



## City Council Meeting 15-2024

Tuesday, May 21, 2024 at 6:15 pm  
in the Council Chamber at City Hall.

Council will resolve into the Committee of the Whole  
“Closed Meeting” and will reconvene  
as regular Council at 7:00 pm.

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(Council Chamber)

**Call Meeting to Order**

**Roll Call**

**The Committee of the Whole “Closed Meeting”**

1. **That** Council resolve itself into the Committee of the Whole “Closed Meeting” to consider the following items:
  - a. Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board – Settlement Proposal Regarding Anticipated Legal Proceedings; and
  - b. Personal matters about an identifiable individual, including municipal or local board employees – Local Board.

**Approval of Addeds**

**Disclosure of Potential Pecuniary Interest**

**Presentations**

**Delegations**

1. Marc Garniss will appear before Council to speak to Clause 2 of Report Number 52: Received from the Chief Administrative Officer (Consent) with respect to Request for Amendment to Noise Exemption – Bailey Broom Factory.
2. Yu Jier Kou, Annette Oguine, and Siju Simon will appear before Council to speak to New Motion Number 2 with respect to emerging ethno-cultural community spaces pilot project.

**Briefings**

1. Neil Carbone, Commissioner, Corporate Services, will introduce Rob Hosier, Organizational Change Management Coordinator, who will brief Council on Clause 1 of Report Number 53: Received from the Chief Administrative Officer (Recommend) with respect to Corporate Vision, Mission and Values.

2. Acting Deputy Chief Lillian Murdock and Scarlet Eyles, Director of Finance, Kingston Police, will brief Council on Information Report Number 2 with respect to Kingston Police Services Board Quarterly Budget Status Report as at March 31, 2024.

### **Petitions**

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

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

1. Moved by Deputy Mayor Amos

Seconded by Councillor Chaves

**That** Kingston City Council recognize June as Seniors Month in Kingston and encourage all citizens to recognize and celebrate the accomplishments of our seniors. Seniors play invaluable roles in our societies, contributing wisdom and experience, and often acting as pillars of support for their families and communities. Recognizing their contributions and celebrating their achievements is essential. Seniors Month is an opportunity to honour and appreciate the older adult population, highlighting their significance as leaders, mentors and volunteers. Sharing of their talents and knowledge from one generation to another enriches our community, making us all stronger both as individuals and as a city.

### **Deferred Motions**

## Reports

### **Report Number 52: Received from the Chief Administrative Officer (Consent)**

Report Number 52

To the Mayor and Members of Council:

The Chief Administrative Officer reports and recommends as follows:

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

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

#### **1. Designation of Events of Municipal Significance**

**That** Council designates “Artfest Kingston”, a public event being held from June 29 to July 1, 2024, at City Park, as an event of municipal significance, for which the Alcohol and Gaming Commission of Ontario may issue a permit authorizing the holder thereof to sell or serve liquor on a special occasion; and

**That** Council designates the “Kingston Ribfest & Craft Beer Show”, a public event being held from September 9 to 11, 2024, at the Memorial Centre, as an event of municipal significance, for which the Alcohol and Gaming Commission of Ontario may issue a permit authorizing the holder thereof to sell or serve liquor on a special occasion.

(The Report of the Commissioner, Community Services (24-146) is attached to the agenda as schedule pages 1-8)

#### **2. Request for Amendment to Noise Exemption – Bailey Broom Factory, Kingston Canadian Film Festival**

**That** the Kingston Canadian Film Festival be granted an exemption from the amplified noise prohibition under Schedule “B,” Activity 4, of By-Law Number 2004-52, ‘A By-Law to Regulate Noise’, to permit amplified sound for four (4) occurrences per week, concluding no later than 11:00 p.m. at the Bailey Broom Factory at 305 Rideau Street.

(The Report of the Commissioner, Growth & Development Services (24-131) is attached to the agenda as schedule pages 9-16)

**3. Authorized Requester Agreement with the Ontario Ministry of Transportation for Statistical Collision Information**

**That** Council authorize the Director of Transportation & Transit to sign the “Authorized Requester Agreement” with the Ontario Ministry of Transportation, in a form satisfactory to the Director of Legal Services, to enable the City to obtain vehicle collision statistical information; and

**That** Council authorize the Director of Transportation & Transit to be the “Authorized Signatory” for the purposes associated with the “Authorized Requester Agreement”; and

**That** the Director of Transportation & Transit be delegated the authority to enter into future amendments to the “Authorized Requester Agreement” with the Ontario Ministry of Transportation, in a form satisfactory to the Director of Legal Services; and

**That** a By-Law be presented for all three readings to amend By-Law Number 2016-189, “A By-Law to Consolidate the Delegation of Powers and Duties”, as per Exhibit A (Draft By-Law to Amend By-Law Number 2016-189) to Report Number 24-140.

**(See By-Law Number (1), 2024-218 attached to the agenda as schedule pages 22-24)**

(The Report of the Commissioner, Infrastructure, Transportation & Emergency Services (24-140) is attached to the agenda as schedule pages 17-24)

**4. Road Safety Enhancements – Various Locations**

**That** a By-Law be presented for all three readings to amend By-Law Number 2003-209, being “A By-Law to Regulate Traffic”, as amended, as per Exhibit A to Report Number 24-141; and

**That** a By-Law be presented for all three readings to amend By-Law Number 2010-128, being “A By-Law to Regulate Parking”, as amended, as per Exhibit B to Report Number 24-141.

**(See By-Law Number (2), 2024-219 attached to the agenda as schedule pages 33-35)**

**(See By-Law Number (3), 2024-220 attached to the agenda as schedule pages 36-43)**

(The Report of the Commissioner, Infrastructure, Transportation & Emergency Services (24-141) is attached to the agenda as schedule pages 25-43)

**Report Number 53: Received from the Chief Administrative Officer (Recommend)**

Report Number 53

To the Mayor and Members of Council:

The Chief Administrative Officer reports and recommends as follows:

**1. Corporate Vision, Mission and Values**

**That** Council endorse the new corporate Vision, Mission, Value statements for the Corporation of the City of Kingston as follows:

**Corporate Vision Statement:**

Vibrant. Sustainable. Inclusive. Elevating our communities, together.

**Corporate Mission Statement:**

We embrace innovation, foster collaboration, respect the environment, and provide exceptional services that reflect the needs of a diverse community.

**Corporate Value Statements:**

**Belonging** - We create an accessible and inclusive environment where every individual is accepted and valued for their diverse perspectives and identities.

**Collaboration** - We build strong relationships with each other, residents, businesses, community organizations and other partners to achieve our shared goals.

**Accountability** - We work with integrity to ensure transparency and responsiveness in meeting the needs and concerns of the community.

**Innovation** - We strive to find creative solutions and new opportunities to improve our services and operations.

**That** Council endorse a review timeframe of every 3-5 years for the Corporation's Vision, Mission and Value statements.

(The Report of the Commissioner, Corporate Services (24-125) is attached to the agenda as schedule pages 44-51)



**2. St. Vincent de Paul Society of Kingston – New Building Update and Partnership Opportunities**

**That** Council approves the allocation of \$800,000 from the Human Services Reserve to support the construction of the St. Vincent De Paul - Community Centre on 595 Bagot Street pursuant to the provisions of section 110(3) of the Municipal Act, 2001 and Ontario Reg. 603/06 related to municipal facilities related to the provision of social and health services; and

**That** Council approves a five (5) year \$1,000,000 loan without interest to support the transitional costs of the St. Vincent de Paul Community Centre project on 595 Bagot Street pursuant to the provisions of section 110(3) of the Municipal Act, 2001 and Ontario Reg. 603/06 related to municipal facilities related to the provision of social and health services: and

**That** Council approves the By-Law, attached as Exhibit C to Report Number 24-111 “A By-Law to Enter into a Municipal Contribution Agreement with St. Vincent De Paul Society of Kingston for the provision of social and health services”: and

**That** Council approve a contribution in the amount of up to \$420,000 from the Human Services Reserve to cover the cost of development charges and the building permit fees for the development of the St. Vincent De Paul - Community Centre on 595 Bagot Street; and

**That** Council authorize the Chief Administrative Officer or their delegate to review and approve all documents and agreements related to the funding allocation and loan outlined in Report Number 24-111; and

**That** Council authorize the Mayor and Clerk to execute all documents and agreements related to the funding allocations and all other approvals outlined in Report Number 24-111, in a form satisfactory to the Director of Legal Services.

**(See By-Law Number (4), 2024-221 attached to the agenda as schedule pages 67-68)**

(The Report of the Commissioner, Community Services (24-111) is attached to the agenda as schedule pages 52-68)

**3. The Canada-Ontario Community Housing Initiative (COCHI), Ontario Priorities Housing Initiative (OPHI) and Canada Ontario Housing Benefit (COHB) – 2024/2025 Planned Allocation**

**That** Council approve use of up to \$150,000 from the Social Housing Capital Reserve Fund to fund the scheduled Building Condition Assessments for the City's Social Housing Portfolio, to be replenished when the planned allocation of Canada-Ontario Community Housing Initiative funds are released to the City.

(The Report of the Commissioner, Community Services (24-152) is attached to the agenda as schedule pages 69-75)

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**Report Number 54: Received from the Chief Administrative Officer (Consider)**

Report Number 54

To the Mayor and Members of Council:

The Chief Administrative Officer reports and recommends as follows:

**1. Updated Approach for 998 Highway 15 Intersection**

**That** Council consider the following options in relation to the required transportation infrastructure for the proposed development at 998 Highway 15 (D35-002-2021):

**Option 1:**

**That** the transportation infrastructure to be constructed as part of the subdivision for 998 Highway 15 (D35-002-2021) be a roundabout, to be designed by the applicant, as the timing of the Municipal Class Environmental Assessment for this area that would have informed additional design options, including roundabouts, will shift forward while the City completes the Official Plan and Integrated Mobility Plan project; and

**That** the Notice of Decision of Application for Approval of Draft Plan of Subdivision for 998 Highway 15 (D35-002-2021) be amended as follows:

1. By deleting condition 10(b) and replacing it with “(b) The Owner shall enter into an Off- Site Works Agreement for the construction of a roundabout at 998 Hwy 15 to the satisfaction of the City. Prior to the issuance of the Preliminary Certificate of Approval of the Works, the Owner shall complete all works as soon as reasonably possible and in accordance with the executed Off-Site Works Agreement”; and
2. By deleting condition 10(c) in its entirety.

**That** Planning Services staff be directed to provide notice of the change of conditions in the prescribed manner pursuant to subsection 51(45) of the Planning Act; and

**That** Council authorize the Manager, Development Engineering to approve any Off-Site Works Agreement related to the development of the property municipally known as 998 Hwy 15; and

**That** the Mayor and Clerk be authorized to execute an Off-Site Works Agreement with the applicant to capture the final design and construction of the roundabout, including adherence to the City of Kingston Access Management Guidelines, alignment with good access management practice for an arterial roadway, and appropriate cost sharing elements.

**Option 2:**

**That** the transportation infrastructure to be constructed as part of the subdivision for 998 Highway 15 (D35-002-2021) be a signalized, all ages and abilities design, intersection consistent with the previous applicant submissions as the timing of the Municipal Class Environmental Assessment for this area that would have informed additional design options, including roundabouts, will shift forward while the City completes the Official Plan and Integrated Mobility Plan project; and

**That** the Notice of Decision of Application for Approval of Draft Plan of Subdivision for 998 Highway 15 (D35-002-2021) be amended as follows:

1. By deleting condition 10(b) and replacing it with “(b) The Owner shall enter into an Off-Site Works Agreement for the construction of an intersection at 998 Hwy 15 to the satisfaction of the City. Prior to the issuance of the Preliminary Certificate of Approval of the Works, the Owner shall complete all intersection works as soon as reasonably possible and in accordance with the executed Off-Site Works Agreement”; and
2. By deleting condition 10(c) in its entirety.

**That** Planning Services staff be directed to provide notice of the change of conditions in the prescribed manner pursuant to subsection 51(45) of the Planning Act; and

**That** Council authorize the Manager, Development Engineering to approve any Off-Site Works Agreement related to the development of the property municipally known as 998 Hwy 15; and

**That** the Mayor and Clerk be authorized to execute an Off-Site Works Agreement with the applicant to capture the final design and construction of the signalized intersection, including adherence to the City of Kingston Access Management Guidelines, alignment with good access management practice for an arterial roadway, and appropriate cost sharing elements.

(The Report of the Commissioner, Infrastructure, Transportation & Emergency Services (24-122) is attached to the agenda as schedule pages 76-84)

## Committee of the Whole

### Information Reports

**1. March 2024 Tender and Contract Awards Subject to Delegation of Authority**

The purpose of this report is to provide Council with details of contracts greater than \$100,000 awarded for the month of March 2024 that meet the established criteria of delegated authority for both standard and non-standard procurements.

(The Report of the Chief Financial Officer & City Treasurer (24-130) is attached to the agenda as schedule pages 85-93)

**2. Kingston Police Services Board Quarterly Operating Budget Status Report as at March 31, 2024**

The purpose of this report is to provide Council with the Kingston Police Services Board financial status report as at March 31, 2024.

(The Report of the Chief Financial Officer & City Treasurer (24-150) is attached to the agenda as schedule pages 94-101)

### Information Reports from Members of Council

#### Miscellaneous Business

Miscellaneous Business Items are voted on as one motion.

**1. Moved by Councillor Stephen**

Seconded by Councillor Cinanni

**That** the resignation of Alicia Cappello from the Kingston Frontenac Public Library Board be received with regret.

**(See Communication 15-451)**

2. Moved by Councillor Hassan

Seconded by Councillor Glenn

**That** as requested by Yu Jier Kou, Kingston Immigration Partnership, Kingston City Council proclaims October 27, 2024 to be “Welcome Day for Newcomers” in the City of Kingston.

**(See Communication 15-452)**

3. Moved by Councillor Tozzo

Seconded by Councillor Boehme

**That** as requested by Kimberly Sutherland Mills, Butterflyway Project, Kingston City Council proclaim June 17 – 23, 2024 to be “Pollinator Week” in the City of Kingston.

**(See Communication 15-456)**

### **New Motions**

1. Moved by Councillor Glenn

Seconded by Councillor Oosterhof

**Whereas** the City of Kingston voted to support Private Members Bill 5, Stopping Harassment and Abuse by Local Leaders Act in 2022; and

**Whereas** the City of Kingston voted on May 2, 2023 to support the call of the Association of Municipalities of Ontario (AMO) for the Government of Ontario to introduce legislation to strengthen municipal Codes of Conduct and compliance with them in consultation with municipalities; and

**Whereas** on May 31, 2023 Bill 5, Stopping Abuse and Harassment by Local Leaders Act did not pass the second reading; and

**Whereas** a new Minister of Municipal Affairs and Housing, Paul Calandra was appointed on September 4, 2023; and

**Whereas** the City of Toronto’s Integrity Commissioner’s report of October 11, 2023 regarding the *City of Toronto Act, 2006* stated:

“When the public trust is breached, someone should be removed from office. Under the Municipal Elections Act, 1996 someone can automatically be removed for late filings or failing to file accurate financial statements. Under the Municipal Conflict of Interest Act, a judge may declare a member of Council’s seat vacant, order financial restitution, suspend pay or order a reprimand for a member who acts improperly by furthering their own pecuniary interests. Harassment and discrimination in the workplace is a similar breach of the public trust.

Ontario’s Human Rights Code includes protections against harassment and discrimination in the workplace. The Occupational Health and Safety Act requires employers to address harassment in their workplaces. This legislation, however, does not provide any effective sanctions against elected officials. Unlike managers and employees in the workplace, a Member of Council cannot be dismissed if they are found to have harassed or discriminated against others in the workplace.”; and

**Whereas** on October 11, 2023, the City of Toronto voted to support the Integrity Commissioners’ recommendations for the *City of Toronto Act, 2006*, with amendments;

**Whereas** a fundamental, underlying principle of broadening diversity, equity and inclusion in politics rests on the assumption that the workplace is safe; and

**Whereas** we believe that municipal elected officials should be accountable in this way, as should federal and provincial elected officials; and

**Whereas** municipal governments do not have the necessary tools to adequately enforce compliance with municipal Codes of Conduct;

**Therefore Be It Resolved That** the Kingston City Council reaffirms their support for the AMO’s recommendations to the Minister of Municipal Affairs and Housing, Paul Calandra; and

**That** Kingston City Council support for consideration to changes to the *Municipal Elections Act, 2006* and the *Municipal Act, 2001* the following recommendations from the City of Toronto’s Integrity Commissioner report, for the *City of Toronto Act, 2006*:



- a. Members of Council, their staff, and members of local boards should have mandatory training in workplace anti-harassment/discrimination requirements.
- b. There should be a duty for Members of Council, their staff, and members of local boards to report harassment/discrimination in the workplace.
- c. An appropriate range of penalties should apply when someone has been found to have engaged in harassment/discrimination in the workplace.
- d. Remedial measures and supports should be available and the interests of complainants must be accommodated in a trauma-informed process.
- e. Appropriate support and indemnification should be provided to Members of Council, their staff, and members of local boards.
- f. Workplace harassment/discrimination complaints should be investigated in a fair, efficient and independent manner.
- g. Workplace harassment/discrimination cases should be heard, and have penalties, if any, imposed by a court or administrative tribunal. These cases should not be debated and decided at Council.;

**That** a copy of this motion be sent to the Honourable Doug Ford, M.P.P. Premier of Ontario, the Honourable Paul Calandra, Minister of Municipal Affairs and Housing, Ted Hsu M.P.P. Kingston and the Islands, John Jordan M.P.P. Lanark-Frontenac-Kingston, and the Association of Municipalities of Ontario.

**2.** Moved by Councillor Hassan

Seconded by Deputy Mayor Amos

**Whereas** the City of Kingston's population has been growing at a rapid rate and has an increasing number of newcomers with various cultural backgrounds; and

**Whereas** the City of Kingston is committed to supporting emerging community organizations representing various ethnic groups and cultural diversity; and

**Whereas** the City of Kingston has a process for community organizations to request fee waivers, but this process requires organizations to be established not-for-profits and allows for only one fee waiver request per organization per year to a

maximum value of \$2,500, conditions that discourage the use of City facilities to support repeat meetings by emerging community organizations; and

**Whereas** the City of Kingston has some underutilized meeting spaces within its recreation facilities, particularly at several community arenas and over the winter months at Portsmouth Olympic Harbour which will be undergoing a visioning exercise in 2024-2025;

**Therefore Be It Resolved That** staff in Community Development and Wellbeing and Recreation and Leisure Services be directed to coordinate on the development of a two-year pilot program that would allow emerging ethno-cultural community organizations to access select available and underutilized meeting room space(s) within City Recreation Facilities with the intent to build community capacity and to formalize themselves as community ethno-cultural organizations; and

**That** notwithstanding the City of Kingston Waiver of Fees Policy, that the fees and conditions associated with using available and underutilized meeting room space(s) within City Recreation Facilities be waived when booked by emerging ethno-cultural community organizations for the two-year pilot program; and

**That** staff report back with information on the emerging ethno-cultural community spaces pilot program by the end of 2024.

3. Moved by Councillor Osanic

Seconded by Deputy Mayor Amos

**Whereas** the continued growth in Kingston is causing increased speeding and traffic on previously calm streets; and

**Whereas** there are a number of intersections that do not meet the current warrants for all-way or three-way stop signs, however, the intersections are problematic and cause grave concerns to the citizens who reside in these neighbourhoods, as well as the drivers who must navigate them; and

**Whereas** it is important and essential that speeding and reckless driving within neighbourhoods be curtailed and mitigated for the safety and peace of mind of residents and drivers;

**Therefore Be It Resolved That** a four-way stop be installed at the following intersections:

- Glengarry Road at Westmoreland Road;
- Park Street at Toronto Street; and
- Rideau Street at Cataraqui Street.

**That** a three-way stop sign be installed at the following intersections:

- Humberside Drive at Ryan Court;
- Malabar Drive at Fernmoor Drive;
- Old Oak Road at Collegeview Road;
- Barrie Street at Union Street;
- Crerar Boulevard at Lakeshore Boulevard; and
- Connaught Street at Third Avenue.

### **Notices of Motion**

#### **Minutes**

**That** the Minutes of City Council Meeting Number 14-2024, held Tuesday, May 7, 2024 be confirmed.

(Distributed to all Members of Council on May 17, 2024)

#### **Tabling of Documents**

2024-24 Kingston Police Services Board Meeting Number 24-06 Agenda. The meeting is scheduled for May 16, 2024 at 12:00 pm at the Kingston Police Headquarters.

(Distributed to all members of Council on May 9, 2024)

2024-25 Kingston Police Services Board Minutes. The meeting was held Thursday, April 18, 2024 at 12:00 pm at the Kingston Police Headquarters.

(Distributed to all members of Council on May 9, 2024)

**Communications**

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

**Filed**

15-427 Notice of a Public Meeting with respect to Consent & Minor Variance at 154 Pine Street. The meeting is scheduled for May 13, 2024 at 5:30 pm in a hybrid format.

