



City of Kingston
Council Meeting
Agenda

19-2024

Tuesday, August 13, 2024

7:00 p.m.

Council Chamber

Council will resolve into the Committee of the Whole "Closed Meeting" at 4:45 p.m. and will reconvene as regular Council at 7 p.m.

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Pages

1. **Call Meeting to Order**
2. **Roll Call**
3. **The Committee of the Whole "Closed Meeting"**

That Council resolve itself into the Committee of the Whole "Closed Meeting" to consider the following items:

- a. A proposed or pending acquisition or disposition of land by the municipality or local board - Employment Lands;
 - b. Personal matters about an identifiable individual, including municipal or local board employees - Future Planning & Organizational Structure;
 - c. A proposed or pending acquisition or disposition of land by the municipality or local board - Federal Lands; and
 - d. A proposed or pending acquisition or disposition of land by the municipality or local board - Potential Acquisition of Parkland.
4. **Report of the Committee of the Whole "Closed Meeting"**
 5. **Approval of Addeds**
 6. **Disclosure of Potential Pecuniary Interests**
 7. **Presentations**

8. Delegations

1. Krista LeClair & Megan Knott - Request for Noise Exemption - The Frontenac Club

Krista LeClair, Executive Director, Kingston Accommodation Partners, and Megan Knott, Chief Executive Officer, Tourism Kingston, will appear before Council to speak to Clause 2 of Report Number 70: Received from the Chief Administrative Officer (Consent) with respect to Request for Noise Exemption - The Frontenac Club.

2. Sean Billing & Martin Skolnick - Request for Noise Exemption - The Frontenac Club

Sean Billings, Managing Partner, Frontenac Club, and Martin Skolnick, President, Frontenac Club, will appear before Council to speak to Clause 2 of Report Number 70: Received from the Chief Administrative Officer (Consent) with respect to Request for Noise Exemption - The Frontenac Club.

3. Rachel Doornekamp

Rachel Doornekamp will appear before Council to speak to Clause 4 of Report Number 71: Received from the Chief Administrative Officer (Recommend) with respect to Inclusive Play Project.

9. Briefings

1. Kingston Police Services Board Operating Budget Status as at June 30, 2024

Chief Scott Fraser, Deputy Chief Lillian Murdock, Inspector Matt Funnell, and Scarlet Eyles, Director of Finance, Kingston Police, will brief Council on Information Report Number 5 with respect to Kingston Police Services Board Operating Budget Status as at June 30, 2024.

10. Petitions

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

1. Motion of Recognition - Open Farms Days

Moved by: Councillor Oosterhof

Seconded by: Councillor Amos

That Kingston City Council recognize August 16th to September 30th as Open Farms Days in the City of Kingston. Open Farms Days is a six-week celebration of local agriculture and food businesses in Kingston and Frontenac County. Agriculture plays an important role in the community and a strong agricultural economy is essential for enduring communities, ensuring the health of residents and establishing support

for food security for residents, businesses and organizations. Addressing food insecurity and sustainability is included as one of Council's 2023 – 2026 strategic priorities and support for events such as Open Farms Days helps to achieve that priority. Kingston City Council encourages all residents to support local farms and food businesses by participating in the events taking place during Open Farms Days.

2. Motion of Recognition - Bill Hutchins

Moved by: Deputy Mayor Hassan

Seconded by: Councillor Oosterhof

That Kingston City Council recognize the career of Bill Hutchins, veteran broadcaster and journalist. Bill's career has spanned five decades, including the last 27 years as News Anchor at CKWS-TV. In addition to his duties behind the desk of the evening news, Bill would often venture into the community to cover stories, especially issues pertaining to City Hall and the City of Kingston. After starting his career in Toronto, Bill moved to Kingston in 1990 to work in the radio industry before joining CKWS as a reporter. Kingston City Council recognizes Bill's numerous contributions to keeping the Kingston community informed on the full range of news, from the Ice Storm of 1998 to the final The Tragically Hip concert in 2016.

12. Deferred Motions

13. Report Number 70: Received from the Chief Administrative Officer (Consent)

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.

1. Request for Temporary Noise Exemption - Queen's University Orientation 2024

25

(Report Number 24-188 from the Commissioner, Growth & Development Services)

That Queen's University be granted an exemption from Schedule B of By-Law Number 2004-52, "A By-Law to Regulate Noise", to permit the following events during Orientation Week:

1. For the area of Queen's University Main Campus bounded by Union Street, Barrie Street, Stuart Street, and Albert Street from the hours of 9:00 a.m. to 11:00 p.m. from Saturday, August 31, 2024, to Monday, September 2, 2024, and September 6 to 8, 2024;
2. For the area of Queen's University West Campus, north of Duncan McArthur Hall, bounded by Sir. John A. Macdonald Boulevard, Stadium Lane, and Johnson Street between the hours of 9:00 a.m. to 11:00 p.m. from Saturday, August 31, 2024, to Monday, September 2, 2024, and September 6 to 8, 2024; and
3. For events held on public property during September 1, 27, and 8, 2024 between 7:00 a.m. and 10:30 p.m., including:
 - A 'Queen's in the Park' event, where orientation groups will engage with various Queen's clubs and organizations, on Sunday, September 1, 2024, located in Cricket Field. It is proposed the event will take place from 12:30 p.m. to 9:30 p.m.;
 - A "Breakfast Event", involving Orientation groups that will be served breakfast and an opportunity to engage with one another located in Victoria Park from 8:00 a.m. to 10:45 a.m. including amplified noise with music through speakers on Monday, September 2, 2024;
 - A 'Coverall Painting & Cheer-Off' event, involving incoming students painting coveralls laid out on tarps and participating in cheers and having breakfast, on Monday, September 2, 2024, in City Park. It is proposed that the event will take place from 9:00 a.m. to 2:00 p.m.;
 - A 'Thundermugz' event involving engineering programming for

building structures and an obstacle course, on Monday, September 2, 2024, located at City Park. It is proposed that the event will take place from 2:00 p.m. to 5:00 p.m.;

- A 'Highland Games' event, involving rotations and small group games in preparation for the Grease Pole, on Saturday, September 7, 2024, located at City Park. It is proposed that the event will take place from 9:30 a.m. to 7:30 p.m.;
- A "CompSci Cup" event, involving orientation groups that will rotate through different stations of building activities competing for points to win the CompSci Cup. It is proposed that this event will take place at Cricket Field from 9:30 a.m. to 3:00 p.m. on Saturday September 7, 2024;
- A 'Comm Olympics' event, involving orientation groups rotating through stations to participate in team building activities on Saturday, September 7, 2024, in City Park. It is proposed that the event will take place between 9:45 a.m. and 1:30 p.m.;
- A 'Coverall Painting' event, involving incoming students painting coveralls laid out on tarps, on Saturday, September 7, 2024, in City Park. It is proposed that the event will take place between 11:30 a.m. and 9:30 p.m.;
- A "Paint Party and Tamming Ceremony" involving incoming students that will paint their coveralls and participate in the AMS Tamming Ceremony. This event is proposed to take place on Saturday September 7, 2024, at Victoria Park from 1:00 p.m. to 8:00 p.m.;
- A KIN X BHSC "Glow Bash", involving kinesiology and health sciences orientation groups that will engage in various team building activities with a glow-in-the-dark theme. This event is proposed to take place at Cricket Field between 5:35 p.m. and 10:15 p.m. on Sunday, September 1, 2024;
- A 'First Year Olympic' event, where orientation Groups will rotate through stations engaging in various activities, on Sunday, September 8, 2024, on the Cricket Field. It is proposed that the event will take place from 9:00 a.m. to 5:00 p.m.;
- A 'Tournament of the Century' event, involving games and team building, in City Park, on Sunday, September 8, 2024. It is proposed that the event will take place from 11:00 a.m. to 7:00 p.m.;
- A "Tamming Ceremony", involving incoming students that will participate in Queen's Nursing traditions and receive their tam. This event is proposed to take place at City Park between the hours of 4:15 p.m. and 6:00 p.m. on Sunday, September 8, 2024; and

- A 'Grease Pole Climb' event, where students work together to retrieve a traditional Queen's bonnet (tam) from the top of a pole, on Sunday, September 8, 2024, on Cummins Road. It is proposed that the event will take place from 6:00 a.m. to 12:30 p.m.

