OW and ODSP have grown over the past few years, back to pre-pandemic levels.

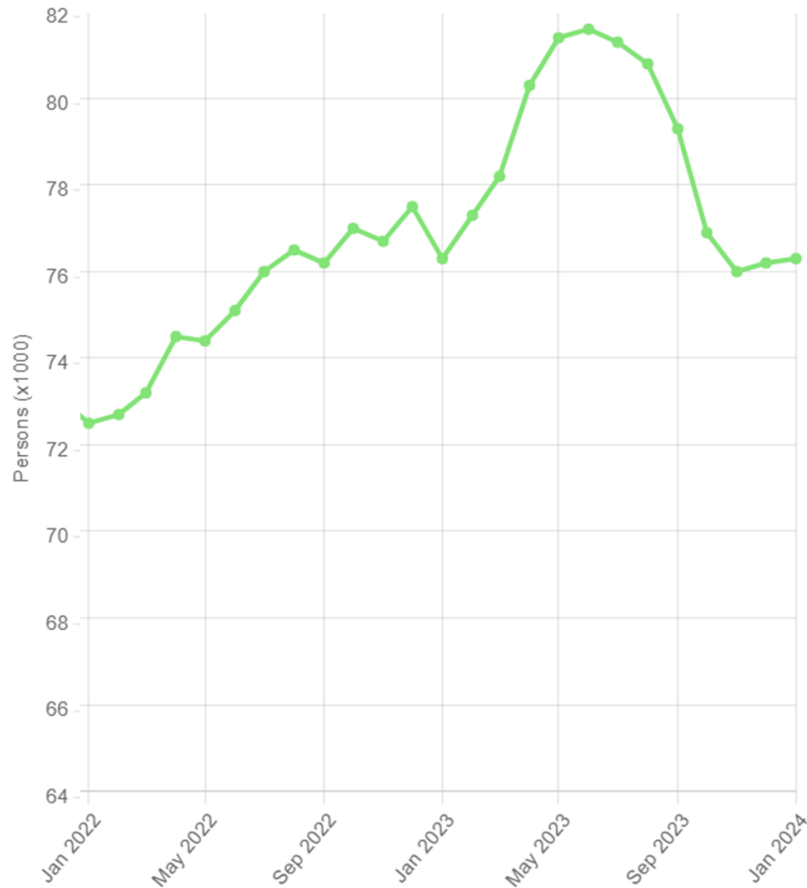
Government Policies: Government policies, such as immigration policies, can influence the composition of the workforce. The new federal target of welcoming 500,000 immigrants per year by 2025 is an opportunity for Kingston to increase the proportion of newcomer skilled workers in the workforce. Flexible student visa regulations are also an opportunity for Kingston to retain more international students after graduation from our post-secondary education institutions.

Technological Advances: Technological advances can lead to changes in the composition of the workforce as jobs become automated, leading to a decrease in the demand for certain types of labour. At the same time, technological advances can also lead to an increase in demand for workers with skills in emerging industries. Kingston will see a growing demand for green economy jobs with the recent announcement by Umicore to build an electric vehicle (EV) battery production facility.

The shifts across various industries are impacted by the variety of factors highlighted above. As our demographics shift, advances in education and training lead to more technological advances and the influence of changes to government policies, employment sectors fluctuate, and workforce demands change. While the very strong job growth from Q1 2022 to Q3 2023 moderated in Q4 2023, there seems to be optimism that 2024 will see modest job growth.

What has been seen is a distinct difference in job growth/decline between the service and goods producing sectors – see Figure 14 and 15 below. While the service sector industries declined in Q4 2023, the goods producing sector industries were relatively stable.