(Distributed to all members of Council on May 3, 2024)

15-428 Notice of a Public Meeting with respect to Consent & Minor Variance at 79 Gore Street. The meeting is scheduled for May 13, 2024 at 5:30 pm in a hybrid format.

(Distributed to all members of Council on May 3, 2024)

15-429 Notice of a Public Meeting with respect to Minor Variance at 2331 Princess Street. The meeting is scheduled for May 13, 2024 at 5:30 pm in a hybrid format.

(Distributed to all members of Council on May 3, 2024)

15-430 Notice of a Public Meeting with respect to Minor Variance at 322 Queen Street. The meeting is scheduled for May 13, 2024 at 5:30 pm in a hybrid format.

(Distributed to all members of Council on May 3, 2024)

15-431 Notice of a Public Meeting with respect to Minor Variance at 4094 Bath Road. The meeting is scheduled for May 13, 2024 at 5:30 pm in a hybrid format.

(Distributed to all members of Council on May 3, 2024)

15-432 Notice of a Public Meeting with respect to Minor Variance at 2 Cataraqui Street. The meeting is scheduled for May 13, 2024 at 5:30 pm in a hybrid format.

(Distributed to all members of Council on May 3, 2024)

15-433 Notice of a Public Meeting with respect to Consent & Minor Variance at 91 Raglan Road. The meeting is scheduled for May 13, 2024 at 5:30 pm in a hybrid format.

(Distributed to all members of Council on May 3, 2024)

15-434 Notice of a Public Meeting with respect to Minor Variance at 146 Hillendale Avenue. The meeting is scheduled for May 13, 2024 at 5:30 pm in a hybrid format.

(Distributed to all members of Council on May 3, 2024)

15-435 Notice of a Public Meeting with respect to Minor Variance at 689 Portsmouth Avenue. The meeting is scheduled for May 13, 2024 at 5:30 pm in a hybrid format.

(Distributed to all members of Council on May 3, 2024)

15-436 Notice of a Public Meeting with respect to Minor Variance at 158 Casterton Avenue. The meeting is scheduled for May 13, 2024 at 5:30 pm in a hybrid format.

(Distributed to all members of Council on May 3, 2024)

15-437 Notice of a Public Meeting with respect to Minor Variance at 232 King Street East. The meeting is scheduled for May 13, 2024 at 5:30 pm in a hybrid format.

(Distributed to all members of Council on May 3, 2024)

15-438 Notice of a Public Meeting with respect to Minor Variance at 3451 Highway 2. The meeting is scheduled for May 13, 2024 at 5:30 pm in a hybrid format.

(Distributed to all members of Council on May 3, 2024)

15-439 Notice of a Public Meeting with respect to Minor Variance at 15 Theresa Crescent. The meeting is scheduled for May 13, 2024 at 5:30 pm in a hybrid format.

(Distributed to all members of Council on May 3, 2024)

15-447 Notice of Public Meeting Cancellation and Revised Public Meeting Date with respect to Minor Variance at 322 Queen Street. The meeting is scheduled for June 17, 2024 at 5:30 pm in a hybrid format.

(Distributed to all members of Council on May 8, 2024)

**Referred to All Members of Council**

15-423 Correspondence received from Krista Fazackerley, Supervisor, Communications & Education, Cataraqui Conservation, with respect to notification of outdoor public event taking place June 23, July 21, August 25, and September 22, dated April 29, 2024.

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

15-424 Correspondence received from Jamie Swift with respect to a Report on a Survey – Princess Street Businesses, dated April 2024.

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

15-425 Correspondence received from Association of Municipalities Ontario with respect to AMO Watchfile, dated May 2, 2024.

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

15-426 Cataraqui Region Conservation Authority Financial Statements Year ended December 31, 2023.

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

15-440 Resolution received from the Municipality of Clarington with respect to CAO-002-24 – The Perfect Storm – Impact of Provincial Changes on our Community, dated April 25, 2024.

(Distributed to all members of Council on May 3, 2024)

15-441 Correspondence received from Multi-Municipal Energy Working Group with respect to wind turbines, dated May 1, 2024.

(Distributed to all members of Council on May 6, 2024)

15-443 Correspondence received from Federation of Canadian Municipalities with respect to FCM Voice: Sustainable Communities Awards, Municipal Trailblazers, 2024 Ann McLean Award, and more, dated May 6, 2024.

(Distributed to all members of Council on May 7, 2024)

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15-444 Resolution received from the Town of Orangeville with respect to Ontario Heritage Act Amendment, dated May 1, 2024.

(Distributed to all members of Council on May 7, 2024)

15-445 Resolution received from the Corporation of the Township of North Glengarry with respect to Blue Box Regulations for 'Ineligible Sources', dated April 29, 2024.

(Distributed to all members of Council on May 7, 2024)

15-448 Correspondence received from Association of Municipalities Ontario with respect to AMO Watchfile, dated May 9, 2024.

(Distributed to all members of Council on May 9, 2024)

15-449 Correspondence received from Maureen Good with respect to "Downtown is becoming a dangerous place to live", dated May 8, 2024.

(Distributed to all members of Council on May 9, 2024)

15-450 Resolution received from The Corporation of the County of Prince Edward with respect to the national affordable housing crisis, dated May 9, 2024.

(Distributed to all members of Council on May 9, 2024)

15-451 Correspondence received from Alicia Cappello with respect to resignation from the Kingston Frontenac Public Library Board, dated April 26, 2024.

(Distributed to all members of Council on May 9, 2024)

15-452 Proclamation Request Form received from Yu Jier Kou, Kingston Immigration Partnership, requesting October 27, 2024 be proclaimed "Welcome Day for Newcomers" in the City of Kingston, dated May 6, 2024.

(Distributed to all members of Council on May 13, 2024)

15-453 Correspondence received from Ministry of Natural Resources and Forestry with respect to 2024 Ministry of Natural Resources and Forestry Rabies Control Operations Notification, dated May 10, 2024.

(Distributed to all members of Council on May 14, 2024)

15-454 Correspondence received from Lilit Karapetyan, Municipal Advisory, Eastern Municipal Services Office, Ministry of Municipal Affairs and Housing, with respect to Affordable Housing Bulletin, dated May 10, 2024.

(Distributed to all members of Council on May 14, 2024)

15-455 Correspondence received from Federation of Canadian Municipalities with respect to FCM Voice: AC2024, Sustainable Communities Awards, Hybrid municipal government summit, and more, dated May 13, 2024.

(Distributed to all members of Council on May 14, 2024)

15-456 Proclamation Request Form received from Kimberly Sutherland Mills, Butterfly Project, requesting Council proclaim June 17 – 23, 2024 as “Pollinator Week” in the City of Kingston, dated May 14, 2024.

(Distributed to all members of Council on May 14, 2024)

## Other Business

### By-Laws

- a) **That** By-Laws (1) through (14), (17), and (18) be given their first and second reading.
- b) **That** By-Laws (1) through (3), and (5) through (18) be given their third reading.
- 1) A By-Law to Amend City of Kingston By-Law Number 2016-189, A By-Law to Consolidate the Delegation of Powers and Duties

Three Readings

Proposed Number 2024-218

**(Clause 3, Report Number 52)**

- 2) A By-Law to Amend City of Kingston By-Law Number 2023-209, A By-Law to Regulate Traffic

Three Readings

Proposed Number 2024-219

**(Clause 4, Report Number 52)**



- 3) A By-Law to Amend City of Kingston By-Law Number 2010-128, A By-Law to Regulate Parking

Three Readings

Proposed Number 2024-220

**(Clause 4, Report Number 52)**

- 4) A By-Law to Authorize an Agreement for the Provision of a Municipal Capital Facility on 595 Bagot Street, Kingston, Ontario

First and Second Reading

Proposed Number 2024-221

**(Clause 2, Report Number 53)**

- 5) A By-Law to Designate the property at 1193 Front Road to be of Cultural Heritage Value and Interest pursuant to the *Ontario Heritage Act*

Three Readings

Proposed Number 2024-222

**(Clause 2, Report Number 41, April 2)**

- 6) A By-Law to Designate the property at 123-129 Princess Street to be of Cultural Heritage Value and Interest pursuant to the *Ontario Heritage Act*

Three Readings

Proposed Number 2024-223

**(Clause 2, Report Number 41, April 2)**

- 7) A By-Law to Designate the property at 1359 Unity Road to be of Cultural Heritage Value and Interest pursuant to the *Ontario Heritage Act*

Three Readings

Proposed Number 2024-224

**(Clause 2, Report Number 41, April 2)**

- 8) A By-Law to Amend By-Law Number 87-322 (A By-Law to Designate 20-24 Barrie Street; 34-36 Barrie Street; 72-74 Barrie Street of Historic and/or Architectural Value or Interest) and to Designate the property at 26-34 Barrie Street to be of Cultural Heritage Value and Interest pursuant to the *Ontario Heritage Act*

Three Readings

Proposed Number 2024-225

**(Clause 2, Report Number 41, April 2)**

- 9) A By-Law to Designate the property at 2638 Kepler Road to be of Cultural Heritage Value and Interest pursuant to the *Ontario Heritage Act*

Three Readings

Proposed Number 2024-226

**(Clause 2, Report Number 41, April 2)**

- 10) A By-Law to Amend By-Law Number 87-322 (A By-Law to Designate 20-24 Barrie Street; 34-36 Barrie Street; 72-74 Barrie Street of Historic and/or Architectural Value or Interest) and to Designate the property at 62-74 Barrie Street to be of Cultural Heritage Value and Interest pursuant to the *Ontario Heritage Act*

Three Readings

Proposed Number 2024-227

**(Clause 2, Report Number 41, April 2)**

- 11) A By-Law to Designate the properties at 9 and 11 Colborne Street to be of Cultural Heritage Value and Interest pursuant to the *Ontario Heritage Act*

Three Readings

Proposed Number 2024-228

**(Clause 2, Report Number 41, April 2)**

- 12) A By-Law to Designate the properties at 22 Colborne Street to be of Cultural Heritage Value and Interest pursuant to the *Ontario Heritage Act*

Three Readings

Proposed Number 2024-229

**(Clause 2, Report Number 41, April 2)**

- 13) A By-Law to Designate the properties at 30 Colborne Street to be of Cultural Heritage Value and Interest pursuant to the *Ontario Heritage Act*

Three Readings

Proposed Number 2024-230

**(Clause 2, Report Number 41, April 2)**

- 14) A By-Law to Designate the property at 37 Kennedy Street to be of Cultural Heritage Value and Interest pursuant to the *Ontario Heritage Act*

Three Readings

Proposed Number 2024-231

**(Clause 2, Report Number 41, April 2)**

15) A By-Law to Amend City of Kingston By-Law Number 2010-128, A By-Law to Regulate Parking

Third Reading

Proposed Number 2024-203

**(Clause 4, Report Number 45, May 7)**

16) A By-Law to Amend City of Kingston By-Law Number 2016-189, "A By-Law to Consolidate the Delegation of Powers and Duties"

Third Reading

Proposed Number 2024-204

**(Clause 2, Report Number 46, May 7)**

17) A By-Law to Amend City of Kingston By-Law Number 2023-9, A By-Law for the Appointment of Statutory Officials of The Corporation of the City of Kingston

Three Readings

Proposed Number 2024-232

**(Delegated Authority)**

**(See schedule pages 102-104)**

18) A By-Law to confirm the proceedings of Council at its meeting held on Tuesday, May 21, 2024

Three Readings

Proposed Number 2024-233

**(City Council Meeting Number 15-2024)**

**Adjournment**



**City of Kingston  
Report to Council  
Report Number 24-146**

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**To:** Mayor and Members of Council  
**From:** Jennifer Campbell, Commissioner, Community Services  
**Resource Staff:** Danika Lochhead, Director, Arts and Culture Services  
**Date of Meeting:** May 21, 2024  
**Subject:** Designation of Events of Municipal Significance

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**Council Strategic Plan Alignment:**

Theme: Corporate business

Goal: See above

**Executive Summary:**

This report is to seek Council's designation of two public events, including Artfest Kingston from June 29 - July 1, 2024, in City Park and Kingston Ribfest & Craft Beer Show, September 9 - 11, 2024, at the Memorial Centre as events of municipal significance so that the event organizers can submit an application to obtain a Special Occasion Permit (SOP) from the Alcohol and Gaming Commission of Ontario (AGCO). A SOP permit allows the holder to sell or serve liquor and can be issued to public events that fall within the scope of prescribed categories, including events of municipal significance.

Artfest Kingston and Kingston Ribfest & Craft Beer Show are long-standing, recurring events, are free to attend, help to drive tourism, highlight offerings that are local and regional, and provide access to arts, culture, food and beverage, and entertainment experiences to residents and visitors. The events also meet the requirements outlined in the City of Kingston Special Events Policy and Municipal Alcohol Policy (MAP).

Formal request letters from the event organizers for this designation have been included in this report including from Artfest Kingston (Exhibit A) and Kingston Ribfest & Craft Beer Show (Exhibit B). Both events have received this designation from Council in previous years, including in 2023 through [Report Number 23-113](#).

May 21, 2024

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**Recommendation:**

**That** Council designates “Artfest Kingston”, a public event being held from June 29 to July 1, 2024, at City Park, as an event of municipal significance, for which the Alcohol and Gaming Commission of Ontario may issue a permit authorizing the holder thereof to sell or serve liquor on a special occasion; and

**That** Council designates the “Kingston Ribfest & Craft Beer Show”, a public event being held from September 9 to 11, 2024, at the Memorial Centre, as an event of municipal significance, for which the Alcohol and Gaming Commission of Ontario may issue a permit authorizing the holder thereof to sell or serve liquor on a special occasion.

May 21, 2024

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**Authorizing Signatures:**

ORIGINAL SIGNED BY COMMISSIONER

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**Jennifer Campbell,**  
**Commissioner, Community**  
**Services**

ORIGINAL SIGNED BY CHIEF

ADMINISTRATIVE OFFICER

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**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	Not required

May 21, 2024

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**Options/Discussion:**

The AGCO is responsible for administering the *Liquor Licence Act* (LLA) and specific sections of the *Liquor Control Act* (LCA), which together with the regulations made under them, establish the licensing and regulatory regime for most aspects relating to the sale and service of alcohol in Ontario.

Among its responsibilities in the alcohol sector, the AGCO oversees the administration of the [SOP program](#) which allows for the sale and service of alcohol on special occasions, such as cash bars at weddings or private receptions, as well as larger scale events that are open to the public, such as charity fundraisers. A SOP is required any time alcohol is offered for sale or served anywhere other than in a licensed establishment (such as a bar or restaurant) or a private place (such as a private office or home).

There are three types of special occasions for which a permit may be issued:

- **Private Event:** For events where only invited guests will attend. These events cannot be advertised, and there can be no intent to profit from alcohol sales.
- **Public Events:** For events that are open to the public. Public events can be advertised and allow for fundraising/profit from the sale of alcohol. There are several types of eligible public events including:
  - Events of provincial, national or international significance, or events designated by a municipal council or its delegate as an event of municipal significance;
  - Charity Events conducted by a charitable organization, or a non-profit association or organization for the advancement of charitable, educational, religious or community objects;
  - Tailgate Events that are held in connection with, and in proximity to, a live sporting event and where attendees may bring their own liquor (BYOB) for consumption at the event; and
  - Industry Promotional Events held to promote a manufacturer's product(s).
- **Auctions:** Conducted by a charitable organization, administrator or executor of an estate or law enforcement officer acting within the scope of their duties. Auctions may be conducted wholly or partly online.

The two events referenced in this report, Artfest Kingston from June 29 - July 1, 2024 in City Park and Kingston Ribfest & Craft Beer Show from September 9-11, 2024 at the Memorial Centre, fall under the Public Events category and are seeking designation as an event of municipal significance so that they can submit an application for a SOP permit. Included in this report are formal request letters for this designation from Artfest Kingston (Exhibit A) and Kingston Ribfest & Craft Beer Show (Exhibit B).

**Background**

**Artfest Kingston** – this event has been held in City Park for the last 12 years, excluding 2020 and 2021 due to COVID-19. Artfest Kingston, run by Art Experiences Co. Inc., showcases 200

May 21, 2024

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artists and artisan exhibitors and includes live music, poetry, kids programming, a First Nations Art Pavilion and an interactive art mural. Other major features are a Wind and Solar Art Forest, the Artpix Children's LED Gallery Wall, a Drumming Circle and the International Food Area. Artfest Kingston is a family-friendly event and all programming is free to the public. Artfest Kingston is marketed as a regional event and it is a major tourism driver with approximately 40% of attendees visiting from out of town with significant numbers coming from Quebec, upstate New York, Durham Region and other parts of Eastern Ontario.

The Craft Beer & Wine Experience as part of Artfest Kingston showcases regionally produced craft beers, wines and ciders, with proceeds going directly to support local programming at the event. The intention is to incorporate this event feature again in 2024 and direct proceeds to the Rotary Clubs of Kingston.

**Kingston Ribfest & Craft Beer Show** - Impact Events Group has 23 years of experience running Ribfest & Craft Beer Shows. They have organized similar events in other communities such as Kitchener, Hamilton, Peterborough, and Toronto; and over 11 years ago expanded their portfolio to include Kingston.

The Kingston Ribfest & Craft Beer Show held at the Memorial Centre attracts Kingston residents and tourists and combines the best in craft beer and BBQ, allowing people to savour chicken and ribs while enjoying samples of craft beer and listening to live, local entertainment. The festival will include Ontario Craft Breweries and professional "ribbers" from across North America who will compete for the rights to 'Best Sauce', 'Best Chicken' and 'Best Ribs'. Other food, including healthy choices, will be available. Admission is free, but donations to the Partners in Mission Food Bank will be accepted at the gate. Since 2016, \$43,220 has been fundraised through donations and 18,947 lbs of non-perishable food items have been provided.

Both events have been designated as events of municipal significance from Council in previous years, including in 2023 through [Report Number 23-113](#), for the purpose of submitting an application for a SOP permit.

## Analysis

The two main policies that support public events in Kingston are the [Special Events Policy](#) and the [Municipal Alcohol Policy](#) (MAP). Through the Special Events Policy, the event organizers of Artfest Kingston and Kingston Ribfest & Craft Beer Show are required to submit a special event application, secure, and submit the necessary insurance, and adhere to all other requirements in the Policy. Because of the size of both events, they have been deemed mega events through the Policy and are required to complete detailed site plans including an emergency plan and a risk management plan, provide paid duty Police Officers and emergency responders where appropriate, and have security for the duration of the event at their own expense. For mega events, there is also additional staff support provided for logistics and they often require permits from multiple departments.



May 21, 2024

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The City of Kingston’s [Municipal Alcohol Policy](#) (MAP) provides guidelines for the responsible management practices at functions or events held at City of Kingston facilities, properties or areas where alcohol is available under the authority of a SOP or a Caterer’s Endorsement. The City has developed this Policy as a means of enhancing and promoting the social enjoyment and physical safety of everyone who uses these facilities and areas, while at the same time avoiding or minimizing any alcohol-related liability issues. Artfest Kingston and the Kingston Ribfest & Craft Beer Show will be required to adhere to all MAP provisions, including but not limited to the following:

- Signing an Alcohol use Agreement with the City of Kingston and provide required insurance and SOP permit provided by the AGCO;
- Persons under the legal drinking age are prohibited from adult events where alcoholic beverages are served unless accompanied and supervised by a parent or guardian;
- All servers have attended Smart Serve®; an AGCO recognized server-training course and their names will be submitted to the City at least ten working days prior to the event;
- Non-alcoholic drinks will be available at no charge or less than half the price of the lowest-priced alcoholic beverage; and
- Safe transportation must be promoted, and all event organizers are required to post information about this on their website; and
- Ensuring that alcohol does not leave the fenced-in area.

Both events have always followed and complied with City policies and there have been no issues at their events with the selling or serving of alcohol.

**Existing Policy/By-Law:**

[Municipal Alcohol Policy](#)

[Special Events Policy](#)

**Contacts:**

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

**Other City of Kingston Staff Consulted:**

Jon Hayter, Supervisor, Special Events, Arts & Culture Services

**Exhibits Attached:**

Exhibit A – Request Letter from Artfest Kingston

Exhibit B – Request Letter from Kingston Ribfest & Craft Beer Show



Artfest Kingston  
6 Booth Avenue  
Kingston, ON K7L 4V1

January 31, 2024

City of Kingston  
216 Ontario Street  
K7L 2Z3

To Whom It May Concern:

Artfest Kingston respectfully requests a designation of a Significant Event from the City of Kingston to all our organization to operate a craft beer and wine area at our event in City Park Saturday June 29, to Monday July 1, 2024.

Festival hours are 10am to 6pm daily and the area would operate from 11am each day. We will have a social gathering for the exhibiting artists and performers on Saturday evening and keep the beer garden open until 8pm that night.

Artfest Kingston is a regional festival and draws visitors from across Ontario, Quebec and Upstate New York. The 2024 edition will be our 13<sup>th</sup> Annual festival and it would also mark the 7<sup>th</sup> year of the operation this popular feature. The product highlights local craft beer, wine and ciders, giving visitors a taste of what the Greater Kingston area has to offer.