2. Request for Noise Exemption - The Frontenac Club

42

(Report Number 24-201 from the Commissioner, Growth & Development Services)

That The Frontenac Club, located at 225 King Street East, be granted an exemption from Schedule B of By-Law Number 2004-52, "A By-Law to Regulate Noise", expiring November 30, 2026, to permit amplified sound for up to five occasions per week between May 1 and November 30 of each year, limited to Sunday through Wednesday between 12 p.m. to 8 p.m. and Thursday through Saturday between 12 p.m. to 10 p.m.; and

That should the provisions related to amplified sound contained in Schedule B of By-Law Number 2004-52, "A By-Law to Regulate Noise" be amended prior to the November 30, 2026 expiration of the exemption granted to The Frontenac Club, the exemption will be voided at the time those amendments come into effect.

3. Updated Municipal Capital Facility Agreement and By-Law - 1300 Bath Road

98

(Report Number 24-197 from the Commissioner, Growth & Development Services)

(See By-Law Number (1), 2024-341)

That Council authorize the Mayor and Clerk to execute an Amended Municipal Capital Facility Agreement with Frontenac Shopping Centre Inc., the owner of 1300 Bath Road, for the entirety of the premises leased to the Boys and Girls Club of Kingston & Area Inc. o/a BGC South East, in order to exempt the premises from taxation for municipal and education purposes, which tax exemption is to be effective as of the latest of the following days: the day the amendment to the municipal capital facility agreement is signed; the day the lease amending agreement is signed; and the day the tax exemption By-Law is enacted; and

That in accordance with Section 110(6) of the Municipal Act, 2001, the By-Law, attached as Exhibit C to Report Number 24-197, be presented and given all three readings, to provide an exemption to the portion of the property to which the Municipal Capital Facility Agreement applies, from taxation for municipal and school purposes; and

That in accordance with Section 110(8) of the Municipal Act, 2001 the Clerk be directed to give written notice of the passing of the By-Law to the local school boards having jurisdiction in the area in which the property is located and to the Municipal Property Assessment Corporation as required by Section 110(5) and (8); and

That Council authorize the Mayor and Clerk to enter into any other agreements as required to provide for this municipal capital facility in a form satisfactory to the Director of Legal Services.

4. Community Investment Fund 2024 Funding Recommendations

120

(Report Number 24-143 from the Commissioner, Community Services)

That Council approve the 16 Community Investment Fund grant recommendations, attached as Exhibit A to Report Number 24-143, for a total of \$230,000.

14. Report Number 71: Received from the Chief Administrative Officer (Recommend)

1. Briefing - Community Area Land Needs Assessment

Jamie Cook, Managing Partner, Watson & Associates Economists Ltd., will brief Council on Clause 2 of Report Number 71: Received from the Chief Administrative Officer (Recommend) with respect to Community Area Land Needs Assessment.

2. Community Area Land Needs Assessment

131

(Report Number 24-172 from the Commissioner, Growth & Development Services)

That Council endorse the City of Kingston Community Area Land Needs and Intensification Analysis, dated July 31, 2024, prepared by Watson & Associates Economists Ltd., attached as Exhibit A to Report Number 24-172; and

That the Community Area land needs requirement, as presented in Exhibit A to Report Number 24-172, inform the more detailed work to be completed as part of the Official Plan project, which will identify the location of future urban boundary expansion lands.

3. Additional Residential Unit Housing Initiative

283

(Report Number 24-179 from the Commissioner, Community Services and the Commissioner, Growth & Development Services)

That Council approves a capital project with funding of \$1,250,000 from the Housing Accelerator Fund, received from the Canada Mortgage and Housing Corporation, to fund the Additional Residential Unit Incentive Program; and

That Council approves the amendments to the Capital Investment in Affordable Housing policy, as outlined in Exhibit A to Report Number 24-179, to include updated provisions for the Additional Residential Unit incentive program; and

That Council directs staff to release the Additional Residential Unit incentive program outlined in Report Number 24-179; and

That Council authorizes the Manager, Housing & Homelessness, or their delegate, to review, approve, and sign all documents and agreements related to the Additional Residential Unit incentive program as required and approved by Legal Services; and

That Council directs staff to publish the detached additional residential unit vendor roster on the City's webpage as outlined in Report Number 24-179.

- 4. Inclusive Play Project** 297
- (Report Number 24-192 from the Commissioner, Infrastructure, Transportation & Emergency Services)
- That** Council approve an amount of \$300,000, funded from the Municipal Capital Reserve Fund, to provide partial funding for the Inclusive Play Project at Shannon Park that will enable the City to complete civil site works for the project once the remaining project funding has been secured; and
- That** should the total funding of the Inclusive Play Project, including grants, donations and the aforementioned \$300,000 amount, exceed the total cost of the Project, that the remaining monies be directed to fund additional inclusive playground equipment; and
- That** Council direct staff to waive all municipal and special event fees associated with planning and delivering the Inclusive Fun Fair in 2025 to support additional opportunities to generate community donations for the Inclusive Play Project.
- 5. Capital Project Status Report - May 31, 2024** 303
- (Report Number 24-194 from the Chief Financial Officer & City Treasurer)
- That** Council approve capital budget changes, as well as financing of capital projects or (return of funds), as summarized in this report and detailed in Exhibit A to Council Report Number 24-194; and
- That** Council approve a budget amendment to add \$2,950,000 to the Engineering Road Reconstruction & Rehabilitation capital envelope to be funded from the Municipal Capital Reserve Fund; and
- That** Council approve a budget amendment to add \$510,000 the Arena Facilities capital envelope to be funded from the Arena Reserve Fund.
- 6. Audited Financial Statements and Other Financial Information of the City of Kingston, Year Ended December 31, 2023 - Supplemental Report** 332
- (Report Number 24-208 from the Chief Financial Officer & City Treasurer)
- That** Council approve the Audited Financial Statements and Other Financial Information of The Corporation of the City of Kingston, Year Ended December 31, 2023, attached as Exhibit A to Report Number 24-208.

15. Report Number 72: Received from the Planning Committee

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

1. Zoning By-Law Amendment - 40 Hyperion Court

393

(Exhibit A to Report Number PC-24-044)

(See By-Law Number (2), 2024-342)

That the application for a zoning By-Law amendment (File Number D14-008-2024) submitted by The Boulevard Group, on behalf of 1382739 Ontario Limited, for the property municipally known as 40 Hyperion Court, be approved; and

That Kingston Zoning By-Law Number 2022-62, as amended, be further amended, as per Exhibit A (Draft By-Law and Schedule A to Amend Zoning By-Law Number 2022-62) to Report Number PC-24-044; and

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

That the amending By-Law be presented to Council for all three readings.