Figure 14: Employment in Service Sector Industries, Kingston CMA (2022- 2024)



Individual sectors that have declined or remained relatively static include:

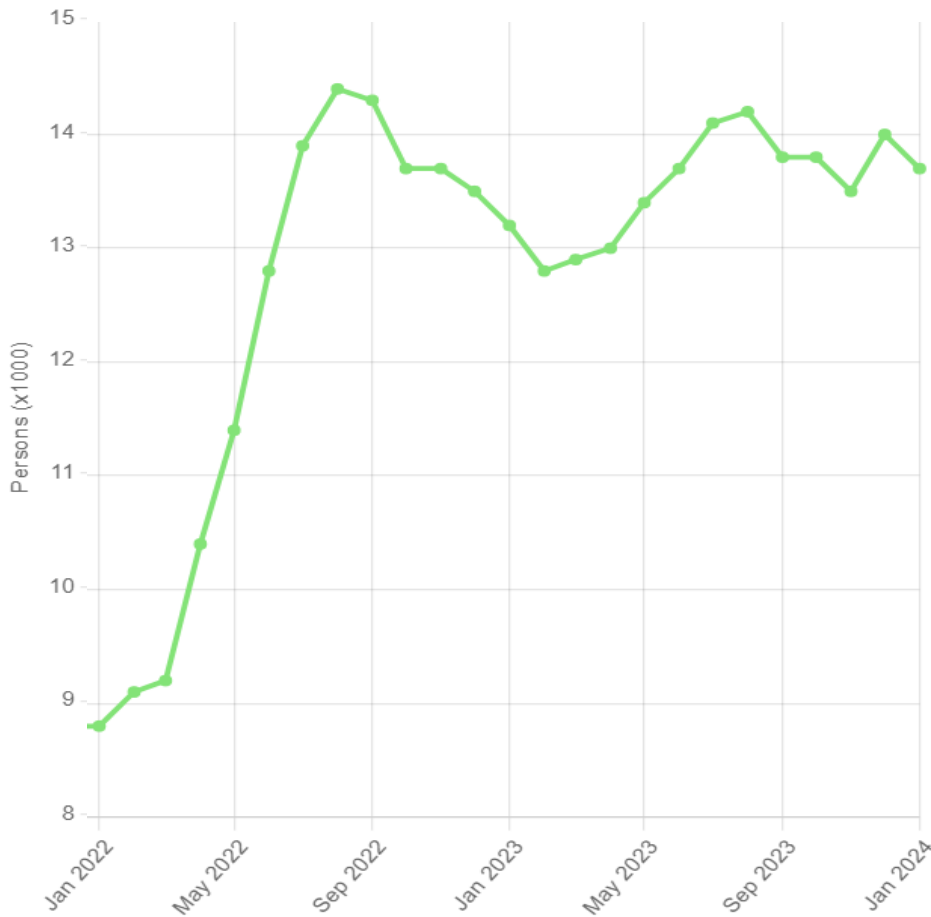
- Information, culture & recreation;
- Public administration;
- Transportation & warehousing; and
- Accommodation & food services.

Individual sectors that have seen an increase in employment include:

- Education services;
- Health care & social assistance;
- Manufacturing;
- Professional, scientific & technical services;
- Construction;

- Business, building and other support services;
- Finance, insurance & real estate; and
- Wholesale & retail trade.

Figure 15: Employment in Goods Producing Sector Industries, Kingston CMA (2022-2024)



The Role of Workforce in the Housing Market

The housing market is a crucial component of the economy that plays a significant role in determining the overall economic and social health of the Kingston community. One of the most significant factors that impact the housing market is the size and characteristics of the workforce. The workforce, which includes employed individuals and those seeking employment, plays a vital role in shaping the housing market both in terms of supply and demand of housing.

Impact of Workforce on Housing Demand and Supply

The size and characteristics of the workforce is a significant contributor to housing demand, primarily through wage income levels. Higher wage income enables individuals to afford housing

that is larger with additional amenities, which in turn creates demand for high value homes. As employment opportunities increase in a region (Kingston has seen sector net job growth over the past 5 years of almost 14,000 jobs and is projecting strong job growth (+8,000 jobs) over the next several years), the new workforce in-migration results in an increased demand for housing, leading to an increase in housing prices. As Kingston continues to attract and grow higher-paying jobs and the associated household income, increased demand for housing will drive increases in housing prices.

Additionally, the type of workforce in a region also has a significant impact on the demand for housing. For instance, with Kingston's large student population (and a growing number of international students), a higher demand for more affordable rental housing will continue to be seen.

The workforce also has a critical role in determining the supply of housing. With more people seeking employment opportunities in a particular region, the demand for housing increases. Developers, builders and associated trades, therefore, must build more housing units to cater to the rising demand, thereby increasing the supply of housing. Demand of construction trade skills in Kingston, the region and across the Province will be a significant workforce challenge in coming years.