We are committed to providing a responsible, safe, enjoyable service for everyone and will meet the standards set in the Municipal Alcohol Policy and with AGCO regulations. We have managed this feature in the past without incident and we are confident that our management plan will produce the same result for 2024.

Thank you for your consideration of this request.

Sincerely,

A handwritten signature in black ink, appearing to read "Neil Shorthouse", written over a horizontal line.

Neil Shorthouse

Producer & President  
Artfest Kingston /Art Experiences Co. Inc.  
Cell 613-483-4294  
info@artfestkingston.ca



c/o Impact Events Group Inc.  
81 Lennox Crescent  
Kitchener, ON N2N 2P5  
Tel: 519.579.3017  
E: [guy@impac-eventsgroup.ca](mailto:guy@impac-eventsgroup.ca)

January 11, 2024

Mr. Jon Hayter  
Supervisor, Special Events  
Recreation & Leisure Services  
City of Kingston  
216 Ontario Street  
Kingston, ON K7L 2Z3

Dear Jon:

This letter is a formal request that the 11<sup>th</sup> annual ***Kingston Ribfest & Craft Beer Show*** event being held September 6-8, be deemed an event of Municipal Significance. This is required for Impact Events Group Inc. to obtain a Special Occasion Permit for the event.

In 2023, the community continued to respond and there was over 25,000 total attendance! The Event also raised \$7,132.45 and 1,223 lbs of food for the Partners in Mission Food Bank bringing the total raised over the first nine years, to \$43,220.60 and 18,947 lbs of food! The event is fast becoming a major event in the City of Kingston. The event will be following all COVID protocols and capacity limits in place at the time of the event.

Impact Events Group has a long history of creating and producing successful events including the Downtown Kitchener Ribfest & Craft Beer Show which is celebrating its 21<sup>st</sup> anniversary this year and draws over 44,000 attendees from across Waterloo Region and beyond. Our goal is to do the same in Kingston.

A copy of the Festival's Security & Emergency Response Plan will be forwarded once it's approved by the AGCO.

Best Regards,

Guy Exley  
Ribfest Event Manager



**City of Kingston  
Report to Council  
Report Number 24-131**

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**To:** Mayor and Members of Council  
**From:** Paige Agnew, Commissioner, Growth & Development Services  
**Resource Staff:** Kyle Compeau, Manager, Enforcement, Enforcement Services  
**Date of Meeting:** May 21, 2024  
**Subject:** Request for Amendment to Noise Exemption – Bailey Broom Factory, Kingston Canadian Film Festival

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**Council Strategic Plan Alignment:**

Theme: Policies & by-laws

Goal: See above

**Executive Summary:**

Marc Garniss, through the Kingston Canadian Film Festival (KCCF), has applied for an amendment to an approved exemption to By-Law Number 2004-52, A By-Law to Regulate Noise (Noise By-Law) permitting the playing of amplified sound at the Bailey Broom Factory (Broom Factory), where the KCCF is a tenant (305 Rideau Street, East Wing).

The applicant was granted an exemption on April 4, 2023, in a report to Council ([Report Number 23-095](#)), allowing the KCCF an exemption from the amplified noise prohibition under Schedule “B”, Activity Number 4, of By-Law Number 2004-52, ‘A By-Law to Regulate Noise’, to permit amplified sound for one occurrence per week, concluding no later than 11:00 p.m. at 305 Rideau Street.

The Broom Factory is a thriving hub in Kingston’s Inner Harbour neighbourhood, serving film, music, design, and community. It exists as an office and meeting space for arts and culture organizations, including KCCF, has a café open five days a week, and it hosts a range of cultural programs accessible to Kingston residents. Most events programmed under the current

May 21, 2024

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exemption end before 9:00 p.m. and there are periodic live music events (currently once a week), concluding at 11:00 p.m. on the day of these events.

The applicant is requesting an amendment to the current exemption, permitting amplified sound for up to four (4) occurrences per week, concluding no later than 11:00 p.m. at 305 Rideau Street. This exemption would allow for an additional three (3) days a week from what exists now, as the Broom Factory continues to grow as an accessible venue for arts and culture programming. Staff received two responses to the public notice, in which one response raised concerns regarding the previous exemption of one (1) occurrence of amplified sound per week up until 11:00 p.m. and one (1) response is supporting the recommendation to approve the requested exemption for this current report as shown in (Exhibit B).

A public notice of the current noise exemption request (Exhibit A) was posted to the City’s website and social media account on April 22, 2024, which advised anyone wishing to provide comments on the noise exemption application to deliver their concerns in writing or by email before 4:30 p.m. on Monday May 6, 2024.

**Recommendation:**

**That** the Kingston Canadian Film Festival be granted an exemption from the amplified noise prohibition under Schedule “B,” Activity 4, of By-Law Number 2004-52, ‘A By-Law to Regulate Noise’, to permit amplified sound for four (4) occurrences per week, concluding no later than 11:00 p.m. at the Bailey Broom Factory at 305 Rideau Street.

May 21, 2024

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**Authorizing Signatures:**

ORIGINAL SIGNED BY COMMISSIONER

**Paige Agnew, Commissioner,  
Growth & Development Services**

ORIGINAL SIGNED BY CHIEF

ADMINISTRATIVE OFFICER

**Lanie Hurdle, Chief  
Administrative Officer**

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

Jennifer Campbell, Commissioner, Community Services

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

May 21, 2024

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

Council approved the sale of the Bailey Broom Factory to RAW Design Inc. in 2016 and approved zoning by-law amendments in 2020 through Report Number PC-20-027. The building has since been fully restored (2021) and renovated as a satellite office for RAW Design Inc., a business based in Toronto. The Bailey Broom Factory now houses the offices of the Kingston Canadian Film Festival (KCFF) and KPP Concerts, functions as an all ages, accessible, eco-friendly event venue, hosts workshops, panels, screenings, live music, comedy, and more, and welcomes various community programming from across Kingston through venue rentals. The Broom Factory is also regularly programmed by Tourism Kingston's Film & Media Office and Music Office, all which help to fulfill RAW Design Inc.'s vision to position the building as the anchor for a creative district adjacent to downtown Kingston.

On April 4, 2023, Report Number 23-095, Council approved that the Kingston Canadian Film Festival (KCFF) be granted an exemption from the amplified noise prohibition under Schedule "B", Activity 4, of By-Law Number 2004-52, 'A By-Law to Regulate Noise', to permit amplified sound for one occurrence per week, concluding no later than 11:00 p.m. at 305 Rideau Street.

**Analysis**

As the Broom Factory continues to demonstrate success, the applicant has applied to extend their current exemption from amplified sound for one occurrence per week, concluding no later than 11:00 p.m. to four occurrences per week. The days of the week would be at the discretion of the applicant based on program scheduling and would conclude no later than 11:00 p.m.

The activation of the Broom Factory as a community arts and culture venue and hub aligns with the work being pursued by the City of Kingston through the Creative Industries Strategy approved by Council in April 2021 and the Kingston Music Strategy approved by Council in December 2023. Both strategies speak to the need to cultivate spaces and places for arts and culture that can help retain and attract more artists to Kingston, showcase a wider diversity of talent, support local artist talent career advancement, and more. Venues like the Broom Factory are indicators of music activity, which also supports building Kingston audiences and an increased appreciation for local music.

The City of Kingston also provides grant funding to the KCFF, the applicant and a core tenant of the Broom Factory, on an annual basis through the City of Kingston Arts Fund (CKAF). The KCFF has done significant work over the years and continues to grow and expand in relation to the presentation and production of film in Kingston. As a tenant of the Broom and a non-profit organization, the KCFF has supported the Broom's expansion as a venue, securing grant funding through the Canada Community Revitalization Fund to help install a fire safety system, two accessible bathrooms, and additional sound baffling to further reduce outside light and noise when hosting events, and more recently a new stage, lighting rig and audio-visual systems.

May 21, 2024

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**Existing Policy/By-Law**

Council may grant exemptions to By-Law Number 2004-52 “A By-Law to Regulate Noise”. The authority to approve noise exemptions is specifically granted to Council under Subsection 129 (b) of the *Municipal Act*.

**Notice Provisions**

The *Municipal Act* no longer requires public notification of noise exemption requests, but notice is given in order to provide Council with some community feedback for consideration of these requests. An advertisement of this request for exemption was placed in the Kingston Whig Standard on April 23, along with the City of Kingston's website as shown in Exhibit A

**Financial Considerations**

The applicant for a noise exemption is required to pay a fee of \$347.80 to help cover the cost of processing the noise exemption request.

**Contacts:**

Kyle Compeau, Manager, Enforcement, Licensing & Enforcement, 613-546-4291 extension 1343

**Other City of Kingston Staff Consulted:**

Danika Lochhead, Director, Arts & Culture Services

**Exhibits Attached:**

Exhibit A     Public Notice of Application for Noise Exemption

Exhibit B     Public Notice Responses



## City of Kingston

The Kingston Canadian Film Festival (KCFF) has applied for an amendment to an approved exemption of By-Law Number 2004-52, A By-Law to Regulate Noise (Noise By-Law) permitting the playing of amplified sound for the purposes of a cultural arts space based at the Bailey Broom Factory, where the KFFC is a tenant (305 Rideau Street, East Wing).

The applicant currently has an approved exemption allowing for amplification of sound to be permitted one day a week, up until 11 p.m. The proposed amendment is seeking an exemption for an additional three days a week, including the already approved one day (four total) of amplification of sound to be permitted up until 11 p.m. As of Sept. 1, 2022, the Bailey Broom Factory has been used as a space to provide a range of cultural programs accessible to Kingston residents that includes periodic live music events.

Most events programmed under the current exemption end before 9 p.m. but it has been identified it would be desirable to extend the current exemption with the additional three more nights to allow greater flexibility in terms of the kind of programming that can be offered. The specific days of the week will be decided by the applicant based on program scheduling.

Anyone wishing to comment regarding this application for a noise exemption amendment should deliver their concerns in writing or by email before 4:30 p.m. on Monday, May 9, 2024 submit to:

Kyle Compeau  
Manager, Enforcement Services  
1211 John Counter Blvd.  
Kingston, ON, K7K 6C7  
Phone: 613-546-4291 Ext. 1343  
Email: [KCompeau@CityofKingston.ca](mailto:KCompeau@CityofKingston.ca)

This matter will be considered during the regular Council meeting on **Tuesday, May 21, 2024.**



**From:** [REDACTED]  
**To:** [Compeau, Kyle](#)  
**Subject:** Regarding the The Kingston Canadian Film Festival (KCFF)  
**Date:** April 23, 2024 5:16:31 PM

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**Caution:** This email is from an external source. Please exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello.

I am concerned about this because The Kingston Canadian Film Festival (KCFF) is owned and operated by the same people who own KPP (Kingston Punk Productions) at the same location who already has shows almost every week, sometimes 3-4 nights a week. The shows sometimes go past 11pm and there's people hanging out till well after 1am making noise, wandering around the neighborhood being loud. Some times you even see staff or bands drinking in the streets. [REDACTED] and people park in our driveway, urinate on our lawn or house, we find beer cans all the time around our house, it's disgusting.

If the application for noise exemption amendment passes our neighborhood will go downhill. It's bad enough a bar opened up and they advertise as a "cafe", yes it's a cafe during the day but at night it's a bar and it's loud.

We are asking not to allow them more night's to ruin our neighborhood and cause discomfort to the residents of the neighborhood.

**From:** [REDACTED]  
**To:** [Compeau, Kyle](#)  
**Subject:** Noise Bylaw Amendment: Broom Factory  
**Date:** May 2, 2024 1:44:41 PM

---

**Caution:** This email is from an external source. Please exercise caution when opening attachments or clicking links, especially from unknown senders.

I am writing to express my enthusiastic support for the amendment to the current noise bylaw for the Broom Factory building. As someone who works in the vicinity and has attended events hosted by the Broom Factory, I have witnessed firsthand the positive impact that the venue has had on our neighborhood and the broader arts community in Kingston.

The Broom Factory has become more than just a building; it has evolved into a vibrant and inclusive space that fosters creativity, community, and cultural exchange. From poetry readings, workshops, kids programming and live music performances, the Broom Factory consistently provides a platform for local artists and arts workers to showcase their talent and connect with audiences. Its unique focus on the arts and community makes it stand out from other venues in the city that are focused on alcohol sales primarily and bring in arts performances as a catalyst for additional sales. My understanding is that the Broom Factory operates a bar only during events which closes just before the end of the show. This approach seems to limit the culture of over drinking and causing noise and disruption that can plague other venues.

In the Broom Factory I've seen an approach to prioritize the absolute best stewardship towards the neighbourhood and community and is an example of how this can be done well. One of the most commendable aspects of the Broom Factory is its commitment to respecting the surrounding neighborhood. Events at the Broom Factory are typically all ages and conclude by 10pm, demonstrating a conscientious effort to mitigate any potential disruptions to residents. This respectful and consistent end time has effectively addressed concerns from neighbors, as they understand that any noise is temporary and will cease at a reasonable hour.

Moreover, the Broom Factory serves as a safe and welcoming space for events, fostering a sense of belonging and camaraderie among attendees. By prioritizing the well-being and comfort of both artists and neighbors, the Broom Factory exemplifies responsible and considerate community engagement. Add to this that the Broom Factory is a great example of a heritage building that has been repurposed and restored ultimately saving it from destruction and reintegrating it into our community makes me see this as the kind of development this community needs.

I firmly believe that the amendment to the noise bylaw will not only benefit the Broom Factory but also enrich our neighborhood, the broader arts community as well as the entire City of Kingston. By providing the flexibility to continue hosting events while upholding reasonable noise standards, this amendment will enable the Broom Factory to continue its invaluable contributions to our cultural landscape.

Thank you for your consideration.

[REDACTED]



**City of Kingston  
Report to Council  
Report Number 24-140**

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**To:** Mayor and Members of Council

**From:** Brad Joyce, Commissioner, Infrastructure, Transportation & Emergency Services

**Resource Staff:** Ian Semple, Director, Transportation & Transit

**Date of Meeting:** May 21, 2024

**Subject:** Authorized Requester Agreement with the Ontario Ministry of Transportation for Statistical Collision Information

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**Council Strategic Plan Alignment:**

Theme: Policies & by-laws

Goal: See above

**Executive Summary:**

The City's Transportation & Transit Department maintains a database of vehicle collision statistical information to inform decision-making with respect to transportation network safety. Currently, the database is manually populated with information obtained from a review of police accident reports. This manual data entry process currently requires a significant amount of staff resources to maintain.

Through an "Authorized Requester Agreement", the City of Kingston is eligible to receive the same vehicle collision statistical information electronically from the Ontario Ministry of Transportation (MTO). The information would be downloaded directly into the City's traffic management software program, a significantly more efficient and time-saving process.

The MTO requires that only one individual can be designated as the "Authorized Signatory" to the Authorized Requester Agreement and that this individual must be one of the signatories to the agreement and must have authority to legally bind the Corporation. Only the City Clerk and

May 21, 2024

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the Mayor have the authority to legally bind the Corporation unless Council provides authorization for delegation of authority on this matter.

**Recommendation:**

**That** Council authorize the Director of Transportation & Transit to sign the “Authorized Requester Agreement” with the Ontario Ministry of Transportation, in a form satisfactory to the Director of Legal Services, to enable the City to obtain vehicle collision statistical information; and

**That** Council authorize the Director of Transportation & Transit to be the “Authorized Signatory” for the purposes associated with the “Authorized Requester Agreement”; and

**That** the Director of Transportation & Transit be delegated the authority to enter into future amendments to the “Authorized Requester Agreement” with the Ontario Ministry of Transportation, in a form satisfactory to the Director of Legal Services; and

**That** a by-law be presented for all three readings to amend By-Law Number 2016-189, “A By-Law to Consolidate the Delegation of Powers and Duties”, as per Exhibit A (Draft By-Law to Amend By-Law Number 2016-189) to Report Number 24-140.

May 21, 2024

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**Authorizing Signatures:**

**p.p.** ORIGINAL SIGNED BY COMMISSIONER

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**Brad Joyce, Commissioner,  
Infrastructure, Transportation &  
Emergency Services**

ORIGINAL SIGNED BY CHIEF

ADMINISTRATIVE OFFICER

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**Lanie Hurdle, Chief  
Administrative Officer**

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

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

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

The City's Transportation & Transit Department maintains a database of vehicle collisions to inform decision-making with respect to future transportation network safety improvements. Currently, this database is manually populated with select information obtained from a manual review of police accident reports. This manual data entry process requires a significant amount of staff resources to maintain.

The MTO maintains computer databases, including information pertaining to vehicle collisions supplied by police agencies in the province. The MTO permits municipalities to obtain access to this data, subject to the provisions of an "Authorized Requester Agreement". Under such an agreement, designated City staff will be able to electronically query and download statistical information derived from reports of vehicle collisions that have occurred in the City of Kingston. The information is downloaded from MTO's Authorized Requestor Information System (ARIS) directly into the City's traffic management software program, a significantly more efficient and time-saving process.

The collision statistical information MTO provides to municipalities includes the gender, date of birth, residential municipality of the driver(s), and details of the collision including the investigating officer's diagram. Information that is redacted or not provided includes the names, addresses and telephone numbers of persons involved in the collision, drivers' licence numbers and vehicle licence plate numbers, insurance information, and all information related to any offences or charges.

**Request for Delegated Authority**

The MTO requires that only one individual can be designated as the "Authorized Signatory" under the Authorized Requester Agreement, and that this individual must be one of the signatories to the agreement and must have authority to legally bind the Corporation. Only the City Clerk and the Mayor have the authority to legally bind the Corporation unless Council provides authorization for delegation of authority on this matter.

The Municipal Act, 2001, provides the Council of The Corporation of the City of Kingston with the authority to delegate its powers to a person or body, subject to some noted restrictions. The delegation of authority from Council contributes to the efficient management of the city, while still adhering to the principles of accountability and transparency.

With the frequency of signatures required for the authorized signatory to re-verify the Authorized Requester Agreement at specified dates throughout each year, and to confirm compliance and updates to the list of authorized staff, it would provide the greatest efficiency for this authority and responsibility to be delegated to the Director of Transportation & Transit.

May 21, 2024

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As MTO requires that the “authorized signatory” to the Authorized Requester Agreement be identified in the City’s application submission, staff requests that the amending by-law attached to this report receive all three readings at the May 21, 2024 Council Meeting.

**Climate Risk Considerations**

Moving to a digitally-based data collection process will eliminate hard copy documentation.

**Existing Policy/By-Law**

By-Law Number 2016-189, A By-Law to Consolidate the Delegation of Powers and Duties

**Financial Considerations**

Beyond an initial \$250 fee, the MTO will be providing this data to the City at no cost.

**Contacts:**

Ian Semple, Director, Transportation & Transit 613-546-4291 extension 2306

**Other City of Kingston Staff Consulted:**

Mark Dickson, Manager, Transportation Infrastructure, Transportation & Transit

Greg McLean, Policy & Program Coordinator, Transportation & Transit

Alan McLeod, Senior Legal Counsel & Deputy City Solicitor

**Exhibits Attached:**

Exhibit A - Draft By-Law to Amend By-Law Number 2016-189, A By-Law to Consolidate the Delegation of Powers and Duties



# City of Kingston By-Law Number 2024-XXX

## ***By-Law to Amend City of Kingston By-Law Number 2016–189, A By-Law to Consolidate the Delegation of Powers and Duties***

### **Whereas:**

The Corporation of the City of Kingston (the “**City**”) is a single-tier municipality incorporated pursuant to an order made under section 25.2 of the *Municipal Act*, R.S.O. 1990, c. M.45.

The powers of a municipality must be exercised by its council (*Municipal Act, 2001*, S.O. 2001, c. 25 (the “**Municipal Act, 2001**”), s. 5 (1)).

A municipal power must be exercised by by-law unless the municipality is specifically authorized to do otherwise (*Municipal Act, 2001*, s. 5 (3)).

A single tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public (*Municipal Act, 2001*, s. 10 (1)).

On October 4, 2016, council for the *City* (“**council**”) enacted *City of Kingston By-Law Number 2016–189, “A By-Law to Consolidate the Delegation of Powers and Duties”*.

Kingston’s City Council has deemed that the authority to authorize a “Requester Agreement” with the Ministry of Transportation, in a form satisfactory to the Director of Legal Services, to enable the City to obtain vehicle collision statistical information be delegated to the Director of Transportation and Transit.

Council has authorized the Director of Transportation and Transit to be the “authorized signatory” for the purposes associated with the “Authorized Requester Agreement”.

Council has authorized the Director of Transportation and Transit, for future amendments to the “Authorized Requester Agreement” with the Ministry of Transportation, delegated authority to enter into this agreement, in a form satisfactory to the Director of Legal Services.