2. Zoning By-Law Amendment - 64 Barrack Street & 235-237 Wellington Street

396

(Exhibit A to Report Number PC-24-038)

(See By-Law Number (3), 2024-343)

That the application for a zoning By-Law amendment (File Number D14-009-2023) submitted by IN8 Developments Inc. & Fotenn Consultants, on behalf of 64 Barrack Street (Kingston) Inc., for the property municipally known as 64 Barrack Street & 235-237 Wellington Street, be approved; and

That Kingston Zoning By-Law Number 2022-62, as amended, be further amended, as per Exhibit A (Draft By-Law and Schedule A to Amend Zoning By-Law Number 2022-62) to Report Number PC-24-038; and

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

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That the amending By-Law be presented to Council for all three readings.

16. Report Number 73: Received from Kingston Heritage Properties Committee

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

1. Application for Ontario Heritage Act Approval - 292 Johnson Street

401

(Report Number HP-24-033)

That the alterations to the property at 292 Johnson Street, be approved in accordance with details described in the application (File Number: P18-059-2024), which was deemed complete on June 6, 2024, with alterations to include the demolition of a one-and-a-half storey drive shed in the rear yard that abuts a City owned laneway.

That the approval of the alterations be subject to the following conditions:

1. That the owner consider repurposing/donating/salvaging the garage door hardware;
2. Prior to demolition, the applicant shall photograph the interior of the garage as well as measure the exterior footprint, dimensions and roof pitch, and provide these photos and details to Heritage Planning staff for record purposes;
3. That an encroachment/temporary access permit be obtained, as necessary;
4. A Building Permit shall be obtained, as necessary;
5. Heritage Planning staff shall be circulated the drawings and design specifications tied to the Building Permit application for review and approval to ensure consistency with the scope of the Heritage Permit sought by this application; and
6. Any minor deviations from the submitted plans, which meet the intent of this approval and do not further impact the heritage attributes of the property, shall be delegated to the Director of Heritage Services for review and approval.

2. Application for Ontario Heritage Act Approval - 411 Wellington Street

428

(Report Number HP-24-035)

That the new construction at 411 Wellington Street, be approved in accordance with the details described in the application (File Number P18-064-2024), which was deemed complete on June 12, 2024, with said application to include the construction of a two-storey dwelling, a detached garage accessed by a driveway and a public road network, including sidewalks; and

That the approval of the application be subject to the following conditions:

1. All Planning Act applications shall be completed, as necessary;
2. All building permits shall be obtained, as necessary;
3. Details related to the colour(s) and design of the new windows, roofing and cladding shall be submitted to Heritage Services staff, prior to installation, for review and approval, to ensure it complements the heritage character and attributes of the property;
4. A Preliminary Certificate of Approval of Underground Services and any associated easements shall be obtained, as necessary;
5. The use of single sash windows on the front wall of the dwelling is encouraged and permitted as an option to the double windows proposed;
6. The use of wood siding on the front wall of the dwelling is encouraged and permitted as an option to the wood-grained concrete fibre board proposed; and
7. Any minor deviations from the submitted plans, which meet the intent of this approval and do not further impact the heritage attributes of the property, shall be delegated to the Director of Heritage Services for review and approval.

17. Report Number 74: Received from the Administrative Policies Committee

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

1. **Audited Financial Statements and Other Financial Information of The Corporation of the City of Kingston, Year Ended December 31, 2023** 453

(Exhibit A to Report Number 24-017)

That Council approve the Audited Financial Statements and Other Financial Information of The Corporation of the City of Kingston, Year Ended December 31, 2023, attached as Exhibit A to Report Number AP-24-017.

2. **Short-Term Rental By-Law Amendments** 510

(Exhibits A - C to Report Number AP-24-015)

(See By-Law Number (4), 2024-344)

(See By-Law Number (5), 2024-345)

(See By-Law Number (6), 2024-346)

That a By-Law be presented to amend By-Law Number 2021-10, "A By-Law to License and Regulate Short-term Rentals in the City of Kingston", as amended, as per Exhibit A attached to Report Number AP-24-015; and

That a By-Law be presented to amend By-Law Number 2005-10 "A By-Law to Establish Fees and Charges to be Collected By the Corporation of the City of Kingston", as amended, to apply a system of licensing fees for Short-term Rental Brokerages as per Exhibit B attached to Report Number AP-24-015; and

That By-Law Number 2020-69, "A By-Law to Establish a Process for Administrative Penalties", as amended, be further amended, as per Exhibit C to Report Number AP-24-015; and

That Council authorize City staff to submit any required set fine applications to the Ministry of the Attorney General in relation to the proposed amendments to the Short-term Rental By-Law; and

That the Mayor and Clerk be authorized to execute any agreements that identify data sharing obligations of Short-term Rental Brokerages to the City of Kingston in a form acceptable to the Director of Legal Services.

3. Tax Write Offs Pursuant to the Municipal Act, 2001 (2024-2)

523

(Exhibit A to Report Number AP-24-018)

That Council approve the cancellation, reduction, or refund of taxes pursuant to applications made under Sections 357 and 358 of the *Municipal Act, 2001* totaling \$139,807.25 of which \$109,357.82 is the City's portion and the amount charged back to the school boards is \$30,449.43, for the properties listed in Exhibit A to Report Number AP-24-017.

18. Report Number 75: Received from the Nominations Committee

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

1. Public Appointment to the Kingston Frontenac Public Library Board

That Sonia Verjovsky be appointed to the Kingston Frontenac Public Library Board for a term ending November 14, 2026; and

That pursuant to Section 3.3.2 of the Public Appointment Policy, the following applicants be appointed to the alternate pool for the Kingston Frontenac Public Library Board:

1. Dominic Naimool;
2. Ining Chao;
3. Taryn Begin;
4. Iryna Patrusheva;
5. Stephanie D'Souza;
6. Ghazwan (Sufyan) Kazzaz; and
7. Sohail Umar-Khitab.

19. Committee of the Whole

20. Information Reports

- 1. Quarterly Report: Tourism Kingston - Q2 2024** 525
(Report Number 24-213 from the Chief Administrative Officer)
The purpose of this report is to provide Council with a detailed reporting on Q2 2024 for Tourism Kingston.
- 2. Quarterly Report: Kingston Economic Development Corporation – Q2 2024** 626
(Report Number 24-217 from the Chief Administrative Officer)
The purpose of this report is to provide Council with detailed reporting on Q2 2024 for the Economic Development Organization.
- 3. Report on Real Estate Transactions Completed from January 1, 2024 to June 30, 2024, Under By-Law Number 2016-189** 655
(Report Number 24-183 from the Commissioner, Growth & Development Services)

The purpose of this report is to provide Council with a list of real estate transactions completed under delegated authority from January 1 to June 30, 2024.

4. June 2024 Tender and Contract Awards Subject to Delegation of Authority 661

(Report Number 24-195 from the Chief Financial Officer & City Treasurer)

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

5. Kingston Police Services Board Operating Budget Status as at June 30, 2024 667

(Report Number 24-209 from the Chief Financial Officer & City Treasurer)

The purpose of this report is to provide Council with the requested Kingston Police Services Board financial status report as at June 30, 2024.

21. Information Reports from Members of Council

22. Miscellaneous Business

Miscellaneous Business Items are voted on as one motion.

1. Proclamation - Ukrainian Independence Day

Moved by: Councillor Chaves

Seconded by: Councillor Tozzo

That as requested by Lubomyr Luciuk, Ukrainian Club of Kingston, City Council proclaim August 24, 2024 as 'Ukrainian Independence Day' in the City of Kingston.