Moreover, the skillset of the workforce in a particular area can impact the supply of housing. For example, areas with a highly skilled workforce, such as technology hubs, are likely to have more complex, high-end housing units. In contrast, areas with a less skilled workforce may have require more affordable and simpler housing units.

Challenges of Workforce in the Housing Market

While the workforce plays a significant role in shaping the housing market, it also faces several challenges, including affordability, access to housing financing (mortgage interest rates), and location of housing units (proximity of work locations). With the rising cost of housing, many low-income and middle-income earners struggle to afford housing, resulting in inadequate or poor-quality housing situations.

The inability to access housing financing is a significant challenge for many individuals seeking to buy homes. Lack of access to credit, high-interest mortgage rates, and stringent lending criteria make it challenging for individuals to secure adequate home financing.

Finally, the location of housing units is also a critical challenge for the workforce. With many job opportunities concentrated in urban or industrial areas, the workforce may face challenges finding affordable and adequate housing units in these areas. These situations also highlight the important role of transit to workforce in economic development.

The Relationship between Workforce and Population Growth

Population growth is a crucial driver of workforce growth. As the population increases, so does the size of the labour force. This, in turn, can lead to increased productivity and economic growth, particularly if the workforce is adequately skilled and educated in high demand sectors.

Conversely, if the population growth rate is greater than the rate of job creation, it can lead to unemployment and economic instability.

One important factor that affects the relationship between population growth and the workforce is the age structure of the population. Countries with a higher proportion of young people may have a larger potential workforce, which can lead to increased productivity and economic growth. However, an aging population can pose challenges for the workforce, as older workers may have different skill sets and may be less adaptable to new technologies and changing work environments.

Education and skills are important factors that influence the relationship between workforce and population growth. A highly educated and skilled workforce is essential for economic growth and development. Education is an investment that can provide individuals with the necessary skills and knowledge to compete in the workforce and contribute to economic growth.

Education and skills are also critical in attracting businesses to our community. Kingston is ideally positioned with its three post-secondary education institutions – St. Lawrence College, Queen’s University and The Royal Military College of Canada. The challenge for our economy is to retain more graduates of our post-secondary education institutions.

Companies are more likely to invest in areas with a well-educated and skilled workforce, which can lead to further job creation and population growth. Conversely, a lack of skilled workers can be a significant barrier to economic growth and may lead to businesses relocating to other regions.

The relationship between workforce and population growth has significant implications for the economy and society. A growing workforce can lead to increased productivity and economic growth, which can improve living standards and social well-being. Conversely, a shrinking workforce can lead to economic stagnation and social challenges, such as an aging population and a declining tax base. Education and skills are critical in ensuring that the workforce can adapt to new technologies and changing work environments.

A lack of skilled workers can lead to a skills gap, which can be a significant barrier to economic growth and development. Retaining a greater number of international students’ post-graduation provides not only more skilled workers for employers but increases Kingston’s social and cultural diversity.

Conclusion

The relationship between housing, population and workforce has significant implications for Kingston's economic and social development. A well-functioning housing market that can accommodate population growth and attract and retain a skilled workforce is essential for economic growth and development. However, a poorly functioning housing market can lead to social and economic challenges, such as rising housing costs, homelessness and labour shortages. These challenges can lead to social and economic inequality, which can have significant long-term implications for economic growth and development.

Several factors influence the relationship between housing, population, and workforce. One critical factor is land availability. Limited land availability can lead to housing shortages and higher housing costs, which can make it difficult for workers to find adequate housing in the areas where they work. Another important factor is the level of urbanization. Urban areas tend to have more significant demand for housing, which can lead to higher housing costs and shortages. However, urban areas also tend to have more significant employment opportunities, which can attract workers and lead to population growth.

As part of the preparation for the upcoming Official Plan project, three key background studies have been initiated by Planning Services, including a Population, Housing and Employment Forecast, an Employment Land Review and a Commercial Land Review. As noted in [Report Number 24-016](#), as part of this work, an urban land needs assessment is being completed to determine whether there is sufficient land in the urban boundary to accommodate forecasted residential and employment growth to 2051. Results of this work are anticipated to be presented to Council in Q3 of 2024.