*Council* considers it necessary and desirable for the public to amend *City of Kingston By-Law Number 2016–189*:

*By-Law to Amend By-Law 2016–189*

Therefore, *Council* enacts:

**1. Amendment**

1.1 *City of Kingston By-Law Number 2016–189* is amended as follows:

(a) By adding the following delegated authority to Schedule A

<b>Delegate</b>	<b>Delegated Authority Description</b>	<b>Enabling By-Law or Council Motion/ Resolution</b>
<b>Director of Transportation and Transit</b>	Authority to sign the “Authorized Requester Agreement” with MTO, and be the “authorized signatory” for the purposes associated with the “Authorized Requester Agreement”, and for future amendments to the “Authorized Requester Agreement” with the Ministry of Transportation, be delegated the authority to enter into this agreement, in a form satisfactory to the Director of Legal Services	By-Law Number 2024-XXX

**2. Coming into Force**

2.1 This by-law will come into force and take effect on the day it is passed.

*By-Law to Amend By-Law 2016–189*

1 <sup>st</sup> Reading	date
2 <sup>nd</sup> Reading	date
3 <sup>rd</sup> Reading	date
Passed	date

Janet Jaynes  
City Clerk

Bryan Paterson  
Mayor



**City of Kingston  
Report to Council  
Report Number 24-141**

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**To:** Mayor and Members of Council  
**From:** Brad Joyce, Commissioner, Infrastructure, Transportation & Emergency Services  
**Resource Staff:** Ian Semple, Director, Transportation & Transit  
**Date of Meeting:** May 21, 2024  
**Subject:** Road Safety Enhancements – Various Locations

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**Council Strategic Plan Alignment:**

Theme: 3. Build an Active and Connected Community

Goal: 3.4 Improve road construction, performance, and safety.

**Executive Summary:**

This report requests approval of amendments to By-law Number 2003-209, “A By-law to Regulate Traffic” and By-Law Number 2010-128, “A By-Law to Regulate Parking”, to address a variety of road safety concerns that have been identified through the City’s ContactUs and monitoring programs, and to proactively advance Council’s strategic priority to building an active and connected community through improving road safety.

This report recommends road safety enhancements and parking regulation changes at various locations to address safety and traffic flow issues on streets including school zones, as well as other road safety enhancements including a U-turn movement prohibition and right-turn-on-red restriction at a planned intersection pedestrian signal. The recommendations identified in this report are aligned with the countermeasures and emphasis areas as identified in the City’s Road Safety Plan.

This report requests that the amending by-laws be presented for all three readings to allow the signage associated with the proposed regulations to be installed as soon as possible.

May 21, 2024

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**Recommendation:**

**That** a by-law be presented for all three readings to amend By-Law Number 2003-209, being “A By-Law to Regulate Traffic”, as amended, as per Exhibit A to Report Number 24-141; and

**That** a by-law be presented for all three readings to amend By-Law Number 2010-128, being “A By-Law to Regulate Parking”, as amended, as per Exhibit B to Report Number 24-141.

May 21, 2024

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**Authorizing Signatures:**

pp.  
ORIGINAL SIGNED BY COMMISSIONER

---

**Brad Joyce, Commissioner,  
Infrastructure, Transportation &  
Emergency Services**

ORIGINAL SIGNED BY CHIEF  
ADMINISTRATIVE OFFICER

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**Lanie Hurdle, Chief  
Administrative Officer**

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

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

May 21, 2024

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**Options/Discussion:**

The City completes assessments to evaluate and monitor a wide variety of road safety concerns or operational issues on an ongoing basis. This includes regularly reviewing parking regulations and undertaking intersection assessments to ensure appropriate traffic control measures are in place.

This report recommends adding and changing parking regulations to address safety and traffic flow issues on streets including in school zones, as well as other road safety enhancements including a U-turn movement prohibition and right-turn-on-red restriction at an intersection pedestrian signal. These improvements are reflected in the proposed amendments to By-Law Number 2003-209, "A By-Law to Regulate Traffic" (Exhibit A) and By-Law Number 2010-128, "A By-Law to Regulate Parking" (Exhibit B).

The approaches identified in this report are aligned with the recommendations of the School Pedestrian Safety Working Group referenced in [Report Number EITP-22-004](#) and the countermeasures and emphasis areas identified in the City's Road Safety Plan. This report requests that the amending by-laws be presented for all three readings to allow the signage associated with the proposed regulations to be installed as soon as possible.

**Parking By-Law Amendments****School Areas**

No Stopping regulations are proposed to be implemented in the following school areas to improve safety for pedestrians and motorists:

St. Genevieve Catholic School (opening September 2024)

- Install a combination of No Stopping Anytime and No Stopping School Days Only regulations on Holden Street from Monarch Drive north to Cinderhill Street to protect sightlines at intersections and at the designated school crossing location at Holden Street and Tulip Drive. These restrictions will also help facilitate school bus movements and deter students from crossing Holden Street when being dropped off and picked up. The school site layout has been designed to accommodate both school bus loading and student drop-off and pick-up activity entirely on school property.
- No Stopping 7:30 a.m. to 9:30 a.m. and 2:00 pm to 4:00 pm School Days Only was previously approved for the north side of Tulip Drive between Holden Street and Tenley Drive to maintain traffic flow during student drop-off and pick-up times. Parking will remain available on the south side of Tulip Drive where the public sidewalk can be accessed.
- Additional measures, including speed limit reductions and Community Safety Zones will be reviewed and included in subsequent Delegated Authority By-Law amendments in accordance with the approach identified in [Report Number 24-058](#) ahead of the new school opening in September, including consideration of the walking catchment area

May 21, 2024

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identified by the Algonquin & Lakeshore Catholic District School Board and TriBoard Student Transportation Services.

#### Molly Brant Elementary School

- Extend the existing No Stopping School Days Only zone on the east side of Lyons Street to the entire block between Elliott Avenue and Kirkpatrick Street to further reduce congestion and facilitate improved traffic flow, in particular for school buses.
- Add No Stopping Anytime setbacks on both sides of Lyons Street at the north and south ends of the block to maintain sightlines and facilitate vehicle turning movements.

#### W.J. Holsgrove Public School

- Implement a combination of No Stopping Anytime and No Stopping School Days Only on both sides of Woodfield Crescent along the north (rear) property line of W.J. Holsgrove Public School, as well as on both sides of Leyton Avenue along a setback from the intersection with Woodfield Crescent, to facilitate school bus manoeuvres and protect sightlines for pedestrians and motorists during student drop-off and pick-up activities.

#### Elginburg Public School

- Implement a combination of No Stopping Anytime and No Stopping School Days Only on the south side of Unity Road from Sydenham Road easterly to beyond the eastern boundary of the school property to deter stopping and parking on the side of the roadway opposite Elginburg Public School related to student drop-off and pick-up activities.
- Convert the No Parking regulation on the north side of Unity Road between Sydenham Road and the school property to No Stopping Anytime to further deter parked vehicles from impeding this route to school.
- Remove the School Bus Loading Zone regulation previously in place in front of the school to legally permit this space to be used for student drop-off and pick-up activity. School bus loading has been relocated to the rear of the school.

#### Rideau Heights Public School

- Implement No Stopping setbacks on both sides of Daly Street south of MacCauley Street to improve sightlines for pedestrians and motorists, in particular during student drop-off and pick-up times.

#### École Maple Public School

- Implement No Stopping Anytime on the north side of Rose Abbey Drive along the southern frontage of École Maple Public School to maintain traffic flow, including for Kingston Transit buses, and to protect sightlines for motorists exiting the school's on-site drop-off zone.



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**École J.R. Henderson Public School**

- Convert an existing No Parking zone to a No Stopping zone on the school side of Roosevelt Drive, from Henderson Boulevard to the south end of the frontage of École J.R. Henderson Public School.
- Formalize the non-regulatory parking rules currently posted in the drop-off and pick-up zone on the west side of Roosevelt Drive in front of the school. Parking will be restricted to 5 minutes on school days during arrival and dismissal times.

**Cataraqui Woods Public School**

- Update the by-law's schedule to reflect that No Stopping School Days Only signage has been installed on both sides of Cataraqui Woods Drive between the Birchwood Drive and Cedarwood Drive intersection westerly to Larchwood Crescent to maintain sightlines at the new designated school crossing and deter student drop-off and pick-up activity along this corridor.

**Lord Strathcona Public School**

- Reduce the length of an existing school bus loading zone on the north side of McMahon Avenue in front of Lord Strathcona Public School by 10 metres to accommodate planned design changes to the road allowance, intended to improve pedestrian safety. An additional school bus loading zone will be created on the west side of Seaforth Road which can be accessed from an existing gate to the school property at that location.

**Other Parking By-Law Changes**

- Implement No Parking on both sides of Bur Brook Road at the intersection with Jackson Mills Road, the location of a K&P Trailhead to manage trail user parking.
- Remove parking from one side of Kingscourt Avenue between First Avenue and Third Avenue where the roadway width is narrower than adjacent blocks to maintain traffic flow along this roadway and Kingston Transit route. Parking will be retained on the west side of the block as it can accommodate more vehicles.
- Update a Parking By-Law schedule to align with existing signage reflecting that parking is prohibited only on the west side of Rose Abbey Drive between Grenadier Drive and Gore Road.

**Traffic By-Law Amendments****Speed Limit Reduction**

At its April 2, 2024 meeting, Council adopted a motion directing staff to report to Council in Q2 2024 with the necessary by-law amendments to extend the 60km/h speed limit presently in place on Perth Road (from 400 metres south of Unity Road northerly to 1000 metres north of Unity Road) by 850 metres such that the 60km/h speed limit would extend from 400 metres

May 21, 2024

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south of Unity Road northerly to 1850 metres north of Unity Road. Amendments to the Traffic By-Law are included in Exhibit A of this report.

Staff were also directed to conduct speed and traffic volume measurements along Leeman Road within one year after the reduction of the speed limit from 80 km/hr to 60 km/hr on Perth Road. Staff have collected 'before' data and will schedule additional data collection following the speed limit reduction on Perth Road.

### **U-Turn Prohibition**

Staff have received concerns regarding U-turn movements that are taking place on Princess Street at Midland Avenue for vehicles that are initially travelling westerly and U-turning easterly. Staff are recommending the prohibition of this movement as it conflicts with existing right-turn advance signals that activate during the left-turn phase from Princess Street, during which conflicting U-turns may be occurring. For the proposed changes to take effect, amendments are required to the Traffic By-Law under Schedule E-3, U-Turn Restrictions.

### **Right-Turn-on-Red Prohibition**

The City has previously received concerns regarding motorists turning right on a red light at Intersection Pedestrian Signal locations. As of the design of a new Intersection Pedestrian Signal that is scheduled to be constructed on Division Street at Guy Street later this year, staff are recommending prohibiting right-turn-on-red movements from Division Street onto Guy Street. This proposed approach is intended to reinforce pedestrian priority and safety at the intersection when the Intersection Pedestrian Signal is activated. For the proposed changes to take effect, amendments are required to the Traffic By-Law under Schedule E-5, Right-Turn-on-Red Light Restrictions.

### **Existing Policy/By-Law**

By-Law Number 2003-209, "A By-Law to Regulate Traffic"

By-Law Number 2010-128 "A By-Law to Regulate Parking"

### **Financial Considerations**

The cost associated with the installation of required signage will be accommodated within the existing capital funds.

### **Contacts:**

Matt Kussin, Manager, Transportation Policy & Programs 613-546-4291 extension 1333

### **Other City of Kingston Staff Consulted:**

Mark Dickson, Manager, Transportation Systems

**May 21, 2024**

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Greg McLean, Transportation Policy & Programs Coordinator

**Exhibits Attached:**

Exhibit A – Proposed Changes to By-Law Number 2003-209

Exhibit B – Proposed Changes to By-Law Number 2010-128

# City of Kingston By-Law Number 2024–xxx

## ***By-Law to Amend City of Kingston By-Law Number 2003-209 A By-Law to Regulate Traffic***

### **Whereas:**

The Corporation of the City of Kingston (the “**City**”) is a single-tier municipality incorporated pursuant to an order made under section 25.2 of the *Municipal Act*, R.S.O. 1990, c. M.45.

Subsection 5 (1) of the *Municipal Act, 2001*, S.O. 2001, c. 25 (the “**Municipal Act, 2001**”) provides that the powers of a municipality must be exercised by its council.

Subsection 5 (3) of the *Municipal Act, 2001* provides that a municipal power must be exercised by by-law unless the municipality is specifically authorized to do otherwise.

Pursuant to subsection 10 (1) of the *Municipal Act, 2001*, a single tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public.

On July 29, 2003, council for the *City* enacted *City of Kingston By-Law Number 2003-209, “A By-Law to Regulate Traffic”*.

Council for the *City* considers it necessary and desirable for the public to amend *City of Kingston By-Law Number 2003-209*:

**Therefore, council enacts:**

### **1. Amendment**

1.1 *City of Kingston By-Law Number 2003-209* is amended as follows:

- (a) Schedule A-3, Highways with a Limit of 60 Kilometres per Hour, is hereby amended by removing the following therefrom:

Highway: Perth Road, From: 400 Metres South of Unity Road Northerly,  
To: 1000 Metres North of Unity Road

*By-Law to Amend By-Law 2003-209*

- (b) Schedule A-3, Highways with a Limit of 60 Kilometres per Hour, is hereby amended by adding the following thereto:

Highway: Perth Road, From: 400 Metres South of Unity Road Northerly,  
To: 1850 Metres North of Unity Road

- (c) Schedule E-3, U-Turn Restrictions, is hereby amended by adding the following thereto:

From: Princess Street, Travelling Direction: West, At: Midland Avenue

- (d) Schedule E-5, Right Turn On Red Light Restrictions, is hereby amended by adding the following thereto:

From: Division Street, Travelling Direction: South, Into: Guy Street,  
Prescribed Times: At All Times

## **2. Coming into Force**

- 2.1 This By-Law will come into force and take effect on the day it is passed.

*By-Law to Amend By-Law 2003-209*

1 <sup>st</sup> Reading	date
2 <sup>nd</sup> Reading	date
3 <sup>rd</sup> Reading	date
Passed	date

Janet Jaynes  
City Clerk

Bryan Paterson  
Mayor

# City of Kingston By-Law Number 2024–...

## By-Law to Amend City of Kingston By-Law Number 2010–128, A By-Law To Regulate Parking

### Whereas:

The Corporation of the City of Kingston (the “**City**”) is a single-tier municipality incorporated pursuant to an order made under section 25.2 of the *Municipal Act*, R.S.O. 1990, c. M.45.

The powers of a municipality must be exercised by its council (*Municipal Act, 2001*, S.O. 2001, c. 25 (the “**Municipal Act, 2001**”), s. 5 (1)).

A municipal power must be exercised by by-law unless the municipality is specifically authorized to do otherwise (*Municipal Act, 2001*, s. 5 (3)).

A single tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public (*Municipal Act, 2001*, s. 10 (1)).

On August 24, 2010, council for the *City* (“**council**”) enacted *City of Kingston By-Law Number 2010–128, “A By-Law To Regulate Parking”*.

*Council* considers it necessary and desirable for the public to amend *City of Kingston By-Law Number 2010–128*:

**Therefore**, *council* enacts:

### 1. Amendment

#### 1.1

- (a) Schedule D-2, school bus loading zones school days only, is hereby amended by removing the following therefrom:

Street	Side	From	Times
McMahon Avenue	North	23 metres west of Seaforth Road westerly 55.4 metres	7:30 am to 4:30 pm

*By-Law to Amend By-Law 2010–128*

<b>Street</b>	<b>Side</b>	<b>From</b>	<b>Times</b>
Unity Road	North	In front of Elginburg Public School a distance of 104 metres	7:30 am to 4:30 pm
Woodfield Cr	South	39 metres west of Leyton Avenue easterly 99 metres	7:30 am to 4:30 pm

(b) Schedule D-2, school bus loading zones school days only, is hereby amended by adding the following thereto:

<b>Street</b>	<b>Side</b>	<b>From</b>	<b>Times</b>
McMahon Avenue	North	23 metres west of Seaforth Road 45.5 metres westerly	7:30 am to 4:30 pm
Seaforth Road	West	20 metres north of McMahon Avenue 20 metres northerly	7:30 am to 4:30 pm
Woodfield Crescent	South	Leyton Avenue 39 metres westerly	7:30 am to 4:30 pm

(c) Schedule F-1, No Parking At Any Time, is hereby amended by removing the following therefrom:

**Schedule F-1**

**No Parking At Any Time**

<b>Street</b>	<b>Side</b>	<b>From</b>
Roosevelt Drive	West	In front of J.R. Henderson Public School
Rose Abbey Crescent	Both	Grenadier Drive to Gore Road
Sproule Street	North	80 metres West of the Eastern end of Sproule Street 11 metres Westerly
Unity Road	North	Sydenham Road easterly 175 metres



*By-Law to Amend By-Law 2010-128*

<b>Street</b>	<b>Side</b>	<b>From</b>
Unity Road	South	Sydenham Road easterly 70 metres

- (d) Schedule F-1, No Parking At Any Time, is hereby amended by adding the following thereto:

**Schedule F-1**

**No Parking At Any Time**

<b>Street</b>	<b>Side</b>	<b>From</b>
Bur Brook Road	South	Jackson Mills Road 53 metres westerly
Bur Brook Road	North	45 metres east of Jackson Mills Road 64 metres westerly
Jackson Mills Road	East	Bur Brook Road 166 metres southerly
Holden Street	West	Cataraqui Woods Drive to Monarch Drive
Kingscourt Avenue	East	First Avenue to Third Avenue
Rose Abbey Drive	West	Grenadier Drive to Gore Road

- (e) Schedule F-2, no stopping zones, is hereby amended by adding the following thereto:

<b>Street</b>	<b>Side</b>	<b>From</b>	<b>Days</b>	<b>Times</b>
Baxter Avenue	East	Sproule Street 13 metres southerly	Mon to Sun	Any Time
Daly Street	East	MacCauley Street 15 metres southerly	Mon to Sun	Any Time
Daly Street	West	MacCauley Street 12	Mon to Sun	Any Time

*By-Law to Amend By-Law 2010–128*

<b>Street</b>	<b>Side</b>	<b>From</b>	<b>Days</b>	<b>Times</b>
		metres southerly		
Holden Street	East	23 metres south of Cinderhill Street to 23 metres north of Cinderhill Street	Mon to Sun	Any Time
Holden Street	East	23 metres south of Tulip Drive to 23 metres north of Tulip Drive	Mon to Sun	Any Time
Holden Street	West	Monarch Drive 82 metres northerly	Mon to Sun	Any Time
Holden Street	West	15 metres south of Cinderhill Street to 30 metres north of Cinderhill Street	Mon to Sun	Any Time
Lyons Street	Both	Kirkpatrick Street 15 metres northerly	Mon to Sun	Any Time
Lyons Street	Both	Elliott Avenue 17 metres southerly	Mon to Sun	Any Time
Rose Abbey Drive	North	St. Martha Street 65 metres easterly	Mon to Sun	Any Time
Rose Abbey Drive	South	St. Martha Street 18 metres easterly	Mon to Sun	Any Time
Seaforth Road	Both	McMahon Avenue 20 metres northerly	Mon to Sun	Any Time
Sproule Street	North	80 metres west of the eastern end of Sproule Street 11 metres westerly	Mon to Sun	Any Time
Sproule Street	South	Baxter Avenue 35 metres westerly	Mon to Sun	Any Time

*By-Law to Amend By-Law 2010–128*

<b>Street</b>	<b>Side</b>	<b>From</b>	<b>Days</b>	<b>Times</b>
Tulip Drive	South	Holden Street 12 metres easterly	Mon to Sun	Any Time
Unity Road	North	Sydenham Road 89 metres easterly	Mon to Sun	Any Time
Unity Road	South	Sydenham Road 69 metres easterly	Mon to Sun	Any Time
Unity Road	South	40 metres west of Leonard Street to 27 metres east of Leonard Street	Mon to Sun	Any Time
Woodfield Crescent	North	Leyton Avenue 23 metres easterly	Mon to Sun	Any Time

- (f) Schedule F-3, No Stopping Zones School Days Only, is hereby amended by removing the following therefrom:

**Schedule F-3: No stopping zones school days only**

<b>Street</b>	<b>Side</b>	<b>From</b>	<b>Times</b>
Lyons Street	East	42 metres south of Elliott Avenue southerly 149 metres	7:30 am to 3:30 pm

- (g) Schedule F-3, No Stopping Zones School Days Only, is hereby amended by adding the following thereto:

**Schedule F-3: No stopping zones school days only**

<b>Street</b>	<b>Side</b>	<b>From</b>	<b>Times</b>
Cataraqui Woods Drive	North	Birchwood Drive 152 metres westerly	8:30 am to 4:30 pm
Cataraqui Woods Drive	South	Cedarwood Drive to Larchwood Crescent	8:30 am to 4:30 pm

*By-Law to Amend By-Law 2010–128*

<b>Street</b>	<b>Side</b>	<b>From</b>	<b>Times</b>
Holden Street	East	23 metres north of Tulip Drive to 23 metres south of Cinderhill Street	8:00 am to 4:00 pm
Holden Street	West	82 metres north of Monarch Drive 150 metres northerly	8:00 am to 4:00 pm
Holden Street	West	232 metres north of Monarch Drive 87 metres northerly	8:00 am to 9:30 am and 2:00 pm to 4:00 pm
Leyton Avenue	West	Woodfield Crescent 22 metres northerly	8:00 am to 4:00 pm
Leyton Avenue	East	Woodfield Crescent 39 metres northerly	8:00 am to 4:00 pm
Lyons Street	East	17 metres south of Elliott Avenue to 15 metres north of Kirkpatrick Street	7:30 am to 3:30pm
Roosevelt Drive	West	Henderson Boulevard 57 metres northerly	8:00 am to 4:00 pm
Unity Road	South	69 metres east of Sydenham Road to 40 metres west of Leonard Street	8:00 am to 4:00 pm
Unity Road	South	27 metres east of Leonard Street 96 metres easterly	8:00 am to 4:00 pm
Woodfield Crescent	North	Leyton Avenue 43 metres westerly	8:00 am to 4:00 pm
Woodfield Crescent	South	39 metres west of Leyton Avenue 20 metres westerly	8:00 am to 4:00 pm
Woodfield Crescent	South	the west side of Leyton Avenue extended 67 metres easterly	8:00 am to 4:00 pm

- (h) Schedule G-1, Limited Term Parking Zones, is hereby amended by removing the following therefrom:

**Schedule G-1: Limited Term Parking Zones**

*By-Law to Amend By-Law 2010–128*

<b>Street</b>	<b>Side</b>	<b>From</b>	<b>Times</b>	<b>Limit</b>
Rose Abbey Drive	North	St. Martha Street to House # 255	School Days 8:00 am to 4:00 pm	15 Minutes

- (i) Schedule G-1, Limited Term Parking Zones, is hereby amended by adding the following thereto:

**Schedule G-1: Limited Term Parking Zones**

<b>Street</b>	<b>Side</b>	<b>From</b>	<b>Times</b>	<b>Limit</b>
Roosevelt Drive	West	57 metres north of Henderson Boulevard 73 metres northerly	8:30 am to 9:30 am and 3:00 pm to 4:00 pm School Days Only	5 Minutes

**2. Coming into Force**

- 2.1 This by-law will come into force and take effect on the day it is passed.