2. Proclamation - Jour des Franco-Ontariens et Franco-Ontariennes 675

Moved by: Councillor Cinanni

Seconded by: Councillor Stephen

That as requested by Maurice Fortius, Association canadienne-française de l'Ontario Conseil régional des Mille-Îles, City Council proclaim September 25, 2024 as 'Jour des Franco-Ontariens et Franco-Ontariennes' in the City of Kingston.

3. **Proclamation - Seniors for Climate Day** 677

Moved by: Councillor Amos

Seconded by: Councillor Oosterhof

That as requested by Nancy Nicol, Seniors for Climate, City Council proclaim October 1, 2024 as 'Seniors for Climate Day' in the City of Kingston

4. **Proclamation - Kingston Humane Society Day** 679

Moved by: Councillor Osanic

Seconded by: Councillor McLaren

That as requested by Raphaelle Wash-Beauchamp, Kingston Humane Society, City Council proclaim August 23, 2024 as 'Kingston Humane Society Day' in the City of Kingston.

23. **New Motions**

1. **Administrative Monetary Penalty System**

Moved by: Councillor Glenn

Seconded by: Councillor Cinanni

Whereas the Administrative Monetary Penalty System (AMPS) is an enforcement tool approved by the Provincial Government in August of 2009; and

Whereas AMPS are used as a replacement to the Part 1 Provincial Offences Act (POA) ticket system as it provides a flexible and streamlined appeal process and the ability for the municipality to apply unpaid penalties to the property taxes; and

Whereas AMPS free up valuable Provincial Offences Court time saving the province and municipalities valuable resources and funds; and

Whereas Administrative Penalties were written into the Building Code Act in December of 2017 under Section 18.1 however have not received Royal Assent; and

Whereas AMPS has proven to be a valuable tool for education and enforcement of other municipal by-laws within the City of Kingston; and

Whereas Supporting Housing Affordability is the first pillar of the Kingston's Strategic Plan 2023-2026;

Therefore Be It Resolved That Kingston City Council authorize the clerk to send correspondence on behalf of the Council of the Corporation of the City of Kingston, to the Hon. Paul Calandra at the Ministry of

Municipal Affairs and Housing, the Hon. Premier Doug Ford, MPP John Jordan and MPP Ted Hsu asking that AMPS receive Royal Assent to free up time for Building Inspectors to support housing supply action plans instead of having to attend court.

2. Pollinator Gardens

Moved by: Councillor Glenn

Seconded by: Councillor Osanic

Whereas pollinator gardens are essential for supporting local biodiversity, providing habitat for bees, butterflies, and other pollinators, and enhancing the aesthetic appeal of urban areas; and

Whereas the City of Kingston is committed to promoting environmentally sustainable practices and improving urban green spaces; and

Whereas a By-Law to amend *City of Kingston By-Law Number 2007-136, "A By-Law To Provide For Maintaining Land In A Clean and Clear Condition*, to:

- (a) add a definition of "prohibited plant(s)"; and
- (b) to require every owner, lessee or occupant to keep their grounds free from any prohibited plants;

has received two readings by Council and is scheduled to receive third reading on August 13, 2024;

Therefore Be It Resolved That Council directs staff to prepare a By-Law to amend *By-Law Number 2004-190, "A By-Law to Regulate the Use of City Streets"*, to permit the owner, lessee or occupant of an adjoining property to improve the boulevard by planting one or more plants, provided that:

- the plant is not a prohibited plant;
- the plant does not obstruct or pose a danger to the safety of persons using the boulevard, the public sidewalk or other parts of the highway;
- the plant does not interfere with the activities or adversely affect the condition or operation of the equipment or facilities of the City, Utilities Kingston, or their agents;
- if an owner, lessee or occupant plants a plant in a boulevard, the owner, lessee or occupant must maintain the plant;
- the City will be deemed to own any plant planted in a boulevard and may remove, injure or destroy any such plant at any time and for any purpose; and

That staff bring the recommended amending By-Law to Council for all

three readings no later than the end of September 2024.

3. Television Journalists, Radio Personalities, and On-Air Programs

Moved by: Deputy Mayor Hassan

Seconded by: Councillor Ridge

Whereas the substantial staff cuts affecting television journalists, radio personalities and multiple on-air programs have had a sudden and direct impact on the lives of many residents in Kingston and the surrounding area and signal a further erosion of community engagement and democratic participation for people who live, work and play in this region; and

Whereas the removal of on-air personalities from two radio stations in the market means a dramatic reduction in locally produced content that reflects activities in Kingston; and

Whereas the significant reduction in television news staff has already been felt throughout the community, with local coverage of news and events severely diminished; and

Whereas local news and radio are the foundation of democracy in any community, ensuring that its residents remain well informed and are able to hear about and engage in civic-related and other matters; and

Whereas the continued disappearance of local coverage in many municipalities should be alarming to all levels of government as it means fewer ways for citizens to engage in community activities, political and otherwise, and an overall reduction in ways to remain well informed;

Therefore Be It Resolved That Kingston City Council encourage the Canadian Radio-television and Telecommunications Commission, Kingston's Members of Provincial Parliament and Members of Parliament to make this increasingly dire situation a priority and ensure their respective levels of government are taking steps to provide adequate and additional support to local journalism, ensuring the long-term viability of local media, in the name of community engagement and democratic participation; and

That a copy of this motion be forwarded to The Honourable Pascale St-Onge, P.C., M.P. Minister of Canadian Heritage, Mark Gerretsen, Kingston and the Islands, M.P. Scott Reid, Lanark-Frontenac-Kingston, M.P.P. Ted Hsu, Kingston and the Islands, M.P.P. John Jordan, Lanark-Frontenac-Kingston.

4. Federation of Canadian Municipalities

Moved by: Councillor Cinanni

Seconded by: Councillor Ridge

Whereas the Federation of Canadian Municipalities (FCM) represents the interests of municipalities on policy and program matters that fall within federal jurisdiction; and

Whereas FCM has been the national voice of municipal government since 1901. They represent more than 2,100 municipalities of all sizes, from Canada's cities and rural communities, to northern communities and 20 provincial and territorial municipal associations. Together, they represent more than 92 percent of all Canadians from coast to coast to coast; and

Whereas FCM's Board of Directors is comprised of elected municipal officials from all regions and sizes of communities to form a broad base of support and provide FCM with the united voice to carry the municipal message to the federal government; and

Whereas FCM allows a limited number of non-board members to serve on FCM Committees and Forums to further their advocacy and policy efforts; and

Whereas standing committees and forums typically meet in September and March. The November board meeting is dedicated to 'Advocacy Days', when FCM board members are in Ottawa to advocate to federal political leaders on critical municipal priorities; and

Whereas the city has benefited from having a council representative on FCM in the past with a greater connection to municipal federal advocacy and policy formation efforts; and

Whereas nominations to FCM must be supported by a council motion indicating the financial support of that Council;

Therefore Be It Resolved That Council of the City of Kingston support Sydenham District Councillor Conny Glenn to serve on FCM Committees and attend Committee and Forum meetings; and

That Council assumes all costs associated with Councillor Glenn attending FCM's Committee and Board of Directors meetings.

24. Notices of Motion

25. Minutes

Distributed to all members of Council on August 9, 2024.

That the minutes of City Council Meeting Number 18-2024, held Tuesday, July

9, 2024, be confirmed.

26. Tabling of Documents

27. Communications

681

Communications received and distributed to Council between July 2, 2024 and August 6, 2024.

28. Other Business

29. By-Laws

684

That By-Laws (1) through (8) and (12) be given their first and second reading.