Additionally, staff will be initiating amendments to the Official Plan, zoning by-laws, the Delegated Authority/Planning By-Law (By-Law Number 2006-75) and the Fees & Charges By-Law (By-Law Number 2005-10) to implement administrative updates and to better support the construction of more housing through various initiatives ([Report Number PC-24-018](#)). A number of the proposed amendments are connected to the initiatives identified in the City's Housing Accelerator Fund application (detailed in [Report Number 23-172](#)), with further initiatives identified in a Council Motion moved on November 21, 2023, as amended.

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Other City of Kingston Staff Consulted:

Laurie Dixon, Research & Data Manager

Exhibits Attached:

Exhibit A Pending and Committed Residential Supply as of December 31, 2023

Pending and Committed Residential Supply

Table 1: Pending Units – Single-Detached, Semi-Detached and Rowhouse, as of December 31, 2023

Planning File Number	Address	Application Type	Single-Detached	Semi-Detached	Row House
D35-012-2021	1075 Bayridge Dr	Zoning By-Law Amendment, Draft Plan of Subdivision	73	4	149
D35-005-2021	1233 Midland Ave	Zoning By-Law Amendment, Draft Plan of Subdivision, Draft Plan of Condominium	0	0	31
D12-003-2021	1291 Midland Ave	Draft Plan of Subdivision	0	0	34
D14-008-2021	327 Barrie St	Zoning By-Law Amendment	1	0	0
D35-005-2018	339 Select Dr	Zoning By-Law Amendment, Draft Plan of Subdivision, Draft Plan of Condominium	0	0	52
D14-004-2022	36 Durham St	Zoning By-Law Amendment	0	2	0
D35-014-2021	4085 Bath Rd	Official Plan Amendment, Zoning By-Law Amendment, Draft Plan of Subdivision	42	0	176

Planning File Number	Address	Application Type	Single-Detached	Semi-Detached	Row House
D35-002-2020	999 Purdy's Mill Rd	Zoning By-Law Amendment, Draft Plan of Subdivision	126	0	0
Total			242	6	442

Table 2: Pending Units – Multi-Unit Residential, as of December 31, 2023

Planning File Number	Address	Application Type	Units
D35-005-2021	1233 Midland Ave	Zoning By-Law Amendment, Draft Plan of Subdivision, Draft Plan of Condominium	58
D12-003-2021	1291 Midland Ave	Draft Plan of Subdivision	49
D14-014-2021	231 Albert St	Zoning By-Law Amendment	4
D35-004-2022	2312 Princess St	Official Plan Amendment, Zoning By-Law Amendment	300
D14-001-2022	235 Portsmouth Ave	Zoning By-Law Amendment	59
D14-003-2023	2777 Princess St	Zoning By-Law Amendment	30
D14-008-2023	279 Wellington St	Zoning By-Law Amendment	158

Planning File Number	Address	Application Type	Units
D14-013-2018	2880 Princess St	Zoning By-Law Amendment	1180
D35-003-2021	5 Lower Union	Official Plan Amendment, Zoning By-Law Amendment	116
D14-248-2012	50 Newcourt Pl	Zoning By-Law Amendment	99
D35-002-2023	500 Cataraqui Woods Dr	Official Plan Amendment, Zoning By-Law Amendment	430
D14-009-2023	64 Barrack St	Zoning By-Law Amendment	287
D14-007-2023	67 Village Dr	Zoning By-Law Amendment	135
D14-016-2020	841 Princess St	Zoning By-Law Amendment	280
D35-002-2020	999 Purdy's Mill Rd	Zoning By-Law Amendment, Draft Plan of Subdivision	776
D35-009-2017	2 River St (Under Appeal)	Official Plan Amendment, Zoning By-Law Amendment, Draft Plan of Subdivision	1670
		Total	5631

Table 3: Committed Units – Single-Detached, Semi-Detached and Rowhouse, as of December 31, 2023