*By-Law to Amend By-Law 2010–128*

1<sup>st</sup> Reading            date

2<sup>nd</sup> Reading            date

3<sup>rd</sup> Reading            date

Passed                date

Janet Jaynes  
City Clerk

Bryan Paterson  
Mayor



**City of Kingston  
Report to Council  
Report Number 24-125**

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**To:** Mayor and Members of Council  
**From:** Neil Carbone, Commissioner, Corporate Services  
**Resource Staff:** Rob Hosier, Organizational Change Management Coordinator  
**Date of Meeting:** May 21, 2024  
**Subject:** Corporate Vision, Mission, Values

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**Council Strategic Plan Alignment:**

Theme: Corporate business

Goal: See above

**Executive Summary:**

The purpose of this report is to seek Council's endorsement of the new Vision, Mission and Value statements for the Corporation of the City of Kingston (the Corporation).

The purpose of the corporate Vision, Mission and Value statements is to provide clear direction and purpose for the organization, guide operational decision making, unify and inspire employees through common goals, and communicate the organization's commitment to the community.

It is important to note that these guiding statements for the corporation aim to inspire and guide the organization's actions. They should align with Council and the community's vision but are internal in nature and do not aim to replace external marketing activities for the City. For example, the tagline 'Where History and Innovation Thrive' has been leveraged as a slogan for the City independent of the corporation's internal guiding statements.

The process to develop a new set of corporate Vision, Mission and Value statements involved a comprehensive engagement strategy with inputs from Council, senior leaders and staff from different work groups across the City including front-line service providers. The focus was on

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collaboratively co-designing new guiding statements for the corporation based on the insights of City staff and ensuring alignment with Council's goals.

This report also recommends that the corporate Vision, Mission and Value statements be reviewed every 3-5 years to ensure alignment with the evolving community needs and goals of Council. The timeframe for review is being recommended as a range, recognizing that factors such as changes in leadership, significant developments, or shifts in community priorities could have an impact on the review cycle.

**Recommendation:**

**That** Council endorse the new corporate Vision, Mission, Value statements for the Corporation of the City of Kingston as follows:

**Corporate Vision Statement:**

Vibrant. Sustainable. Inclusive. Elevating our communities, together.

**Corporate Mission Statement:**

We embrace innovation, foster collaboration, respect the environment, and provide exceptional services that reflect the needs of a diverse community.

**Corporate Value Statements:**

**Belonging** - We create an accessible and inclusive environment where every individual is accepted and valued for their diverse perspectives and identities.

**Collaboration** - We build strong relationships with each other, residents, businesses, community organizations and other partners to achieve our shared goals.

**Accountability** - We work with integrity to ensure transparency and responsiveness in meeting the needs and concerns of the community.

**Innovation** - We strive to find creative solutions and new opportunities to improve our services and operations.

**That** Council endorse a review timeframe of every 3-5 years for the Corporation's Vision, Mission and Value statements.



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**Authorizing Signatures:**

ORIGINAL SIGNED BY COMMISSIONER

\_\_\_\_\_  
**Neil Carbone, Commissioner,  
Corporate 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

Jennifer Campbell, Commissioner, Community Services

David Fell, President & CEO, Utilities Kingston Not required

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

Brad Joyce, Commissioner, Infrastructure, Transportation p.p.  
& Emergency Services

Desirée Kennedy, Chief Financial Officer & City Treasurer

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**Options/Discussion:**

The Corporation of the City of Kingston has a set of Vision, Mission and Value (V/M/V) statements that are more than 20 years old. Recognizing these guiding statements may not accurately reflect the organization's direction and aspirational goals in servicing the growing community and its changing needs, an internal project team led by the Organizational Change Management division undertook a comprehensive engagement strategy beginning in 2022 to revamp the corporate V/M/V.

Collaborative vision-setting allows for the integration of varied viewpoints, resulting in a more comprehensive and inclusive vision that reflects the organization's collective inputs, ultimately leading to a sustainable vision that resonates with the entire workforce and drives organizational success. It was important for City staff to actively contribute to shaping the new V/M/V for their diverse perspectives and insights based on their roles, experiences and backgrounds.

**Project Approach**

The revamp of the corporate V/M/V was approached in two phases:

**Phase 1 – Drafting new V/M/V statements**

**June 2022** – The City's Leadership Team (Corporate Management Team, Directors, Managers and Supervisors) provided their input on the current V/M/V in a facilitated workshop. This data was aggregated and grouped into common themes and sentiments.

**February 2023** – As part of City Council's strategic planning process, staff were given an opportunity to provide input on the City's strategic priorities and focus areas, which included an exercise of ranking the corporation's values. There were 151 staff survey respondents.

**March 2023** – The City's third-party strategic plan facilitator, Strategy Corp., developed various draft V/M/V statements based on the input received through the strategic planning engagement process. City Council then participated in a facilitated workshop to review the draft statements and provide further input.

With the initial input of staff and Council, three draft vision statements, three draft mission statements and six draft value statements were prepared for Phase 2 of the engagement process.

**Phase 2 – Testing of draft V/M/V statements**

**Fall 2023** – An internal staff survey was developed to seek input on the draft V/M/V statements. There were 113 staff survey respondents.

**Winter 2024** – In-person focus groups were held with front line staff (both indoor and outdoor staff) to seek further input on the draft V/M/V statements. Seven focus groups co-facilitated by

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Learning & Development and Communications & Public Engagement staff were held. Group numbers ranged from 2-13 participants per group for a total of 53 participants overall.

### **Corporate Vision Statement**

The purpose of a vision statement is to provide a clear and inspiring description of the corporation's future aspirations and long-term goals. A vision statement is typically concise, memorable, and captures the essence of what the organization hopes to become or accomplish.

#### **Summary of feedback on the draft vision statements:**

- Keep the wording concise and easily understood
- Needs to resonate with staff and the community
- Use the term community (vs. residents or citizens)
- Should be aspirational but still focus on serving the community
- Acknowledge that within the municipality there are various groups with distinct identities
- Promote inclusivity

#### **Key themes:**

- Vibrant
- Sustainable
- Innovation
- Inclusivity

A consensus viewpoint from all engagement exercises was that a combination of elements from each of the draft vision statements would be most suitable in a final version. The project team analyzed all aggregated data and developed a draft-final statement based on the feedback.

#### **New Corporate Vision Statement:**

**Vibrant. Sustainable. Inclusive. Elevating our communities, together.**

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### **Corporate Mission Statement**

The purpose of a mission statement is to define the fundamental purpose and identity of the corporation. It communicates the corporation's core reason for existence, its primary activities, and the value it provides to the community. The mission statement encapsulates the organization's overall focus and guides its day-to-day operations and decision-making processes.

#### **Summary of feedback on the draft mission statements:**

- Should be inspiring
- Should not sound leadership-centric, something staff at all levels can relate to
- Should have a lens of inclusivity
- Should be focused on serving the community
- Need to balance history and heritage while respecting that it's not everyone's history

#### **Key themes:**

- Sustainability
- Equity
- Innovation
- Inclusive
- History and heritage

A consensus viewpoint from all engagement exercises was that a combination of elements from each of the draft mission statements would be most suitable in a final version. The project team analyzed all aggregated data and developed a draft-final statement based on the feedback.

#### **New Corporate Mission Statement:**

**We embrace innovation, foster collaboration, respect the environment, and provide exceptional services that reflect the needs of a diverse community.**

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## Corporate Value Statements

Corporate value statements provide the organization with a defined set of guiding principles that shape the culture, behaviours, and decision-making. Values establish a framework for ethical conduct, foster a positive work environment, and help build trust with stakeholders.

There were six value statements that were ranked through the internal staff engagement process (both survey and focus groups) based on which statements most resonated with staff.

Four value statements ranked highest with some refinement to the definitions to ensure the key sentiments that these core statements need to convey.

### New Corporate Value Statements:

**Belonging** - We create an accessible and inclusive environment where every individual is accepted and valued for their diverse perspectives and identities.

**Collaboration** - We build strong relationships with each other, residents, businesses, community organizations and other partners to achieve our shared goals.

**Accountability** - We work with integrity to ensure transparency and responsiveness in meeting the needs and concerns of the community.

**Innovation** - We strive to find creative solutions and new opportunities to improve our services and operations.

### Next Steps

The draft-final V/M/V statements were presented to the Corporate Management Team for endorsement in March 2024 and are being presented to Council for final endorsement. Next steps will involve a robust implementation strategy across the Corporation to generate a shared understanding and commitment and align organizational strategies and goals with the new V/M/V statements.

### Timeframe for Review

Staff are recommending that the corporate Vision, Mission and Value statements be reviewed every 3-5 years to ensure alignment with the evolving community needs and goals of Council. The timeframe for review is recommended as a range, recognizing that factors such as changes in leadership, significant developments, or shifts in community priorities could have an impact on the review cycle.

### Public Engagement

The corporate V/M/V statements, though internal in nature, will be communicated with city residents at the 'Inform' level of the City's Public Engagement Framework to share the

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organization's commitment to the community and the principles that guides staff in day-to-day operations and decision-making processes.

Development of the V/M/V used engagement tactics at the Inform, Consult and Collaborate levels.

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

The robust engagement and 'ground-up' approach to redeveloping the corporation's V/M/V statements ensured that the diverse perspectives of staff from representative groups across the organization were provided the opportunity to have input.

**Financial Considerations**

None

**Contacts:**

Rob Hosier, Organizational Change Management, 613-546-4291 extension 1401

**Other City of Kingston Staff Consulted:**

Lacey Monk, Executive Assistant and Project Coordinator, CAO Office

Taylor Cook, Learning & Development Specialist

Courtney Klumper, Communications Officer

Izzy Goluch, Communications Officer

Kelsey Pye, Communications Officer

**Exhibits Attached:**

None



**City of Kingston  
Report to Council  
Report Number 24-111**

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**To:** Mayor and Members of Council  
**From:** Jennifer Campbell, Commissioner, Community Services  
**Resource Staff:** Ruth Noordegraaf, Director, Community Development & Well Being - IIDEA  
**Date of Meeting:** May 21, 2024  
**Subject:** St Vincent de Paul Society of Kingston - New Building Update and Partnership Opportunities

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**Council Strategic Plan Alignment:**

Theme: Foster a Caring and Inclusive Community

Goal: 4.2 Help address food insecurity and sustainability.

**Executive Summary:**

St. Vincent de Paul Society of Kingston (SVDP) is a local agency supporting individuals and families through practical assistance at its current location on 85 Stephen Street. SVDP provides key services including a meal program, an emergency food pantry and a 'WearHouse' that provides gently used clothing, books and smaller household items, among other programs. The escalating demand for support has outpaced the capacity of the existing space requiring an expansion of services at a new location. To address this pressing need, SVDP has initiated the establishment of a new St. Vincent de Paul Community Centre (The Centre) on the property at 595 Bagot Street in the Inner Harbour neighbourhood.

The proposed Centre represents an opportunity to enhance and consolidate SVDP's services at a centralized and accessible place within the community. SVDP aims to meet the evolving needs of various populations, accommodate the growing demand for assistance, and diversify and expand its range of support services. The Centre will also allow for greater collaboration and partnerships with other community organizations, fostering a more integrated and holistic

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approach to addressing the complex challenges faced by individuals and families within the Kingston community.

A key new initiative being undertaken as part of the new Centre will be the expansion of the previous emergency food pantry into a social market which offers a typical shopping experience with no proof of assistance needed. This initiative is in response to the increased need in the community to have low barrier food options available for individuals and families that are impacted by the affordability challenges of food. The aim of a social market/pantry is to respond to these increasing needs while also removing stigma. This initiative within the new Bagot Street location is specifically aligned with Council's Strategic Priority 4.2 Help address food insecurity and sustainability and the subgoal to 'develop a community food security plan including considerations for social markets and pantries'.

The construction of the new Centre is scheduled to begin as soon as possible after the required planning and building approvals are in place. The building will be constructed with a local modular building product (Lodestar modular building units) and is anticipated to be completed by the end of 2024 with occupancy shortly thereafter. The total construction costs of the project are approximately \$6,570,000. Most of the costs for this project are funded through a capital campaign led by SVDP in addition to the proceeds of the sale of excess land by SVDP and in-kind supplier donations.

SVDP approached the City with a request to support the project with a capital contribution of \$800,000, the City to cover the cost of development charges (estimated at \$378,900) and building permit fees (estimated at \$33,485.35), and a request that the City provide a \$1,000,000 five (5) year interest free loan to SVDP to support the sequencing of the sale of excess land after the construction and the move to the new facility. The loan would be fully repaid to the City by the end of the five-year term and would be secured against the Centre.

The creation of the Centre will provide a much-needed increase in food programming options to the community as well as the expansion of other key services and programming through key partners in social services, health, arts and recreation at low or no cost.

The Centre fills a service gap in the Inner Harbour neighbourhood. Should Council approve this proposal, staff will work with SVDP on further partnership development and annual reporting of the impact of programming provided at the new Centre.

**Recommendation:**

**That** Council approves the allocation of \$800,000 from the Human Services Reserve to support the construction of the St. Vincent De Paul - Community Centre on 595 Bagot Street pursuant to the provisions of section 110(3) of the Municipal Act, 2001 and Ontario Reg. 603/06 related to municipal facilities related to the provision of social and health services; and

**That** Council approves a five (5) year \$1,000,000 loan without interest to support the transitional costs of the St. Vincent de Paul Community Centre project on 595 Bagot Street pursuant to the



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provisions of section 110(3) of the Municipal Act, 2001 and Ontario Reg. 603/06 related to municipal facilities related to the provision of social and health services: and

**That** Council approves the by-law, attached as Exhibit C to Report Number 24-111 “A By-Law to Enter into a Municipal Contribution Agreement with St. Vincent De Paul Society of Kingston for the provision of social and health services”: and

**That** Council approve a contribution in the amount of up to \$420,000 from the Human Services Reserve to cover the cost of development charges and the building permit fees for the development of the St. Vincent De Paul - Community Centre on 595 Bagot Street; and

**That** Council authorize the Chief Administrative Officer or their delegate to review and approve all documents and agreements related to the funding allocation and loan outlined in Report Number 24-111; and

**That** Council authorize the Mayor and Clerk to execute all documents and agreements related to the funding allocations and all other approvals outlined in Report Number 24-111, in a form satisfactory to the Director of Legal Services.



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**Options/Discussion:**

Since 1966, SVDP has been supporting Kingston's populations in need from their 85 Stephen Street location. Their original mandate, to provide services to the vulnerable and those having been incarcerated, has expanded to include the provision of meals, free household items and clothing, an emergency food pantry, oral health workshops, health services, grief counselling, recreational activities and naloxone distribution. In 2023, SVDP had an annual operating budget of \$500,000, five employees and a large volunteer base, and served an average of 190 daily meals totalling 46,402 annually and helped over 4,000 people with pantry items.

**Background**

The current programming and partnerships offered at 85 Stephen Street by SVDP includes a diverse range of programs and services catering to various needs within the community. Their meal program ensures that individuals facing food insecurity have access to nutritious meals, providing essential sustenance to those in need. The emergency food pantry at 85 Stephen Street supplements this effort by offering non-perishable food items for individuals and families experiencing crises and/or financial difficulties. The 'WearHouse' initiative provides clothing assistance, ensuring that individuals have access to clean and appropriate attire. Additionally, the KFL&A oral health workshop addresses dental health needs, promoting oral hygiene and education within the community, and the Kingston Community Health Centres (KCHC) - Street Health point of care clinic offers vital healthcare services to marginalized populations, addressing immediate medical needs and providing support. Grief counselling services provide emotional support and guidance to individuals coping with loss and trauma, and weekly recreational engagement and social interaction activities help promote wellbeing and a sense of belonging. Finally, naloxone distribution plays a crucial role in harm reduction efforts, providing lifesaving interventions and education to combat opioid overdoses. Together, these programs and services reflect SVDP's commitment to holistic care and support for individuals and families in need.

Community partnerships play an important role in enhancing the impact and effectiveness of SVDP's mission to serve the community. Existing collaborations with post-secondary institutions like St. Lawrence College, Royal Military College and Queens University foster a community of resource-sharing and innovative approaches when addressing complex social issues and continued partnerships with different levels of government enable the organization to secure funding support and coordinate efforts to address systemic issues such as housing precarity, poverty and healthcare access. Partnerships with the local not-for-profit and private sector foster a sense of social investment and community collaboration, helping to avoid duplication of services while maximizing the reach and impact of social programs. Diverse partnerships like these reflect a collective commitment to effectively serving the community's needs, leveraging resources and expertise across various sectors for the greater good.

The escalating demand for support, particularly among individuals and families, has outpaced the capacity of the existing space, requiring an expansion of services. To address this pressing

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need, SVDP has embarked on the establishment of the St. Vincent de Paul Community Centre (The Centre) at the 595 Bagot Street property in the Inner Harbour neighborhood.

### **Analysis**

Kingston has changing and growing needs across the community. On February 20, 2024, staff presented to Council [Report Number 24-095](#) "The Municipal Fee Assistance Program (MFAP) Review" that included key income data for low to moderate income households. In Kingston 10.1% of households (5,815 households in total) have an after-tax income of less than \$24,999, 4.2% (or 2,430) have an after-tax income between \$25,000 and \$29,999 and 27.1% of households (or 15,660) have an after-tax income of \$30,000 - \$59,999. In addition, the cost of basic needs such as housing, food and transportation have continued to rise, and this is impacting low and moderate-income households in dramatic ways where households that may previously not have been affected by these pressures are now in need of support. These increased pressures are leading to an increased urgency in the community to create more mechanisms for low barrier programming that reduce stigma and protect dignity.

Service providers are struggling with the increasing demand for food assistance and accessible community program space amid dwindling resources and increased costs. As the needs of individuals and families living in Kingston continue to grow, compounded by economic pressures and other societal factors, the strain for essential services has become more severe. This combination of factors has intensified the urgency of supporting low and moderate-income residents who are disproportionately affected by food insecurity, increased housing and transportation costs, and other basic needs.

SVDP and its community programming can play a pivotal role in filling the widening gap in food insecurity and social programming, offering a connection for those grappling with economic hardship. The expanded services to be provided at the new Centre will also foster a sense of community and support for individuals and families and provide a more coordinated community effort to mobilize resources, foster collaboration between agencies and build a more equitable and resilient community for all its residents.

### **Land Use Planning Considerations**

The property at 595 Bagot Street is designated District Commercial in the Official Plan and zoned a site-specific Neighbourhood Commercial C1.620 Zone within the former City of Kingston Zoning By-Law Number 8499. This zone was created through an application for a zoning by-law amendment submitted by SVDP to permit the operation of a community facility as outlined in [Report Number PC-22-016](#). The zoning by-law amendment was approved by Council on March 22, 2022. SVDP is currently progressing through a Site Plan Control application. The construction of the new Centre is scheduled to begin as soon as possible after the required planning and building approvals are in place. The building will be constructed with a local modular building product (Lodestar modular building units) and is anticipated to be completed by the end of 2024 with occupancy shortly thereafter.

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The property is additionally located within the North King's Town Secondary Plan study area, where the draft land use plan proposes to redesignate the property as Residential. Community facilities are a permitted use within the Residential designation.