That By-Laws (1) through (3), and (7) through (12) be given their third reading.

1. Municipal Capital Facility - 1300 Bath Road

A By-Law to Authorize an Amending Agreement for the Provision of a Municipal Capital Facility at 1300 Bath Road, Kingston, Ontario

Three Readings

Proposed By-Law Number (1), 2024-341

(Clause 3, Report Number 70)

2. Zoning By-Law Amendment - 40 Hyperion Court

A By-Law to Amend By-Law Number 2022-62, "Kingston Zoning By-Law Number 2022-62" (Introduction of Exception E170 and Addition of Holding Overlay H239 (40 Hyperion Court))

Three Readings

Proposed By-Law Number 2024-342

(Clause 1, Report Number 72)

3. Zoning By-Law Amendment - 64 Barrack Street & 235-237 Wellington Street

A By-Law to Amend By-Law Number 2022-62, "Kingston Zoning By-Law Number 2022-62" (Transfer of Lands into Kingston Zoning By-Law, Introduction of Exception Number E165 and Introduction of Holding Overlay H236 (64 Barrack Street & 235-237 Wellington Street))

Three Readings

Proposed By-Law Number 2024-343

(Clause 2, Report Number 72)

4. A By-Law to License and Regulate Short-Term Rentals

A By-Law to Amend City of Kingston By-Law Number 2021-10, a By-Law to License and Regulate Short-Term Rentals in the City of Kingston

First and Second Reading

Proposed By-Law Number 2024-344

(Clause 2, Report Number 74)

5. A By-Law to Establish Fees and Charges Collected by the Corporation of the City of Kingston

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

First and Second Reading

Proposed By-Law Number 2024-345

(Clause 2, Report Number 74)

6. A By-Law to Establish a Process for Administrative Penalties

A By-Law to Amend City of Kingston By-Law Number 2020-69 "A By-Law to Establish a Process for Administrative Penalties"

First and Second Reading

Proposed By-Law Number 2024-346

(Clause 2, Report Number 74)

7. Kingston Zoning By-Law - Removal of Holding Overlay - 3130 Babcock Road

688

A By-Law to Amend By-Law Number 2022-62, "Kingston Zoning By-Law Number 2022-62" (Removal of Holding Overlay, 3130 Babcock Road)

Three Readings

Proposed By-Law Number 2024-347

(Delegated Authority)

8. A By-Law to Regulate Traffic - Delegated Authority

691

A By-Law to Amend City of Kingston By-Law Number 2003-209, "A By-Law to Regulate Traffic"

Three Readings

Proposed By-Law Number 2024-348

(Delegated Authority)

9. A By-Law to Provide for Maintaining Land in a Clean and Clear Condition

By-Law to Amend City of Kingston By-Law Number 2007-136, A by-Law to Provide for Maintaining Land in a Clean and Clear Condition

Third Reading

By-Law Number 2024-310

(Clause 1, Report 68, July 9)

10. A By-Law for Prescribing Standards for the Maintenance and Occupancy of Property within the City of Kingston

By-Law to Amend City of Kingston By-Law Number 2005-100, A By-Law for Prescribing Standards for the Maintenance and Occupancy of Property within the City of Kingston

Third Reading

By-Law Number 2024-311

(Clause 1, Report 68, July 9)

11. A By-Law to Establish a Process for Administrative Penalties

By-Law to Amend City of Kingston By-Law Number 2020-69, A By-Law to Establish a Process for Administrative Penalties

Third Reading

By-Law Number 2024-312

(Clause 1, Report 68, July 9)

12. A By-Law to confirm the proceedings of Council at its meeting held on August 13, 2024

Three Readings

Proposed Number 2024-349

(City Council Meeting Number 19-2024)

30. Adjournment

That Council do now adjourn.



**City of Kingston
Report to Council
Report Number 24-188**

To: Mayor and Members of Council
From: Paige Agnew, Commissioner, Growth & Development Services
Resource Staff: Kyle Compeau, Manager, Enforcement Services
Date of Meeting: August 13, 2024
Subject: Request for Temporary Noise Exemption – Queen’s University Orientation 2024

Council Strategic Plan Alignment:

Theme: Policies & by-laws

Goal: See above

Executive Summary:

Queen’s University and the Alma Mater Society have submitted a joint application for exemptions to the City’s Noise By-Law for events scheduled to take place during their 2024 Orientation Week (Exhibit A).

Partners across Queen’s University are collaborating in the planning of the 2024 Residence Move-in Day (Friday August 30, Saturday August 31, and Sunday September 1) and Fall Orientation activities (Saturday August 31, Sunday September 1, Monday September 2, Friday September 6, Saturday September 7th, Sunday, September 8th). These units include the Alma Mater Society, Housing and Ancillary Services, the Student Experience Office, the Office of the Vice-Provost and Dean of Student Affairs, Government Relations, and Athletics and Recreation.

Orientation Week includes several annual on-campus events which utilize amplified sound and require noise by-law exemptions. Exhibit B is a chart, organized by calendar date, which outlines the time and location of the events on Queen’s Main Campus and one event at West

August 13, 2024

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Campus. Exhibit C is a chart, organized by calendar date, which outlines the time and location of the events being held on city-owned property.

Some of these events include temporary road and lane closures to facilitate move-in activities, provide space for event setup, and protect pedestrian safety and movement. Closures related to the Queen's Move-In activities have been previously approved. Closures associated with Orientation activities will be approved by Transportation Services pending approval of the noise exemptions included in this report. All closure requests are consistent with approvals in previous years.

Recommendation:

That Queen's University be granted an exemption from Schedule B of By-Law Number 2004-52, "A By-Law to Regulate Noise", to permit the following events during Orientation Week:

1. For the area of Queen's University Main Campus bounded by Union Street, Barrie Street, Stuart Street, and Albert Street from the hours of 9:00 a.m. to 11:00 p.m. from Saturday, August 31, 2024, to Monday, September 2, 2024, and September 6 to 8, 2024;
2. For the area of Queen's University West Campus, north of Duncan McArthur Hall, bounded by Sir. John A. Macdonald Boulevard, Stadium Lane, and Johnson Street between the hours of 9:00 a.m. to 11:00 p.m. from Saturday, August 31, 2024, to Monday, September 2, 2024, and September 6 to 8, 2024; and
3. For events held on public property during September 1, 2 7, and 8, 2024 between 7:00 a.m. and 10:30 p.m., including:

A 'Queen's in the Park' event, where orientation groups will engage with various Queen's clubs and organizations, on Sunday, September 1, 2024, located in Cricket Field. It is proposed the event will take place from 12:30 p.m. to 9:30 p.m.;

A "Breakfast Event", involving Orientation groups that will be served breakfast and an opportunity to engage with one another located in Victoria Park from 8:00 a.m. to 10:45 a.m. including amplified noise with music through speakers on Monday, September 2, 2024;

A 'Coverall Painting & Cheer-Off' event, involving incoming students painting coveralls laid out on tarps and participating in cheers and having breakfast, on Monday, September 2, 2024, in City Park. It is proposed that the event will take place from 9:00 a.m. to 2:00 p.m.;

A 'Thundermugz' event involving engineering programming for building structures and an obstacle course, on Monday, September 2, 2024, located at City Park. It is proposed that the event will take place from 2:00 p.m. to 5:00 p.m.;

August 13, 2024

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A 'Highland Games' event, involving rotations and small group games in preparation for the Grease Pole, on Saturday, September 7, 2024, located at City Park. It is proposed that the event will take place from 9:30 a.m. to 7:30 p.m.;