Planning File Number	Address	Name	Proposed Total Units	Building Permit Issued	Remaining Units
D12-006-2017	311 Conacher Dr	311 Conacher Drive	257	29	228
D12-002-2022	1350 Woodfield Cres	Creekside Valley	380	196	184
D12-002-2019	2700 Delmar St	Delmar-Sands Phase 2	55	38	17
D12-002-2020	655 Graceland Ave	Graceland	45	0	45
D12-075-2012	752 King St W	Kingston Provincial Campus	588	0	588
D12-001-2016	1374 Andersen Dr	Lydenwood Phase 5	189	128	61
D12-068-2012	1232 Highway 15	Riverview	381	341	40
D12-008-2016	199 Wilson St	Shannon Park	35	8	27
D12-022-2015	700 Gardiners Rd	West Village	591	192	399
D12-003-2016	3566 Princess St	Westbrook Meadows South	37	33	5
D12-011-2017	1201 Woodhaven Dr	Woodhaven Phase 2 Stage 2	98	0	98
D12-002-2018	950 Cataraqui Woods Dr	Woodhaven Phase 4	235	162	73

Planning File Number	Address	Name	Proposed Total Units	Building Permit Issued	Remaining Units
D35-004-2020	950 Woodhaven Dr	Woodhaven	46	0	46
D12-007-2017	1460 Evergreen Dr	Woodhaven West Phase 3	35	28	7
D12-001-2021	1240 Cataraqui Woods Dr	Woodhaven West Phase 4 (Carfa)	33	11	22
D12-004-2022	40 Compton St	40 Compton St	195	0	195
D12-020-2014	2803 Creekford Rd	Midland Park Phase 4	102	70	32
D12-003-2022	998 Hwy 15	Riverview Shores	243	0	243
D12-002-2023	411 Wellington St	411 Wellington St	31	0	31
D12-001-2023	40 Sir John A Macdonald	Former Prison for Women	239	0	239
				Total	2580

Table 4: Committed Units – Multi-Unit Residential, as of December 31, 2023

Planning File Number	Address	Zoning Approval	Units
D35-013-2021	1300 Bath Rd (Phase 2-4)	November 2023	1712
D14-010-2022	16 North Barlett	February 2023	6
D14-001-2023	170 Earl St	December 2023	3
D14-002-2021	178 Rideau St	April 2022	3

Planning File Number	Address	Zoning Approval	Units
D14-007-2020	240 Division St	April 2023	2
D11-041-2021	267 Earl St	March 2023	6
D35-008-2021	2925 Princess St	April 2023	80
D35-004-2018	40 Compton St	August 2021	98
D35-011-2021	5 Cataragui St	September 2023	76
D14-022-2019	1400 Bath Rd	April 2022	240
D14-035-2018	189 Montreal	October 2019	5
D14-012-2021	275 Queen St	November 2023	227
D14-146-2015	51-57 Queen St	September 2018	229
D14-004-2023	769 King St W	December 2023	6
D12-075-2012	Kingston Provincial Campus (Multi-unit Residential)	Sept 2017	184
D11-045-2022	820 Gardiners Rd	July, 2023	303
D11-021-2023	630 Princess St	April 2023	5
D11-015-2023	627 Princess St	As-of-right	30
D11-005-2023	44 Barbara Ave	May, 2023	10
D11-019-2023	386-390 Johnson St	As-of-right	45
D11-004-2023	1752 Bath Rd	October 2022	109
D11-038-2022	162 Division St	As-of-right	8
D11-018-2023	1600 Rockwell Dr	April 2018	158
D11-017-2023	1580 Rockwell Dr	April 2018	158
D11-026-2022	1300 Bath Rd (Phase 1)	November 2023	288
D11-047-2022	555 Princess St	May 2022	226

Planning File Number	Address	Zoning Approval	Units
D11-046-2022	525 Princess St	May 2022	362
D11-016-2023	1274 Hwy 15	October 2023	51
D11-032-2021/ D13-068-2023	1177 Montreal St	August 2023	174
D11-015-2022	1163 Centennial Dr	March 2015	500
D11-011-2018	1102 W King St W	October 2009	343
		Total	5647

Disclaimer: Every effort has been made to provide data that is current and accurate. However, inadvertent errors in data may occur. The City of Kingston does not accept any responsibility for the accuracy of this information, nor is it responsible for any expenses or damages incurred, directly or indirectly, resulting from the use of this information.