### **Overview of the Building**

The proposed Centre on 595 Bagot Street represents an opportunity to enhance and consolidate SVDP's vital services, providing a centralized and accessible place for residents within the community. The Centre aims to meet the evolving needs of various populations, accommodate the growing demand for assistance, and diversify and expand its range of support services by relocating to a larger facility.

The new Centre is close to 16,400 square feet (an expansion from approximately 2,750 square feet at the current 85 Stephen Street location) and will provide a more spacious layout important to service expansion, improved accessibility for community members and enhanced visibility within the Inner Harbour neighborhood. Exhibit A contains the proposed floor plan and building renderings.

### **Expanded Programming and Partnerships**

The Centre will facilitate greater collaboration and partnerships with other community organizations, fostering a more integrated and holistic approach to addressing the complex challenges faced by individuals and families in the community.

It is anticipated that with the proposed new location at 595 Bagot Street, SVDP will be able to expand client and partner services to meet Kingston's community needs now and into the future. This will provide increased space for residents, staff, volunteers, services, programs and anticipated new partnerships onsite. These will include a renewed and expanded alliance in the areas of food support and other basic needs, health and wellbeing, arts and culture, recreation and social services. Some of the partners include Kingston Community Health Centres (KCHC), KFL&A Public Health, Lionhearts, Loving Spoonful, Kingston Immigration Partnership, Employment agencies, Skeleton Park Arts Festival, Youth Diversion and the Kingston Frontenac Library. Community agencies providing these services will be able to access the space at no cost. The Centre layout (Exhibit A) also includes three (3) dedicated tenant spaces for anchor tenants who will pay rent. These tenants are an important components of the Centre's funding model and also align with the vision of the Centre in providing a range of co-located and accessible services to individuals and families in the community.

A comprehensive summary of the new initiatives and partnerships that will be made available through the Centre is included as Exhibit B.

### **Social Market and Other Food Programming**

In the new Centre, the emergency pantry currently provided at the Stephen Street location will be expanded 110% to at least 400 square feet and will be evolved into a social market/pantry model. A social market offers a typical shopping experience with no proof of assistance needed.

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This initiative is in response to the increased need in the community to have low barrier and no stigma food options available for individuals and families that are increasingly impacted by the lack of affordable food options. The creation of a social market additionally and specifically responds to Council’s Strategic Priority 4.2 Help address food insecurity and sustainability and the subgoal to ‘develop a community food security plan including considerations for social food markets and pantries’.

The social market model, encompassing both traditional social supermarkets and free food markets, is a comprehensive approach to addressing food insecurity. These markets are often led by organizations with a volunteer base and characterize community-driven initiatives that leverage partnerships with local producers and suppliers to provide essential provisions at reduced costs. Incorporating surplus pantry items and fresh produce that are either donated and/or purchased at discounted rates from local retailers and manufacturers, social markets can extend a lifeline to individuals and families grappling with economic hardship.

Establishing a social market within the new Centre is a multifaceted approach to supporting residents in a way that preserves dignity, reduces stigma and amplifies opportunity by bringing resources together from various services, agencies and organizations working in “food” across the community. The social market model symbolizes a proactive approach to social relief that seeks to alleviate the immediate needs of individuals and families, creating sustainable pathways out of poverty, fostering a sense of self-sufficiency and reducing dependence on crisis-oriented interventions.

In addition to the establishment of the social market, the Centre will also create other free or low cost food programming such as a good food box pick up location, fresh food market and seasonal harvest market location, and community kitchen access for programming.

**Construction Costs**

Construction of the Centre will commence as soon as possible after the required planning and building approvals are in place. The building will be constructed with a local modular building product by Anchor Concrete (Lodestar modular building units) and is anticipated to be completed by the end of 2024 and available for occupancy shortly thereafter.

The total construction costs of the project are approximately \$6,570,000. Most of the costs for this project are funded through a capital campaign led by SVDP in addition to the proceeds of the sale of excess land by SVDP and in-kind supplier donations.

**Next Steps**

SVDP approached the City with a request to support the project with a capital contribution of \$800,000, the City to cover the cost of development charges (estimated at \$378,900) and building permit fees (estimated at \$33,485.35), and a request that the City provide a \$1,000,000 five (5) year interest free loan to SVDP, to support the sequencing of the sale of excess land after the construction and the move to the new facility. The loan would be fully repaid to the City by the end of the five-year term and would be secured against the Centre.

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The Centre fills a much-needed service gap in the Inner Harbour neighbourhood and will allow staff and community partners to provide a nimble response to programming needs in the community for years to come.

Should Council approve the financial request, staff will work with SVDP on further partnership development and an annual impact report in the community that will be shared with Council on an annual basis.

**Financial Considerations:**

The recommendations of this report include the following financial impacts:

An allocation of \$800,000 towards the St. Vincent de Paul Community Centre capital project, funded from the Human Services Reserve (HSR). The HSR has the purpose of supporting initiatives and/or funding pressures in the human services sector, including social assistance, employment supports, community development, health supports and other human service initiatives. The current uncommitted balance of the HSR is approximately \$1,400,000.

A contribution in the amount of up to \$420,000, funded from the HSR to cover the cost of development charges and building permit fees for the development of the Centre.

A five (5) year \$1,000,000 loan without interest to support the transitional costs of the St Vincent de Paul Community Centre project.

**Contacts:**

Ruth Noordegraaf, Director, Community Development & Well Being - IIDEA, 613-546-4291 extension 4916

**Other City of Kingston Staff Consulted:**

Lisa Capener-Hunt, Director, Building Services & CBO, Building Services Department

Ben Leslie, Community Development Coordinator, Community Development & Well Being - IIDEA

Alan McLeod, Senior Legal Counsel & Deputy City Solicitor, Legal Services

Sukriti Agarwal, Manager, Policy Planning, Planning Services

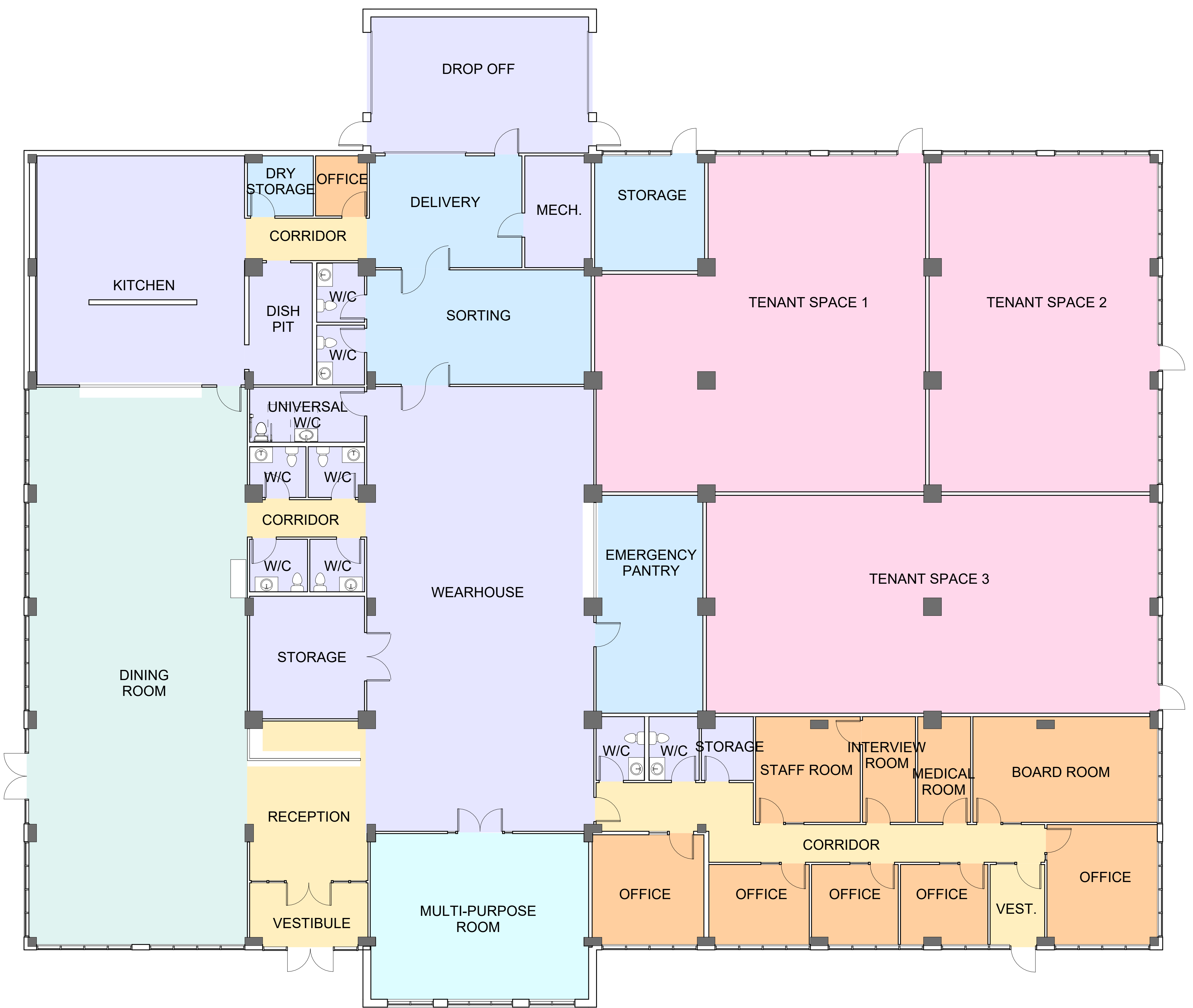
**Exhibits Attached:**

Exhibit A 595 Bagot Street Centre - Site plan and renderings

Exhibit B 595 Bagot Street Centre - Programming and Partnerships

Exhibit C Bylaw – Social and Health Facilities – 595 Bagot Street

# St. Vincent de Paul Society Of Kingston





# St. Vincent de Paul Society Of Kingston



<b>Programming and Services</b>		<b>Stephen Street Site</b>	<b>St. Vincent De Paul - Community Centre</b>	<b>Additional Information</b>
<b>Total Square Footage</b>		Approximately 2,750 sq.ft.	Approximately 16,400 sq.ft.	
<b>Food Security</b>				
	Meal Programs	46,000 (2023)	Expected to grow with 50% to 75,000	
	Emergency Food Pantry	190 square feet	110% space expansion to 400 square feet and change of model into Social Market	
	Social Market			Increased access to hampers, add fresh fruits and vegetables and frozen meals prepared in the commercial kitchen and introduce an enhanced social market model to remove more barriers to access the service.  *A social market store provides no-questions-asked access to food from various sources, offering a typical shopping experience with no proof of assistance needed.
			Good Food box pick up location	Partner with Kingston Community Health Centres (KCHC)
			Fresh Food Market – pop-up site pilot	Partner with Lionhearts
			Harvest Market (May-September)	Partner with Loving Spoonful
			Kitchen available to community agencies for cooking classes, life skills program, preserving of food gleaned from local community gardens, use of	Loving Spoonful (cooking classes – after hours for working families) KCHC: Newcomer cooking – programming and Youth Group

			space to offer nutritional information for meal planning	
<b>Other Basic Needs</b>				
		Clothing WEARhouse	200% space increase  Experience and remove barriers for low-income families	More dignified shopping Create specific nights for different groups such as youth (in partnership with One Roof, Kingston Youth Shelter and Youth Diversion)
			Regular clothing swap events for neighbourhood	
			Enhanced Furniture Bank pilot project	
			Option for tax clinics	
			Additional life skills training, SAIL and Getting Ahead	KCHC and City of Kingston
<b>Health and Wellbeing</b>				
		Various workshops are offered such as KFL&A Oral Health, Hep C testing, flu shots, etc.	Scheduled group programming intended for priority populations related to prenatal instruction, parenting, infant feeding and other baby care topics  Prenatal and child nutrition programs such as Canadian Prenatal Nutrition Program (ongoing group) or Introduction to Solid Foods  Individual family encounters with home visiting clients when meeting in home is not possible or advisable	Partner with KFL&A Public Health

			Clinical services related to immunization, sexual health and communicable diseases  Emergency response such as larger immunization clinics and other programming with partners depending on the type of emergency	
		Street Health Point of Care Clinic and STI	Examination room in administrator wing	Needs assessment of clients in addition to current programming
			Footcare, wound care, suggested	
			recovery supports like Alcoholics Anonymous and Narcotics Anonymous	
		Grief Counselling	Expand individual and group counselling options into other areas	
		Naloxone Distribution	Continue	
<b>Arts and Recreational Activities</b>				
			Various recreational groups for community members (crafts, baking/cooking/skills, etc.)	Various partnership opportunities
			Neighbourhood events, music nights, guest speakers	Partner with Skeleton Park Arts Festival
			Senior's programming	Ongoing conversation with Seniors Association
			Library programming	
<b>Social Services</b>				
			Set up area to support childminding, bring in parents for programming and services	

			Newcomer's programming	Kingston Immigration Partnership/Immigrant Services Kingston and Area
			Employment Services	Partner with KEYS
			Indigenous programming	Exploratory meetings with Indigenous agency
			Youth programming	Youth Diversion (Rebound) Immigrant Youth programming
			Free Adult education opportunities	
<b>Anchor Tenants in Commercial Area (3 spaces)</b>				
			Tenant 1 – Agency providing Adult education	
			Tenant 2 – Agency providing supportive services for individuals with disabilities	
			Tenant 3 – to be determined	

**By-Law Number 2024-XX**

**A By-law to Authorize an Agreement for the Provision of a Municipal Capital Facility on  
595 Bagot Street, Kingston, Ontario**

**Passed: May 21, 2024**

**Whereas** Section 110(3) of the Municipal Act, 2001 (“the Act”), and Ont. Reg 603/06 passed pursuant to the Act, provide that the council of a municipality may enter into agreements for the provision of a municipal facility related to the provision of social and health services and may pass by-laws to provided financial assistance or other assistance at below market rates or at no cost and exempt from property taxation, or a portion of it, on which municipal capital facilities are located; and

**Whereas** paragraph 10 of section 2 of Ontario Regulation 603/06 permits support of facilities related to health and social services as eligible municipal capital facilities; and

**Whereas** the Council has approved that the City of Kingston (the “City”) enter into an agreement with St Vincent de Paul Society of Kingston (“SVDP”) for the use of premises to be located at 595 Bagot Street (the “Premises”) for a social and health services municipal capital facility; and

**Whereas** Council is desirous of entering into an agreement with SVDP for the provision of social and health services at the Premises;

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

1. The City of Kingston is authorized to enter into agreement under section 110 of the Municipal Act, 2001 with the Club for the provision of a municipal facility used for social and health services and operated for public use at the Premises, in accordance with O.Reg. 603/06 (the “Agreement”).
2. The said agreement shall provide for (i) a grant of \$800,000 from the Human Services Reserve to be directed towards construction costs, (ii) a further grant of \$412,385.63 from the Human Services Reserve to directed to payment of development charges, impost fees and building permits (iii) a five (5) year \$1,000,000 loan without interest to support the construction of the St. Vincent De Paul Community Centre on 595 Bagot Street.
3. This by-law shall be deemed repealed:
  - (a) If SVDP ceases to own the Premises without having assigned the Agreement on the consent of the City to a new owner of the Premises that is capable of providing the social and health services described in the Agreement;
  - (b) If SVDP or a successor in law ceases to use the Premises for social and health services purposes; or
  - (c) If the Agreement is terminated for any reason whatsoever.

4. Council authorizes the Mayor and City Clerk to execute the required agreement and any other documentation required to provide for this support to SVDP in a form satisfactory to the Director of Legal Services;
5. This by-law shall come into force and take effect on the date of its passing;

Given First and Second Readings Month XX, 2024

Given Third Reading and Passed Month XX, 2024

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**Janet Jaynes**  
**City Clerk**

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**Bryan Paterson**  
**Mayor**



**City of Kingston  
Report to Council  
Report Number 24-152**

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**To:** Mayor and Members of Council  
**From:** Jennifer Campbell, Commissioner, Community Services  
**Resource Staff:** Mitchell Grange, Policy Manager, Housing & Social Services  
**Date of Meeting:** May 21, 2024  
**Subject:** The Canada-Ontario Community Housing Initiative (COCHI),  
Ontario Priorities Housing Initiative (OPHI) and Canada  
Ontario Housing Benefit (COHB) – 2024/2025 Planned  
Allocation

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**Council Strategic Plan Alignment:**

Theme: 1. Support Housing Affordability

Goal: 1.3 Increase supply of new-build not-for-profit and co-op housing and ensure sustainability and quality of existing stock.

**Executive Summary:**

In February 2023, the City, as Service Manager for housing and homelessness programs in the City of Kingston and County of Frontenac, received notification from the Ministry of Municipal Affairs and Housing (MMAH) regarding annual funding allocations amongst upper-level government funding programs for the 2023-2025 program years. The programs include the Canada-Ontario Community Housing Initiative (COCHI), the Ontario Priorities Housing Initiative (OPHI) and the Canada-Ontario Housing Benefit (COHB).

The 2023/2024 allocations were received and committed as outlined to Council in [Report Number 23-112](#); however, at this time the 2024/2025 allocations for COCHI and OPHI have not been released due to an ongoing dispute between the Federal and Provincial Governments over what the Federal Government has described as a lack of progress by the Provincial Government in meeting the targets for building new affordable housing supply required under



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the Canada Mortgage and Housing Corporation (CMHC)-Provincial Government bilateral funding agreement.

This report outlines potential implications to the City if the funding release continues to be delayed. At this time, staff have received assurances from both levels of government that the funding will be received, what remains unclear is what portion will be received from which level of government and the timing of the fundings release.

It is important to note that the Homelessness Prevention Program (HPP) operates independent of the bilateral agreement described in this report, and as a result homelessness programs and initiatives remain unaffected.

**Recommendation:**

**That** Council approve use of up to \$150,000 from the Social Housing Capital Reserve Fund to fund the scheduled Building Condition Assessments for the City's Social Housing Portfolio, to be replenished when the planned allocation of Canada-Ontario Community Housing Initiative funds are released to the City.

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**Authorizing Signatures:**

ORIGINAL SIGNED BY COMMISSIONER

\_\_\_\_\_  
**Jennifer Campbell,**  
**Commissioner, Community**  
**Services**

ORIGINAL SIGNED BY CHIEF

ADMINISTRATIVE OFFICER

\_\_\_\_\_  
**Lanie Hurdle, Chief**  
**Administrative Officer**

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

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

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**Options/Discussion:**

**Background**

In February 2023, the City, as Service Manager for housing programs in the City of Kingston and County of Frontenac, received notification from the MMAH regarding the 2023-2025 housing programs' local funding allocations. The funding allocations include COCHI, OPHI and COHB which are intended to support the stabilization and maintenance of existing community housing assets and expanding the supply of the community housing stock. For reference, the term “community housing” describes the variety of non-market housing programs such as social housing (also known as rent-geared-to-income housing), affordable housing and supportive/transitional housing that are typically owned by non-profit organizations or municipal housing corporations. The Kingston-Frontenac service areas 2023-2025 COCHI, OPHI and COHB total funding allocation is \$5,959,200.

The COCHI program is intended to maintain, and over time, expand the supply of community housing assets across the province. The program is funded under the National Housing Strategy and represents a reinvestment of federal funding that has been declining under the Canada-Ontario Social Housing Agreement. The program guidelines indicate that COCHI funds provide flexibility for Service Managers to support the repair, renewal and expansion of the social housing stock.

The OPHI program provides flexibility for the Service Manager to address local housing priorities by allocating funding across the eligible program components which address affordability, repair and the construction of new affordable housing units.

The COHB program is a housing allowance that is tied to a household, allowing them the flexibility to move anywhere throughout the province.

The following table outlines the 2023-2025 COCHI, OPHI and COHB funding allocations for the Kingston-Frontenac service area, which were previously confirmed by the MMAH.

**COCHI, OPHI and COHB Local Funding Allocations**

<b>Program</b>	<b>2023-2024 Planning Allocation</b>	<b>2024-2025 Planning Allocation</b>
<b>COCHI</b>	\$1,393,600	\$1,895,800
<b>OPHI</b>	\$952,000	\$918,600
<b>COHB</b>	\$799,200	N/A

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The 2023/2024 allocations were committed as outlined to Council in [Report Number 23-112](#); however, at this time, the 2024/2025 allocations for COCHI and OPHI have not been released due to an ongoing dispute between the Federal and Provincial Governments over what the Federal Government has described as a lack of progress by the Provincial Government in meeting the targets for building new affordable housing supply required under the CMHC-Provincial Government bilateral funding agreement. The province has refuted those claims, outlining in a letter addressed to all Service Managers that Ontario is already more than halfway to their target of making available more than 19,000 new affordable housing units and have surpassed the National Housing Strategy's target of renovating, restoring or rehabilitating 26,000 affordable housing units by more than 365 percent, with more than 96,000 units upgraded.

To-date, there has been no clarification provided from either government on when/if a settlement will be reached that resolves the matter under the terms of the bilateral agreement. Staff have received assurances from both levels of government that funding will be received; however, it remains unclear what portion will be received from which level of government, if any new conditions will be assigned for the fundings use and the timing of the funding release.