A "CompSci Cup" event, involving orientation groups that will rotate through different stations of building activities competing for points to win the CompSci Cup. It is proposed that this event will take place at Cricket Field from 9:30 a.m. to 3:00 p.m. on Saturday September 7, 2024;

A 'Comm Olympics' event, involving orientation groups rotating through stations to participate in team building activities on Saturday, September 7, 2024, in City Park. It is proposed that the event will take place between 9:45 a.m. and 1:30 p.m.;

A 'Coverall Painting' event, involving incoming students painting coveralls laid out on tarps, on Saturday, September 7, 2024, in City Park. It is proposed that the event will take place between 11:30 a.m. and 9:30 p.m.;

A "Paint Party and Tamming Ceremony" involving incoming students that will paint their coveralls and participate in the AMS Tamming Ceremony. This event is proposed to take place on Saturday September 7, 2024, at Victoria Park from 1:00 p.m. to 8:00 p.m.;

A KIN X BHSC "Glow Bash", involving kinesiology and health sciences orientation groups that will engage in various team building activities with a glow-in-the-dark theme. This event is proposed to take place at Cricket Field between 5:35 p.m. and 10:15 p.m. on Sunday, September 1, 2024;

A 'First Year Olympic' event, where orientation Groups will rotate through stations engaging in various activities, on Sunday, September 8, 2024, on the Cricket Field. It is proposed that the event will take place from 9:00 a.m. to 5:00 p.m.;

A 'Tournament of the Century' event, involving games and team building, in City Park, on Sunday, September 8, 2024. It is proposed that the event will take place from 11:00 a.m. to 7:00 p.m.;

A "Tamming Ceremony", involving incoming students that will participate in Queen's Nursing traditions and receive their tam. This event is proposed to take place at City Park between the hours of 4:15 p.m. and 6:00 p.m. on Sunday, September 8, 2024; and

A 'Grease Pole Climb' event, where students work together to retrieve a traditional Queen's bonnet (tam) from the top of a pole, on Sunday, September 8, 2024, on Cummins Road. It is proposed that the event will take place from 6:00 a.m. to 12:30 p.m.

August 13, 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

Desirée Kennedy, Chief Financial Officer & City Treasurer Not required

August 13, 2024

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Options/Discussion:

Events on Public Property

Orientation Week (August 31 – September 1, 2024) also includes events scheduled on public property. For 2023, Queen’s University is requesting the use of public property for 13 events, spread across several City parks to lessen the impact for the community. The events scheduled on public property are included as part of Queen’s University’s request for exemptions to the City’s Noise By-Law. The amplified noise associated with these events is not permitted at any time in residential areas, according to Section 4.2, under Schedule B of the City of Kingston’s Noise Control By-Law Number 2004-52.

An advertisement of this request for exemption was placed on the City Page in The Kingston Whig-Standard on June 10, 2024 (Exhibit D) and on the City of Kingston website. These notices are published to give the public a chance to have input on the proposed request for exemption. No correspondence was received at the time of writing this report. Event organizers will provide City By-Law Enforcement and Kingston Police with a contact person during the events to allow for any issues or complaints that may arise to be communicated directly to them.

Associated Road and Lane Closures

Some of these events include temporary road and lane closures to facilitate move-in activities, provide space for event setup, and protect pedestrian safety and movement. The road and lane closures associated with the Queen’s Residences move-in on August 31, 2024, have been developed in close consultation with the City and Kingston Police and have been previously approved by Transportation Services. The closures are consistent with the closures put in place to support the 2023 student move-in.

The road closures associated with Orientation activities submitted as part of these applications are all similar in nature to closures authorized in the previous years and will be approved by Transportation Services pending approval of the noise exemptions included in this report.

Existing Policy/By-Law

Council has granted exemptions to By-Law Number 2004-52 “A By-Law to Regulate Noise” for Orientation week events in the past and the authority to do so is specifically granted to Council under Subsection 129 (3) of the Municipal Act.

Notice Provisions

The Municipal Act no longer requires public notification, but notice is given in order to provide Council with community feedback before deciding on these requests.

An advertisement of this request for exemptions was placed on the City Page in The Kingston Whig-Standard on June 10, 2024, and was posted on the City’s website.

August 13, 2024

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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. The applicant is also required to pay the cost of the public notice published in the Kingston Whig-Standard.

Contacts:

Kyle Compeau, Manager, Enforcement Services, 613-546-4291 extension 1343

Other City of Kingston Staff Consulted:

Jon Hayter, Supervisor, Special Events & Marketing

Ian Semple, Director, Transportation & Transit Services

Exhibits Attached:

- Exhibit A Correspondence from the Applicant
- Exhibit B Queen's On-Campus Event Schedule
- Exhibit C Queen's City Space Event Schedule
- Exhibit D Public Notice



TO: Amy Elgersma, Director of Recreation & Leisure Services
FROM: Queen's University
DATE: May 27, 2024
SUBJECT: Queen's University Joint Submission Move-In and Fall Orientation Activities 2024

Partners across Queen's University are collaborating in the planning of the 2024 Residence Move-in Day (on Friday, August 30 and Saturday, August 31) and Fall Orientation activities (Saturday, August 31 – Monday, September 2 and Friday, September 6 – Sunday, September 8). These units include the Alma Mater Society, Housing and Ancillary Services, the Student Experience Office, the Office of the Vice-Provost and Dean of Student Affairs, Government Relations, and Athletics and Recreation.

As requested, this package has several components that include all related requests to city departments. These components are as follows:

1. Residence Move-in Day Road Closure and Parking Requests (Appendix A)

The university has been in regular contact with several city departments, including Kingston Transit, Bylaw Enforcement and the Kingston Police Services in relation to Move-In planning. Based on the positive feedback in 2023, Residence plans to host a two-day move-in beginning Friday, August 30, with the majority of students arriving on Saturday, August 31. We will again be using four scheduled move-in windows over the course of the day and directing families toward multiple routes and check-in areas, which helps smooth the flow of arrivals and mitigate traffic congestion. Appendix A comprises the university's complete application package for temporary road closures, overnight parking restrictions and one-way traffic designations to facilitate Residence Move-In, August 30 and 31.

2. Fall Orientation Road Closure Requests (Appendix B)

The Alma Mater Society is requesting road closures for two Fall Orientation activities, on and off campus. These requests note any associated policing resource requests. Appendix B comprises the requests and complete applications for temporary road closures associated with these activities, and references Fall Orientation activities that require Queen's property road closures for point of information.

Road closure requests are as follows as outlined in Table 1:

- AMS Sidewalk Sale (September 7)
- AMS Grease Pole Climb (September 8)

3. Noise Bylaw Exemption Requests for On- and Off-Campus (Appendix C)

Fall Orientation activities include several annual on-campus events that require noise by-law exemptions to allow the use of amplified voice and music. Appendix C includes 2 charts, by calendar date, that outline these activities. To accommodate these events, Queen's requests an exemption from the Noise Control Bylaw to permit the use of amplified voice and music:

- i. For the area of Queen's University Main Campus bounded by Union Street, Barrie Street, Stuart Street, and Albert Street from the hours of 9:00 AM to 11:00 PM on August 31 to September 2 and September 6 – 8, as outlined in Table 2.
- ii. For the area of Queen's University West Campus, north of Duncan McArthur Hall, bounded by Sir. John A. Macdonald Boulevard, Stadium Lane, and Johnson Street between the hours of 9:00 AM to 11:00 PM on August 31 to September 2 and September 6 – 8, as outlined in Table 2.
- iii. For surrounding City Park spaces as outlined in Table 3.

For Move-In Day, please contact Leah Wales - Executive Director, Housing and Ancillary Services
leah.wales@queensu.ca

For Fall Orientation activities, please contact Molly Raffan - Director, Student Life
molly.raffan@queensu.ca

For Athletics and Recreation, please contact Linda Melnick – Executive Director, Athletics & Recreation
linda.melnick@queensu.ca

Fall Orientation 2024

Table 2: On-Campus Noise Bylaw Exemption Requests

#	Orientation Group	Space Requested	Event	Event Description	Time	Request(s) to City
Friday, August 30						
1	Residence Life and Services	Victoria Hall, Albert St (between Queen's Crescent and King St) and Stuart St (between University and Albert St), Richardson Stadium	Residence Move-In	First-year incoming students will be moving into Residence throughout the day. <i>Amplified music through speakers outside residence buildings and outside Richardson Stadium</i>	17:00 – 20:00	Noise Exemption
Saturday, August 31st						
2	Residence Life and Services	Victoria Hall, Albert St (between Queen's Crescent and King St) and Stuart St (between University and Albert St), Richardson Stadium	Residence Move-In	First-year incoming students will be moving into Residence throughout the day. <i>Amplified music through speakers outside residence buildings and outside Richardson Stadium</i>	8:00 – 17:00	Noise Exemption
3	Division of Student Affairs (SEO)	Agnes Benedickson Field, Nixon Field	Welcome Home Night	3-4 activities happening on fields and tennis courts, with booths on Professor's walk. Students can participate in trivia, athletics, crafts, watch a movie, etc. <i>Amplified music through speakers.</i>	19:30 – 22:30	Noise Exemption
Sunday, September 1st						
4	Division of Student Affairs (SEO)	Union Street & West Campus	Tricolour Parade and Stadium Welcome	Incoming students & Orientation leaders led by Queen's Band will travel from Tindall Parking Lot to Richardson Stadium. <i>Amplified music along Union Street by Queen's Bands.</i> <i>Amplified noise through crowd chatter and cheers. Amplified noise with speeches and music inside Richardson Stadium.</i>	8:00 – 15:00	Noise Exemption
5	AMS (Concurrent Education)	John Orr Tower Field, West Campus	An Ed-Venture in B.Ed	Incoming students will meet their Orientation Leaders. <i>Amplified noise with music, speech through speakers, and cheering.</i>	12:00 – 16:30	
6	AMS (Kinesiology)	General Main Campus	Campus Tour	Orientation leaders will take incoming students across campus highlighting important locations for their upcoming year.	13:00 – 16:30	Noise Exemption

Exhibit B
Report Number 24-188

				Each station will have an outdoor activity/challenge for the group to complete. <i>Amplified noise through crowd chatter and cheers.</i>		
7	AMS (Nursing)	Summerhill Circle & East Summerhill	Bonding on Summerhill	Orientation leaders will facilitate introductions and ice breakers amongst their Orientation group. <i>Amplified music and speech through speakers.</i>	13:00 – 17:30	Noise Exemption
8	AMS (Arts & Science)	69 Union Street General Main Campus	Introducing Queen's	Incoming students will visit different resources on campus. <i>Some amplified noise through speakers.</i>	13:30 – 19:00	Noise Exemption
9	AMS (Health Sciences)	Nixon Field	HEC-ercise	Orientation groups will rotate through stations engaging in various team building activities. <i>Amplified music and speech through speakers.</i>	13:45 – 16:30	Noise Exemption
10	AMS (Arts & Science)	Tindall Field	Carnival	Carnival-style event where Orientation Groups can socialize with their peers while engaging in various group challenges and activities. <i>Amplified noise with music and speech through speakers, cheering, and chanting.</i>	19:00 – 23:00	Noise Exemption
11	AMS (Nursing)	Summerhill Circle & East Summerhill	Year Dance Reveal	Orientation leaders and executives will reveal the current Orientation Year Dance through a montage of previous dances. <i>Amplified music through speakers.</i>	14:30 – 18:00	Noise Exemption
12	AMS (Engineering)	Agnes Benedickson Field, Beamish-Munro Hall Patio	What Is Your Faculty?	Orientation groups will move through 8 rotations to be introduced to the resources provided by Engineering and engage in some Faculty traditions. <i>Amplified noise with music and speech through speakers, and cheering.</i>	15:00 – 21:40	Noise Exemption
13	AMS (Kinesiology)	Nixon Field	KinLympic Opening Ceremonies	Introduction events for incoming students to meet their leaders and respective groups while engaging in the Year Dance and icebreakers. <i>4Amplified noise with music and speeches through speakers.</i>	15:45 – 17:45	Noise Exemption
14	AMS (Commerce)	Goodes Hall Front Lawn	The Emerging	Incoming students will receive a welcome from Orientation leaders and executives and mingle.	15:45 – 17:45	Noise Exemption

Exhibit B
Report Number 24-188

				<i>Amplified noise with cheering and chanting.</i>		
15	AMS (Nursing)	Summerhill Circle & East Summerhill	Queen's Nursing 101	Through a scavenger-hunt, incoming students will be introduced to Nursing academics and supports within the nursing community. <i>Amplified noise with music, speech, through speakers and cheering.</i>	17:45 – 22:00	Noise Exemption
Monday, September 2						
16	AMS (Engineering and Nursing)	Agnes Benedickson Field	Thundermugz	Incoming students will participate in building their "Thundermug" <i>Amplified noise through cheering.</i>	10:00 – 14:30	Noise Exemption
17	AMS (Health Sciences)	Agnes Benedickson Field, Main Campus area	Search and Rescue	Incoming students will navigate campus through a series of clues to learn more about resources. <i>Amplified noise with music and speech through speakers on Agnes Benedickson Field.</i>	14:00 – 18:00	Noise Exemption
18	AMS (Kinesiology)	Summerhill Circle	Coveralls	Incoming Students will paint their coveralls. <i>Amplified noise with music and speech through speakers.</i>	16:00 – 18:30	Noise Exemption
19	AMS (Engineering)	Walkway beside the Tindall Field Parking Lot and behind Victoria Hall	Eng Day/Barbecue	Incoming students will be able to meet representatives from various clubs and teams on campus. <i>Amplified noise with music and speech through speakers.</i>	15:15 – 19:15	Noise Exemption
20	AMS (Concurrent Education)	Agnes Benedickson Field	Con-Ed Coffeehouse	Incoming students will rotate through 7 stations of various activities. There will also be Coffeehouse performances organized via sign-up. <i>Amplified noise with music and speech through speakers.</i>	17:30 – 22:00	Noise Exemption
Friday, September 6						
21	AMS	Miller Hall Parking Lot	Orientation Concert	An interfaculty concert event for all incoming undergraduate students. <i>Amplified noise through multiple speakers, music, and cheering.</i>	13:00 – 23:00	Noise Exemption
Saturday, September 7						
22	AMS (Arts & Science)	University Avenue from Union Street to Stuart Street	Sidewalk Sale	Various local organizations and businesses from Queen's and Kingston community set up booths to promote their mission, service(s), and/or product(s).	9:00 – 19:30	Noise Exemption Road Closures (see Appendix B)