## Local Implications

### Canada-Ontario Community Housing Initiative (COCHI)

Most social housing in Ontario was developed under various provincial and federal programs, and most projects of this kind have now reached a point in their lifespan where significant capital reinvestment is required to maintain the housing assets over the long-term. Service Managers are the primary funder of community housing and COCHI is intended to provide a flexible approach to support the expansion, renewal and repair of community housing such that these housing assets are sustained within the local service area. The COCHI allocation for Kingston and area in 2024-2025, totalling \$1,895,800, is intended to be used for capital repairs and assessments to community housing assets. The 2023-2024 allocation was also allocated to capital repairs.

In addition to repair and renovation projects, COCHI funding can be used to complete Building Condition Assessments (BCAs). These assessments provide the Service Manager and social housing providers with more accurate information to assist with asset maintenance planning and associated capital forecasting. This information is also needed as social housing providers begin to reach their end of mortgages (EOM) which will trigger a shift in funding structure. An overview of the EOM transition for social housing providers will be provided through a staff report to the Housing & Homelessness Advisory Committee at the June 13, 2024 committee meeting.

Given the unfunded capital maintenance requirements identified within the local social housing portfolio, BCAs were prioritized for completion in 2024 using COCHI funding and with a budget of up to \$150,000. The remaining balance of COCHI funding, approximately \$1,745,800, has been allocated to support associated capital repairs and administrative fees.

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On March 13, 2024, staff released a Request for Proposal F18-CS-HSS-2024-03 on the City's Biddingo site inviting prospective proponents to submit proposals to conduct BCAs on the City's social housing portfolio. The RFP closed on April 3, 2024, and an evaluation committee graded the submissions which resulted in identifying a top ranked proponent.

With COCHI funding currently on hold, staff are requesting access of up to \$150,000 from the Social Housing Capital Reserve Fund to fund the BCA work as described in this report as it is a critical component to EOM planning. This funding will be replenished when the planned allocation of Canada-Ontario Community Housing Initiative funds are released to the City.

### **Ontario Priorities Housing Initiative (OPHI)**

The OPHI 2024/2025 program allocations will support the continued delivery of the Kingston-Frontenac Renovates Program (KFRP) (\$200,000) and support for affordable rental housing construction and administrative fees (\$718,600). KFRP provides financial assistance to low-income homeowner households to complete urgent repairs and accessibility enhancements. If OPHI funding continues to be withheld, the City has adequate funds within the KFRP revolving loan fund to continue to offer the program to prospective homeowners over 2024/2025. If the funding release continues to be delayed the net impact will be less funding available to support affordable rental housing construction and associated administrative fees.

Affordable rental housing capital funding assists non-profit housing providers in constructing or acquiring new affordable housing units. Projects recommended to receive affordable rental housing construction funding are subject to future City Council approvals on a project-by-project basis and if the release of OPHI funding continues to be delayed, project requests would be expected to reflect a greater request for municipal funding contribution.

### **Canada Ontario Priorities Housing Benefit (COHB)**

COHB is a monthly housing allowance for low-income households to help with housing costs. The allowance is calculated based on a formula that includes the household income, the number of people in the household composition and the local average market rent in the Service Manager area to which they were deemed eligible.

Eligibility is determined by the Ontario Ministry of Finance. All households who receive COHB must complete an annual review to ensure continuation of their benefits.

Unlike other forms of housing benefit, the COHB is attached to the household and not a specific address. For those receiving COHB, the benefit is guaranteed until March 31, 2029.

To-date, the City has not received a COHB allocation for 2024/2025; however, given the connection of COHB to the bi-lateral agreement, Service Managers are unclear if/how COHB funding may be impacted moving forward. Should the bi-lateral agreement remain in dispute it is unclear if this means that no further COHB funding will be issued for new applications in 2024/2025, and/or if existing subsidies will be stopped for all clients.

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Locally, 280 households are currently in receipt of COHB. If funding were to be withdrawn from those existing households, they would be at risk of becoming homeless and adding further pressure to our homelessness system. For reference, if the City were to consider funding the 280 local households to keep them housed, it would come at a municipal cost of \$2,018,279 annually.

If funding changes are made to COHB beyond the previously confirmed allocations, staff will bring a report to Council detailing any changes, outline the impacts to local households and the resulting pressures to the homelessness system, and recommend appropriate actions that the City could be take in response.

**Homelessness Prevention Program (HPP)**

The Province will continue to fund the HPP and Indigenous Supportive Housing Program (ISHP) for 2024-2025 as they are independent of the bilateral agreement, ensuring that homelessness programs and initiatives remain unaffected.

**Existing Policy/By-Law:**

By-Law Number 2020-126, a By-Law to amend By-Law Number 2003-88, "A By-Law to Authorize the Establishment of a Social Housing Capital Reserve Fund"

By-Law Number 2022-154, a By-Law to Establish a Procurement Policy for the City of Kingston

**Financial Considerations**

The Social Housing Capital Reserve Fund is a revolving fund available to social housing providers within the City of Kingston and the County of Frontenac to support capital requests. 50% of any social housing providers' operating surpluses are allocated to the fund annually. The unallocated balance in the Social Housing Capital Reserve Fund is approximately \$945K. The recommendation in this report directs staff to use up to \$150,000 from the Social Housing Capital Reserve Fund to fund the scheduled Building Condition Assessments for the City's Social Housing Portfolio. These funds will be replenished when the planned allocation of COCHI funds are released to the City.

**Contacts:**

Jennifer Campbell, Commissioner, Community Services, 613-546-4291 extension 1377

Mitchell Grange, Policy Manager, Housing & Social Services, 613-546-2695 extension 4996

**Other City of Kingston Staff Consulted:**

Christa Walsh, Manager, Financial Planning, Financial Services

Brent Funnell, Manager, Procurement, Financial Services



**City of Kingston  
Report to Council  
Report Number 24-122**

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**To:** Mayor and Members of Council  
**From:** Brad Joyce, Commissioner, Infrastructure, Transportation & Emergency Services  
**Resource Staff:** Ian Semple, Director, Transportation & Transit  
**Date of Meeting:** May 21, 2024  
**Subject:** Updated Approach for 998 Highway 15 Intersection

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**Council Strategic Plan Alignment:**

Theme: Council requests

Goal: See above

**Executive Summary:**

As part of a motion passed by Council on March 23, 2023, staff were directed to undertake the design and construction of the intersection at Highway 15 and Street A based on the ultimate recommendations of the Highway 15 Class Environmental Assessment (Class EA) that was expected to restart in September 2023. The Class EA and design work was also to include consideration for a roundabout and other intersection types in addition to the signalized intersection design completed as part of the development application for 998 Highway 15 (D35-002-2021).

With this change in timing for the analysis of the long-term transportation needs along Highway 15 and need to ensure suitable infrastructure is available to support the housing in development ahead of that, staff have developed two options for Council to consider.

Option 1 would have the applicant design and construct a roundabout on Highway 15 based on the current right-of-way design for the corridor. Staff have confirmed that the applicant can undertake this design and will incorporate the required elements as outlined in the City's Access Control Guidelines. High level conceptual costs estimates completed for roundabouts at several locations along Highway 15 are approximately \$1.1M to \$1.3M with a contribution of \$375K from

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the applicant and the remainder, \$725K to \$925K, funded by the City. There are no annual electrical, inspection, or equipment costs associated with the roundabout.

Option 2 would have the applicant construct the previously designed signalized intersection. Staff have confirmed with the applicant that the signalized intersection design is feasible and are satisfied that it incorporates the required elements for an all ages and abilities (AAA) design to integrate into the current design of Highway 15. Staff have also confirmed that the signalized intersection meets the City’s recently updated Access Control Guidelines. This option is estimated to cost approximately \$450K with a contribution of \$375K from the applicant and \$75K from the City. In addition to these costs the City would be responsible for annual costs related to electricity, inspections, and equipment maintenance of approximately \$3,300.

It is important to note that the City has sufficient funds to cover either option within its approved 2024 capital budget. Annual operations and maintenance costs related to snow removal, street lighting, sweeping and other related activities would be similar for both options.

Future recommendations related to the Highway 15 corridor could require upgrades or full reconstruction to either option at the expense of the City.

Both options help ensure that an appropriate intersection could be constructed for the development based on the current configuration of Highway 15 while allowing the City to consider roundabouts and other intersection options in its future infrastructure planning for the Highway 15 corridor as guided by the Integrated Mobility Plan.

**Recommendation:**

**That** Council consider the following options in relation to the required transportation infrastructure for the proposed development at 998 Highway 15 (D35-002-2021):

**Option 1:**

**That** the transportation infrastructure to be constructed as part of the subdivision for 998 Highway 15 (D35-002-2021) be a roundabout, to be designed by the applicant, as the timing of the Municipal Class Environmental Assessment for this area that would have informed additional design options, including roundabouts, will shift forward while the City completes the Official Plan and Integrated Mobility Plan project; and

**That** the Notice of Decision of Application for Approval of Draft Plan of Subdivision for 998 Highway 15 (D35-002-2021) be amended as follows:

1. By deleting condition 10(b) and replacing it with “(b) The Owner shall enter into an Off-Site Works Agreement for the construction of a roundabout at 998 Hwy 15 to the satisfaction of the City. Prior to the issuance of the Preliminary Certificate of Approval of the Works, the Owner shall complete all works as soon as reasonably possible and in accordance with the executed Off-Site Works Agreement”; and
2. By deleting condition 10(c) in its entirety.



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**That** Planning Services staff be directed to provide notice of the change of conditions in the prescribed manner pursuant to subsection 51(45) of the Planning Act; and

**That** Council authorize the Manager, Development Engineering to approve any Off-Site Works Agreement related to the development of the property municipally known as 998 Hwy 15; and

**That** the Mayor and Clerk be authorized to execute an Off-Site Works Agreement with the applicant to capture the final design and construction of the roundabout, including adherence to the City of Kingston Access Management Guidelines, alignment with good access management practice for an arterial roadway, and appropriate cost sharing elements.

**Option 2:**

**That** the transportation infrastructure to be constructed as part of the subdivision for 998 Highway 15 (D35-002-2021) be a signalized, all ages and abilities design, intersection consistent with the previous applicant submissions as the timing of the Municipal Class Environmental Assessment for this area that would have informed additional design options, including roundabouts, will shift forward while the City completes the Official Plan and Integrated Mobility Plan project; and

**That** the Notice of Decision of Application for Approval of Draft Plan of Subdivision for 998 Highway 15 (D35-002-2021) be amended as follows:

1. By deleting condition 10(b) and replacing it with “(b) The Owner shall enter into an Off-Site Works Agreement for the construction of an intersection at 998 Hwy 15 to the satisfaction of the City. Prior to the issuance of the Preliminary Certificate of Approval of the Works, the Owner shall complete all intersection works as soon as reasonably possible and in accordance with the executed Off-Site Works Agreement”; and
2. By deleting condition 10(c) in its entirety.

**That** Planning Services staff be directed to provide notice of the change of conditions in the prescribed manner pursuant to subsection 51(45) of the Planning Act; and

**That** Council authorize the Manager, Development Engineering to approve any Off-Site Works Agreement related to the development of the property municipally known as 998 Hwy 15; and

**That** the Mayor and Clerk be authorized to execute an Off-Site Works Agreement with the applicant to capture the final design and construction of the signalized intersection, including adherence to the City of Kingston Access Management Guidelines, alignment with good access management practice for an arterial roadway, and appropriate cost sharing elements.

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**Authorizing Signatures:**

p.p. 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

Jennifer Campbell, Commissioner, Community Services Not required

Neil Carbone, Commissioner, Corporate Services Not required

David Fell, President & CEO, Utilities Kingston Not required

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

Desirée Kennedy, Chief Financial Officer & City Treasurer Not required

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**Options/Discussion:**

This staff report provides Council with updated information and options on next steps for the proposed design and construction of the transportation infrastructure needed to support the development proposal at 998 Highway 15 (D35-002-2021) and the previous direction provided by Council on March 23, 2023.

**Background**

At Council meeting 10-2023 on March 23, 2023, Council passed the following motion:

**Whereas** Council approved the draft plan of subdivision for 998 Highway 15 (D35-002-2021) on September 20, 2022, which contained a condition requiring the owner to design and construct a signaled intersection at Highway 15 and Street A as part of the first phase of the development;

**Whereas** the Highway 15 Municipal Class Environmental Assessment (Class EA) that was paused in March 2020 had not yet evaluated the appropriate intersection design for the 998 Highway 15 subdivision, including whether a roundabout would be feasible in lieu of a signaled intersection;

**Whereas** the City intends to restart and complete the Class EA now that the Waaban Crossing is complete;

**Whereas** the construction of the signaled intersection at the subdivision entrance is not required until build-out of the subdivision development, which is anticipated to occur after completion of the Class EA;

**Whereas** the City's Transportation Services Department and the Owner are agreeable to the City assuming responsibility for the design and construction of the intersection improvements at Highway 15 and Street A in accordance with the recommendations of the Class EA, subject to the Owner making a financial contribution equivalent to the cost of constructing the signaled intersection that was contemplated in the original conditions of draft plan approval;

**Whereas** subsection 51(44) of the Planning Act states that the approval authority may change the conditions of a draft plan of subdivision approval at any time before the approval of the final plan of subdivision;

**Therefore Be It Resolved That** the Notice of Decision of Application for Approval of Draft Plan of Subdivision for 998 Highway 15 (D35-002-2021) is hereby amended by deleting conditions 10(b) and (c) of the conditions of draft plan approval and replacing them with the following: "(b) Prior to Final Plan Approval, the Owner shall pay to the City, by certified cheque or bank draft, an amount equivalent to the cost of constructing a signaled intersection at Highway 15 and Street A, as determined by the City's third-party engineer (the "Owner's Contribution"), to be applied toward the City's cost of designing and installing

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intersection improvements at Highway 15 and Street A, it being acknowledged by the Owner that the intersection design will be determined by the City based on the recommendations of the Highway 15 Municipal Class Environmental Assessment, which may include a signaled intersection, a roundabout, or such other design determined by the City. The parties agree that the Owner's Contribution will not exceed the sum of \$375,000.00 plus HST. (c) The Owner may proceed to construction via a Pre-Servicing Agreement once on-site engineering drawings are approved, regardless of the status of the Highway 15 intersection design and/or Highway 15 Municipal Class Environmental Assessment. The City will not delay the issuance and approval of the Pre-Servicing Agreement or Final Approval of the Subdivision Agreement or issuance of preliminary certificate of underground services (PCAUS) while the final intersection and Highway 15 design are determined per clause 10(b). In the interim, while the City undertakes the Highway 15 and Street A intersection design, Street A will terminate at the existing Highway 15 edge of pavement and no modifications to Highway 15 will be required (excluding any required regulatory signage or line painting)."; and

**That** Planning Services staff be directed to provide notice of the change of conditions in the prescribed manner pursuant to subsection 51(45) of the Planning Act.

## Analysis

Since this motion was passed, staff have undertaken several steps to formalize this direction however new information relative to incorporating the review of the Class EA for Highway 15 work completed to date into the Official Plan (OP) and Integrated Mobility Plan (IMP) work, timeline required by the development for full build-out of housing, and City resourcing must be considered. This new information has been used to develop two options to ensure appropriate transportation infrastructure can be in place as the housing associated with the development becomes available.

The Highway 15 Class EA was initiated in 2015 to address current and future transportation needs of pedestrians, cyclists, transit users, and motorists on sections of Highway 15 from Highway 401 to Highway 2 and Highway 2 from the eastern limit of the LaSalle Causeway to Princess Mary Avenue. The conclusions of the Highway 15 EA were intended to form recommendations for future projects in the City's multi-year capital plan along the Highway 15 and Highway 2 corridors.

Through this work, a preferred alternative was developed and presented to the public. However, this alternative was not advanced to the final study stage and was paused in March 2020 to consider how a number of changing factors, outlined in [Report Number 20-092](#), could be reviewed. With the completion of the Waaban Crossing, new travel patterns and data are now available for consideration in the existing Class EA and given the significant potential capital implications, it was understood that there is a need to review the recommended approach and explore more sustainable options before committing substantive resources (\$32.5M in 2018 dollars) to support the preferred recommendation that was originally identified.

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At the time the March 2023 motion was considered, staff anticipated that the Class EA would recommence in September 2023 to reevaluate the alternative, however this work was delayed as staff resources focused on the Williamsville Transportation Study, North King's Town Study, and the design of large infrastructure projects that formed part of the near-term capital plans.

As outlined in [Report Number 24-072](#), the future of Highway 15 will be considered as part of the IMP in the context of capital and infrastructure recommendations across the city. It is critical that the considerations and decision regarding the future of Highway 15 be informed by the updated travel demand model and the overall direction and recommendations of the OP and IMP as they relate to planned growth and investments in infrastructure.

Given that the City does not anticipate the adoption of the IMP and an understanding of how it could impact the future design of Highway 15 until Q3 2026, there are implications for the timing of when the completed transportation infrastructure is required for the final build-out of the subdivision.

To address this staff have developed two options for Council to consider:

### **Option 1 – Design and Construct a Roundabout**

Following the direction from Council in March 2023, staff undertook the development of Access Control Guidelines that provide expanded infrastructure options, including the provision of roundabouts to be considered in new or reconstructed designs of intersections. These guidelines form part of the design process used by the City's infrastructure teams and will be provided as part of the development review process to applicants where new infrastructure is being completed. Staff completed a high-level conceptual design exercise using these guidelines for roundabout designs in several locations along Highway 15 to create a high-level cost estimate for budgeting purposes to allow the project to proceed into design when the Highway 15 Class EA was concluded.

As the Highway 15 Class EA did not restart in Fall 2023 as anticipated no additional technical analysis or design elements have been completed to date and no additional guidance on the Highway 15 corridor is expected until the IMP is completed. Given that the original intent of the motion was to consider a roundabout at this location, staff explored having the applicant design and construct a roundabout at this location based on the current two-lane configuration of Highway 15.

The applicant has confirmed the capacity to design and construct a roundabout to support the needs of the subdivision. The design of the roundabout could begin in 2024 with City staff committed to expediting the review required to allow the design to be completed as needed to support the development phasing within the site. The estimated cost of the roundabout based on the work completed in 2023 is approximately \$1.1M to \$1.3M with \$375K funded by the applicant. There are no additional operating costs for the roundabout related to equipment, inspection, or electricity. Construction completion would be subject to confirmation of the design but would be intended to be in place as needed by the development phasing.

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Similar to the signalized intersection outlined in Option 2, the roundabout design would reflect the current two-lane configuration of Highway 15. Future recommendations related to the Highway 15 corridor, as guided by the IMP, could require upgrades or full reconstruction of this option at the expense of the City.

### **Option 2 – Construct a AAA Signalized Intersection**

Prior to March 2023, the applicant had a near final design of a signalized intersection based on the current design of Highway 15 that included all accessibility and active transportation elements required by the City to meet the AAA design. Staff have confirmed with the applicant that this design is still feasible.

Based on these discussions the applicant has also confirmed the capacity to construct the original signalized design within the timeframes required to support the needs of the subdivision. The construction of the intersection could begin in 2024 and be completed as needed to support the development phasing within the site. The estimated construction cost of the intersection is approximately \$450K with \$375K funded by the applicant and \$75K funded by the City. Annual costs associated with the operation of the signal are estimated at \$3,300 annually based on \$300 for electricity, \$2,000 for inspections, and \$1,000 for equipment repairs.

The signalized intersection would reflect the current two-lane configuration of Highway 15. Future recommendations related to the Highway 15 corridor, as guided by the IMP, could require upgrades or full reconstruction of this option at the expense of the City.

### **Public Engagement**

Public engagement was completed as part of the planning application processes with this signalized intersection design reflecting technical requirements as needed and public comments where possible. The design for the roundabout at this location would be subject to similar technical requirements, as outlined in the City's Access Control Guidelines, however engagement would be limited to ensure timelines can be met.

### **Climate Risk Considerations**

The design of the signalized intersection includes important supportive elements to support active transportation and connectivity into the existing neighbourhood pathway network to allow trips to be made without using a vehicle. The infrastructure constructed will have appropriate stormwater management to manage precipitation.

The design of the roundabout would also be required to include elements supportive of active transportation and connectivity.

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

**May 21, 2024**

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The signalized intersection design includes appropriate elements to support accessible crossing and connectivity to existing sidewalks and pathways. The signalized intersection design meets or exceeds the standard that the City has been using as part of the AAA design guidelines.

The design of the roundabout would also be required to include elements that meet or exceed the accessibility standards set by the City in the access management guidelines.

**Financial Considerations**

The construction of the transportation infrastructure, as a signalized intersection or roundabout, will be funded by the developer based on the original signalized configuration design up to \$375,000. The City estimates the contribution required to complete Option 1 to be approximately \$725K to \$925K and the contribution required to complete Option 2 to be approximately \$75K.

Cost sharing on elements to reflect the change in scope, timeline and active transportation network integration will be formalized as part of an off-site works agreement however there is sufficient budget within the original project scope to address at this time based on high level estimates.

Option 1 does not have any annual operating costs associated with signal electricity, inspections, or equipment replacement while Option 2 will incur approximately \$3,300 in annual costs related to the signalized equipment. Annual operations costs for snow removal, street lighting sweeping, and other related activities are expected to be similar for both options.

**Contacts:**

Mark Dickson, Manager, Transportation Systems, 613-546-4291 extension 3254

**Other City of Kingston Staff Consulted:**

James Bar, Manager, Development Approvals, Planning Services

Luke Follwell, Director, Engineering Services

Garret Hoegi, Manager, Development Engineering, Planning Services



**City of Kingston  
Report to Council  
Report Number 24-130**

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**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:** May 21, 2024  
**Subject:** March 2024 Tender and Contract Awards Subject to Delegation of Authority

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**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 March 2024 that meet the established criteria of delegated authority for both standard and non-standard procurements.

**Recommendation:**

This report is for information only.



May 21, 2024

Page 2 of 4

**Authorizing Signatures:**

ORIGINAL SIGNED BY CHIEF

FINANCIAL OFFICER & CITY TREASURER

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

ORIGINAL SIGNED BY CHIEF

ADMINISTRATIVE OFFICER

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**Lanie Hurdle, Chief  
Administrative Officer**

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

Paige Agnew, Commissioner, Growth & Development Services

Jennifer Campbell, Commissioner, Community Services

Neil Carbone, Commissioner, Corporate Services

David Fell, President & CEO, Utilities Kingston Not required

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

Brad Joyce, Commissioner, Infrastructure, Transportation  
& Emergency Services p.p.

May 21, 2024

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**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 \$133,800 (goods and services) and \$334,400 (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 March.

**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

May 21, 2024

Page 4 of 4

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 awarded in the month of March through both Single Source Procurement and Group Buying Programs. Procurement Services is delegated the authority to approve a request from a department to leverage group buying programs after validating that the respective group buying program meets or exceeds the procurement requirements as defined in the City's procurement by-law. Prior to awarding under a group buying program, Procurement Services, along with respective departments, review pre-qualified options within desired group buying categories with additional consideration for current market pricing, project experience, knowledge and quality of work.

March 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 – March 2024 Awards

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

## Summary of Standard Procurements over \$100,000 March 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-GDS-LE-2024-01**

Animal Pound Services

**Closing Date:** February 20, 2024

Supplier / Service Provider	Annual Price
Kingston Humane Society	\$327,600.00

**2. Request for Tender: F18-ITES-ES-2024-05**

Cataraqui Woods Drive Extension

**Closing Date:** February 22, 2024

Supplier / Service Provider	Price
Gordon Barr Ltd.	\$2,288,484.75
K. Mulrooney Trucking Ltd.	\$2,440,564.74
Dig'N Dirt Ltd.	\$2,502,992.54
Taggart Construction Ltd.	\$2,514,000.00
Len Corcoran Excavating Ltd.	\$2,681,638.00
Cobourg Development Services Ltd.	\$2,719,184.20
GIP Paving Inc.	\$3,058,065.15
Trisan Construction	\$3,574,285.10

**3. Request for Proposal: F18-CAO-LS-2024-01**

Corporate Records Storage Space and the Provision of Related Services

**Closing Date:** February 28, 2024

Supplier / Service Provider	Annual Price
R. Paul Martin Construction Co. Ltd.	\$120,000.00

**4. Request for Proposal: F18-ITES-PW-2024-01**

Supply of Hot Mix Asphalt

**Closing Date:** March 1, 2024

Unit prices are provided below for a total annual spend of approximately \$500,000. For operational reasons, both submissions will be contracted to supply hot mix asphalt, based on the delivery location.

Description of Product	Estimated Annual Tonnage	Kiley Paving Ltd. (Unit Price) Excluding HST)	GIP Paving Inc. (Unit Price)
HL3 PGAC 58-28	2,500	\$102.00	\$107.00
HL3F PGAC 58-28	400	\$104.00	\$112.00
HL8 PGAC 58-28	200	\$100.00	\$103.00
HL2 (Sand Mix) PGAC 58-28	1,500	\$113.00	\$116.00
Cold Mix	200	\$155.00	Not Available
Asphalt Disposal (plant)	750	\$7.65	\$15.00

**5. Request for Proposal: F18-CS-FMCS-2024-01**

AMHS-KFLA Transitional Housing – Renovations to  
206 Concession Street, Kingston

**Closing Date:** March 5, 2024

<b>Supplier / Service Provider</b>	<b>Price</b>
David J. Cupido Construction Ltd.	\$1,730,000.00
Bourgon Construction	\$1,964,005.00
T. Donaldson Construction Ltd.	\$1,929,776.00
Jeffrey G. Wallans Construction Ltd.	\$1,885,000.00
Mascon Restoration	\$1,434,433.73
F. Trottier Construction Ltd.	\$2,321,430.00

**6. Request for Tender: F18-ITES-ES-2024-06**

Construction Services for Shoreline and Landscape  
Improvements at 100 Foot Park and Point Crescent  
Open Space

**Closing Date:** March 13, 2024

<b>Supplier / Service Provider</b>	<b>Price</b>
Kehoe Marine Construction	\$ 874,705.00
Al White Landscaping and Excavating	\$1,389,157.50
Len Corcoran Excavating Ltd.	\$1,409,518.00
Strong Bros. General Contracting Ltd.	\$1,499,571.80
Dig’N Dirt Ltd.	\$3,357,294.15

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

**Single Source Procurements**

March 5, 2024

Information Systems & Technology

**Subscription Renewal and DC2 Cluster Hardware Refresh**

The City utilizes Hyperconverged Infrastructure (HCI) in the form of several clusters, which host many guest virtual services and applications used by City departments. There are only two providers that can support the City’s configuration and submissions from both vendors were evaluated for both price and non-price criteria in determining the award of contract to ITI Canada Inc.

Supplier / Service Provider	Price
ITI Canada Inc.	\$317,426.78

March 29, 2024

Human Resources & Organization Development Services

**Executive Search Firm**

The City is experiencing a higher-than-normal volume of vacant senior level positions necessitating the need to engage an executive search firm on a short-term basis. To expedite the recruitment process for these positions, the City has awarded a contract to Boyden Executive Search. Boyden Executive Search has previously provided recruitment services to the City for senior level roles and is familiar with the City’s policies, procedures and human resource requirements.

Supplier / Service Provider	Price
Boyden Executive Search	\$112,950.00

## Group Buying

March 12, 2024

Recreation and Leisure Services

### Control Panel for Memorial Centre and Replacement Chiller at Centre 70

Sourcing Partner: Local Authority Services/Canoe Procurement Group

Category: Arena Products – Ice Rink & Arena Equipment with Related Supplies & Services

Supplier / Service Provider	Combined Price
CIMCO Refrigeration	\$251,612.00

March 19, 2024

Corporate Asset Management and Fleet

### Riding Rotary Lawn Mower – GroundMaster 4000-D

Sourcing Partner: Local Authority Services/Canoe Procurement Group

Category: Grounds Maintenance Program

Supplier / Service Provider	Price
Turf Care Products Canada Ltd.	\$112,879.00

March 22, 2024

Public Works

### Culverts and Culvert Hardware

Sourcing Partner: Local Authority Services/Canoe Procurement Group

Category: Culvert Program

Supplier / Service Provider	Upset Price
Armtec Inc.	\$140,000.00





**City of Kingston  
Report to Council  
Report Number 24-150**

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**To:** Mayor and Members of Council  
**From:** Desirée Kennedy, Chief Financial Officer & City Treasurer  
**Resource Staff:** None  
**Date of Meeting:** May 21, 2024  
**Subject:** Kingston Police Services Board Quarterly Operating Budget  
Status Report as at March 31, 2024

---

**Council Strategic Plan Alignment:**

Theme: Council requests

Goal: See above

**Executive Summary:**

The purpose of this report is to provide Council with the Kingston Police Services Board financial status report as at March 31, 2024, which is attached as Exhibit A to Report Number 24-150.

**Recommendation:**

This report is for information only.

May 21, 2024

Page 2 of 3

**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	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

May 21, 2024

Page 3 of 3

**Options/Discussion:**

As requested by Council, Kingston Police Services submits quarterly operating budget financial status reports to Council. Exhibit A to Report Number 24-150 provides an operating budget status update for Kingston Police Services as at March 31, 2024, including detailed budget to actual information. Representatives from Kingston Police Services will be in attendance at the May 21, 2024 Council meeting to provide a briefing on this information.

**Financial Considerations**

None

**Contacts:**

Scarlet Eyles, Director of Finance, Kingston Police Services, 613-549-4660 extension 228

**Exhibits Attached:**

Exhibit A - Kingston Police Public Agenda Information Report - Operating Budget Status Update as of March 31, 2024 (Q1)



## Kingston Police

### Public Agenda Information Report

To: Mayor and Members of Council

From: Scott Fraser, Chief of Police  
Scarlet Eyles, Director of Finance

Subject: Operating Budget Status Update as of March 31, 2024 (Q1)

Date: May 16, 2024

---

#### Recommendation:

**That** the Operating Budget Status Update as of March 31, 2024, Report Number 24-150 is for information only.

#### Summary:

This information report provides a financial status update of the general operating budget for the Kingston Police as at March 31, 2024. Exhibits to the report provide detailed budget and actual information and resulting variances by revenue and expense with an overall net operating position which reflects 25.05% of the total budget at March 31, 2024. To ensure that net spending remains within the approved budget parameters, staff regularly monitor and review budget variance information. This allows for unanticipated variances to be identified on a timely basis and any necessary corrective action to be taken in response to changing circumstances and conditions.

With respect to the financial results, revenues and expenditures are tracking as expected and/or reflect expected seasonal and timing variances normally experienced year to year. The discussion below provides further information on the general operating revenue and expenditure results to March 31, 2024.

For additional details, quarterly budget status reports are provided to the Kingston Police Services Board and presented during the regular public meetings. Past reports are available on the website and can be accessed through the following link - **[PSB Meetings - Kingston Police](#)**

**Operating Revenue and Expenditure Results:**

With respect to the overall results, the total net cost for the three months ending March 31, 2024, of \$11.9M, compares to a budget of \$47.5M. Gross revenues and expenditures, as reported, show actual revenues of approximately \$1.2M in comparison to a budget of \$5.3M and expenditures of \$13.1M in comparison to a budget of \$52.9M. The table below reflects the net operating information (revenues less expenditures).

	<b>Annual 2024 Budget</b>	<b>Actuals Year to Date</b>	<b>Variance \$</b>	<b>YTD=25% Actual to Budget %</b>
<b>Revenues &amp; Recoveries</b>				
Fees, Charges & Other Revenue	(3,293,982)	(563,139)	2,730,843	17.10%
Provincial Subsidies	(2,044,208)	(624,103)	1,420,105	30.53%
<b>Total Revenue &amp; Recoveries</b>	<b>(5,338,190)</b>	<b>(1,187,242)</b>	<b>4,150,948</b>	<b>22.24%</b>
<b>Expenditures</b>				
Salaries, Wages & Benefits	45,167,112	11,384,916	(33,782,196)	25.21%
Materials, Supplies & Fees	2,821,285	707,046	(2,114,239)	25.06%
Contracted Services	4,589,658	887,078	(3,702,580)	19.33%
Transfers to Reserves & Reserve Funds	282,331	112,675	(169,656)	39.91%
<b>Total Expenditures</b>	<b>52,860,386</b>	<b>13,091,716</b>	<b>(39,768,670)</b>	<b>24.77%</b>
<b>Net</b>	<b>47,522,196</b>	<b>11,904,474</b>	<b>(35,617,722)</b>	<b>25.05%</b>

**Revenues**

The majority of revenues are tracking as expected and/or reflect expected seasonal and timing variances in services such as alarm licensing, paid duties, and background checks. There are some favourable revenue projections and other variance clarifications as noted below.

- Provincial grant revenues are \$624K or 31% of the annual budget, resulting in a year-to-date surplus. Results include \$63K of unbudgeted provincial funding to support victims of intimate partner violence. The additional grant revenues offset corresponding costs.
- The unfavourable balance in expenditure recovery primarily reflects the timing of other budgeted recoveries for officer secondments.
- Payroll experience recovery reflect unbudgeted payroll benefit rebates of \$26K resulting from a reduction in the projected cost of claims. Benefit costs are budgeted annually based on estimated plan premiums.
- Auction proceeds are higher than budgeted, reflecting higher than anticipated proceeds received at the first police auction. In accordance with policy, net

proceeds generated from the sale of capital items are transferred to the police capital reserve fund.

## Expenditures

Most of the expenditures are trending as expected and/or are consistent with typical timing and other budget variances experienced year to year, such as payroll benefits which are skewed to the first half of the year and paid duty where demand occurs later in the year. Contracted maintenance is typically favourable in the first two quarters as routine maintenance projects occur later in the year. The following information provides further detail of the first quarter variances by expenditure category.

**Salaries and wages** are \$11.4M or 25.21% of the annual budget, resulting in a year-to-date unfavourable variance of approximately \$93K. Budget pressures continue to be experienced in absentee costs related to WSIB, other leaves, and accommodations. Significant variances are noted below:

- Full-time wages are under budget, primarily due to staff vacancies and the timing of new hires.
- Part-time wages are unfavourable, reflecting backfill requirements due to full-time staff vacancies in the communications center.
- Overtime costs are exceeding budgeted projections by \$69K at the end of March. Overtime costs are highly dependent on the occurrence of major incidents.
  - \$117K of costs were incurred to police the St. Patrick's Day events within the University District.
- As the four collective agreements expired December 31, 2022, budget results include an estimated labour contract settlement amount.

**Supplies and services** are \$1.6M or 21.51% of the annual budget, reflecting a favourable variance of \$259K. This category includes costs such as uniforms and protective clothing, gasoline and diesel fuel, fleet parts and tires, telecommunications, education, and training. Contracted services and contracted maintenance include asset maintenance and support contracts and other service contracts including cleaning services, winter control, and city building maintenance charges. Professional services include legal and consulting services. Notable variances are discussed below.

- Software is overbudget due to the timing of renewal contracts which cover the fiscal year. By year-end, it is projected that software will be within budget.
- Investigative services include \$47K of costs to support policing the University District events. These costs primarily reflect bringing reinforcements from other police agencies to provide additional staffing resources.

Departments work with finance staff to review variances on a regular basis and look for opportunities to offset cost pressures. Unforeseen circumstances, situations, or activities always present budgetary risk to a police budget such as spikes in crime rates or activities, protests, and unsanctioned gatherings.

**Contacts:**

Jarrold Stearns, Chair, Kingston Police Services Board           613-549-4660 ext. 2291  
 Scott Fraser, Chief of Police   613-549-4660 ext. 2213  
 Scarlet Eyles, Director of Finance                                       613-549-4660 ext. 2285

**Appendices:**

Appendix A – Kingston Police – Actual to Budget as at March 31, 2024

	<b>Actuals Year to Date</b>	<b>Annual Budget \$</b>	<b>Variance \$</b>	<b>YTD=25% Actual to Budget %</b>
<b>Revenues &amp; Recoveries</b>				
Provincial grants	(624,103)	(2,044,208)	(1,420,105)	30.53%
Alarm licence	(42,469)	(137,608)	(95,139)	30.86%
Payroll experience recovery	(25,886)	-	25,886	0.00%
Pay duty revenue	(5,573)	(150,000)	(144,427)	3.72%
Expenditure recovery	(315,977)	(1,766,374)	(1,450,397)	17.89%
Sale of photos, maps & reports	(131,140)	(800,000)	(668,860)	16.39%
Auction proceeds	(42,093)	(40,000)	2,093	105.23%
Contribution from Police Sick Leave Reserve Fund	-	(400,000)	(400,000)	0.00%
<b>Total Revenue &amp; Recoveries</b>	<b>(1,187,242)</b>	<b>(5,338,190)</b>	<b>(4,150,948)</b>	<b>22.24%</b>
<b>Operating Expenditures</b>				
<b>Salaries, Wages &amp; Benefits</b>				
Capital-allocated salaries & benefits	-	-	-	0.00%
Full-time wages-permanent	7,683,327	31,691,958	24,008,631	24.24%
Part-time wages	375,051	1,208,309	833,258	31.04%
Overtime-regular	460,542	1,568,071	1,107,529	29.37%
Shift premiums & standby	12,200	55,594	43,394	21.95%
Paid duty	18,434	120,000	101,567	15.36%
Honorariums	-	21,520	21,520	0.00%
Payroll allowances	40,000	129,398	89,398	30.91%
Payroll benefits	2,523,841	9,022,262	6,498,421	27.97%
WSIB Premiums	271,521	1,350,000	1,078,479	20.11%
<b>Total Salaries, Wages &amp; Benefits</b>	<b>11,384,916</b>	<b>45,167,112</b>	<b>33,782,196</b>	<b>25.21%</b>
<b>Supplies and Services</b>				

**Exhibit A to Report Number 24-150**

Uniforms & protective clothing	19,104	66,570	47,466	28.70%
Food & nutrition supplies	6,075	35,000	28,925	17.36%
Supplies	60,877	416,000	355,123	14.63%
Fuels & lubricants	112,168	496,229	384,061	22.60%
Software	164,108	308,763	144,655	53.15%
Telecommunications	46,106	306,000	259,894	15.07%
Education & training	41,473	370,450	328,977	11.20%
Travel	66,113	142,650	76,537	46.35%
Insurance services	82,833	264,322	181,490	31.34%
Utilities	1,644	10,000	8,356	16.44%
Professional services	62,622	531,000	468,378	11.79%
Investigative services	134,266	609,500	475,234	22.03%
Contracted services	602,794	2,746,058	2,143,264	21.95%
Contracted maintenance	124,970	877,410	752,440	14.24%
Equipment rentals	11,291	57,981	46,690	19.47%
Other	57,683	173,010	115,327	33.34%
<b>Total Supplies &amp; Services</b>	<b>1,594,125</b>	<b>7,410,943</b>	<b>5,816,818</b>	<b>21.51%</b>
<b>Contribution to Reserve Funds</b>				
Transfer to Police Equipment Reserve Fund	112,675	282,331	169,656	39.91%
<b>Total Contribution to Reserve Funds</b>	<b>112,675</b>	<b>282,331</b>	<b>169,656</b>	<b>39.91%</b>
<b>Net</b>	<b>11,904,474</b>	<b>47,522,196</b>	<b>35,617,722</b>	<b>25.05%</b>



# City of Kingston By-Law Number 2024–XXX

## ***By-Law to Amend City of Kingston By-Law Number 2023–9, A By-Law for the Appointment of Statutory Officials of The Corporation of the City of Kingston***

### **Whereas:**

The Corporation of the City of Kingston (the “**City**”) is a single-tier municipality incorporated pursuant to an order made under section 25.2 of the *Municipal Act*, R.S.O. 1990, c. M.45.

The powers of a municipality must be exercised by its council (*Municipal Act, 2001*, S.O. 2001, c. 25 (the “**Municipal Act, 2001**”), s. 5 (1)).

A municipal power must be exercised by by-law unless the municipality is specifically authorized to do otherwise (*Municipal Act, 2001*, s. 5 (3)).

A single tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public (*Municipal Act, 2001*, s. 10 (1)).

On December 20, 2022, council for the *City* (“**council**”) enacted *City of Kingston By-Law Number 2023–9*, “*A By-Law for the Appointment of Statutory Officials of The Corporation of the City of Kingston*”.

By-Law Number 2023-9 delegates authority to the clerk to prepare amendments to Schedule “A” of *City of Kingston By-Law Number 2023-9* to reflect personnel changes and to place such amending by-laws on the council agenda for all three readings;

The clerk has prepared the following amendments to Schedule “A” of *City of Kingston By-Law Number 2023-9* to reflect personnel changes and has placed this amending by-law on the council agenda for all three readings

*Council* considers it necessary and desirable for the public to amend *City of Kingston By-Law Number 2023-9*:

**Therefore, council enacts:**

## *By-Law to Amend By-Law 2023-9*

### **1. Amendment**

1.1 *City of Kingston By-Law Number 2023–9* is amended as follows:

- (a) Section 4 of Schedule “A” of City of Kingston By-Law Number 2023-9 is hereby amended by adding “Allison Hannah” as subsection (e);
- (b) The following text is added as Section 7 of Schedule “A” of City of Kingston By-Law Number 2023-9, with all subsequent sections renumbered appropriately “Christa Walsh is hereby appointed acting Deputy Treasurer in the event that the Treasurer and Deputy Treasurer are both absent or unable to carry on the duties of the Treasurer and Deputy Treasurer;
- (c) Section 9 (p) of Schedule “A” of City of Kingston By-Law Number 2023-9 is hereby amended by deleting “Mike Hogan” and replacing it with “Bailey Delanty” and adding “Cheyenne Robinson” as subsection (q);
- (d) Section 19 of Schedule “A” of City of Kingston By-Law Number 2023-9 is hereby amended by adding “Allison Hannah” immediately after “Christine O’Connor”.

### **2. Coming into Force**

2.1 This by-law will come into force and take effect on the day it is passed.

*By-Law to Amend By-Law 2023-9*

1<sup>st</sup> Reading            date

2<sup>nd</sup> Reading            date

3<sup>rd</sup> Reading            date

Passed                date

Janet Jaynes  
City Clerk

Bryan Paterson  
Mayor