Exhibit B
Report Number 24-188

				<i>Amplified noise through walking traffic and some music.</i>		
23	AMS (Concurrent Education)	Agnes Benedickson Field	Coverall Painting	Incoming Students will paint their coveralls. <i>Amplified noise with music through speakers.</i>	10:00 – 15:00	Noise Exemption
24	AMS (Health Sciences)	Lower Summerhill Circle	Health Sci Exploration Expo	Incoming Students will interact with various booths to learn about their courses and clubs. <i>Amplified noise with music and speech through speakers.</i>	10:45 – 14:00	Noise Exemption
25	AMS (Concurrent Education and Health Sciences)	Agnes Benedickson Field	Semi Formal Pictures & Dinner	Incoming students will be invited to participate in a semi-formal event and enjoy dinner. <i>Amplified noise with music through speakers.</i>	16:00 – 20:30	Noise Exemption
26	AMS (Commerce)	Goodes Hall Front Lawn	Red Carpet	Students will socialize and take photos before attending their banquet. <i>Amplified noise with music through speakers and cheering.</i>	15:00 – 18:00	Noise Exemption
27	AMS (Arts & Science)	Agnes Benedickson Field	Semi-Formal	Incoming students can enjoy some music outdoors during the formal event. <i>Amplified noise with music through speakers.</i>	19:00 – 23:30	Noise Exemption
Sunday, September 8						
28	AMS (Arts & Science)	Miller Hall Parking Lot	ArtSci Cup Reveal	Orientation groups will engage in a reveal of whether Arts or Science collected the most points through participation during Orientation. <i>Amplified music with music and speech through speakers, and cheering.</i>	13:00 – 18:30	Noise Exemption
29	AMS (Commerce)	Lower Summerhill	COMM Down and Tamming Ceremony	Incoming Student will receive their Tams, enjoy some ice cream, and participate in some team building activities to wrap-up Orientation. <i>Amplified noise with music and speech through speakers, and cheering.</i>	13:30 – 17:45	Noise Exemption
30	AMS (Health Sciences)	Agnes Benedickson Field	Coverall Painting	Incoming Students will paint their coveralls. <i>Amplified noise with music through speakers.</i>	13:30 – 18:00	Noise Exemption
31	AMS (Engineering)	Fifth Field Company Lane	Banquet	Incoming students will partake in an end-of-week banquet.	14:00 – 20:00	Noise Exemption

				<i>Amplified noise with music and speech through speakers.</i>		
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Fall Orientation 2024

Table 3: Off-Campus Noise Bylaw Exemption and Space Requests

This year, we are requesting City spaces for 13 orientation events. All events go through an event sanctioning process to ensure that the appropriate risk mitigation strategies are in place for the safety of all those in attendance. Depending on the event, there may be Queen’s First Aid responders or Queen’s Student Constables present to assist in the event of an emergency. There will be amplified noise at all events requested for city space. All space requests, with further details, have been communicated to the City of Kingston Special Events department.

#	Orientation Group	Space Requested	Event	Event Description	Time	Request(s) to City
Sunday, September 1						
1	AMS (Arts and Science)	City Park	Queen’s in the Park	Orientation groups will engage with various Queen’s clubs and organizations. <i>Amplified noise with music and speech through speakers, and chatter.</i>	12:30 – 21:30	Noise Exemption Space Request
Monday, September 2						
2	AMS (Commerce)	Victoria Park	Breakfast	Orientation Groups will be served breakfast and mingle with each other. <i>Amplified noise with music through speakers.</i>	8:00 – 10:45	Noise Exemption Space Request
3	AMS (Commerce)	City Park	Coverall Painting and Cheer off	Incoming Students will paint their coveralls and participate in a cheer-off between Orientation groups. <i>Amplified noise with music and speech through speakers, and cheering.</i>	9:00 – 14:00	Noise Exemption Space Request
4	AMS (Engineering and Nursing)	City Park	Thundermugz	Incoming students will rotate through four stations participating in team building games. <i>Amplified noise with music and speech through speakers, and cheering.</i>	14:00 – 17:00	Noise Exemption Space Request
Saturday, September 7						
5	AMS (Engineering)	City Park	Highland Games	Orientation groups will engage in rotations of team building activities to prepare for the Grease Pole Climb. <i>Amplified noise with music and speech through speakers, and cheering.</i>	9:30 – 19:30	Noise Exemption Space Request
6	AMS (Computing)	Cricket Field	CompSci Cup	Orientation groups will rotate through 9 stations of team building activities competing for points to win the CompSci Cup.	9:30 – 15:00	Noise Exemption Space Request

				<i>Amplified noise with music and speech through speakers, and cheering</i>		
6	AMS (Commerce)	City Park	COMM Olympics	Orientation groups will rotate through stations to participate in team building activities. <i>Amplified noise with music and speech through speakers, and cheering</i>	9:45 – 13:30	Noise Exemption Space Request
7	AMS (Arts & Science)	City Park	Coverall Painting	Incoming students will paint their coveralls. <i>Amplified noise with music and speech through speakers, and cheering</i>	11:30 – 21:30	Noise Exemption Space Request
8	AMS (NEWTS)	Victoria Park	Paint Party and Tamming Ceremony	Incoming Students will paint their coveralls and participate in the Tamming Ceremony. <i>Amplified noise with music and speech through speakers, and cheering.</i>	13:00 – 20:00	Noise Exemption Space Request
Sunday, September 1						
9	AMS (Health Sciences and Kinesiology)	Cricket Field	KIN x BHSC Glow Bash	Kinesiology and Health Sciences Orientation groups will engage in various team building activities with a glow-in-the-dark theme. <i>Amplified noise with music, speech, through speakers and cheering.</i>	17:35 – 22:15	Noise Exemption
Sunday, September 8						
10	AMS (Arts & Science)	Cricket Field	First Year Olympics	Orientation Groups will rotate through four stations engaging in various team building activities. <i>Amplified noise with music and speech through speakers, and cheering.</i>	9:00 – 17:00	Noise Exemption Space Request
11	AMS (Nursing)	City Park	Tournament of the Century	Incoming students engage in rotations of team building activities. <i>Amplified noise with music and speech through speakers, and cheering.</i>	11:00 – 19:00	Noise Exemption Space Request
12	AMS (Nursing)	City Park	Tamming Ceremony	Incoming Students will participate in Queen’s Nursing traditions and receive their Tam. <i>Amplified noise with music and speech through speakers, and cheering.</i>	16:15 – 18:00	Noise Exemption Space Request

13	AMS (Engineering)	Cummins Road	Grease Pole	<p>Annual event in the Engineering Faculty where incoming students work together to retrieve a traditional Queen's bonnet (Tam) from the top of a pole.</p> <p><i>Amplified noise with music and speech through speakers, and cheering. On private property.</i></p>	6:00 – 12:30	<p>Noise Exemption</p> <p>Road Closure</p>
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**City of Kingston
Request for Temporary Noise Exemption
Queen's University Orientation 2024**

For the area of Queen's University Main Campus bounded by Union St., Barrie St., Stuart St. and Albert St. from the hours of 9 a.m. to 11 p.m. on Aug. 31, Sept. 1, 2, 6, 7 and 8.

For the area of Queen's University West Campus, north of Duncan McArthur Hall, bounded by Sir. John A. Macdonald Blvd., Stadium Ln., and Johnson St. between the hours of 9 a.m. to 11 p.m. on Aug. 31, Sept. 1, 2, 6, 7 and 8.

This matter will be considered during the regular Council meeting that commences at 7 p.m. on Tuesday, Aug. 13, 2024. For details, go to [CityofKingston.ca/News](https://www.cityofkingston.ca/News) or email Kyle Compeau KCompeau@CityofKingston.ca

Deadline to submit comment to this exemption request is 4:30 p.m., July 12, 2024.





**City of Kingston
Report to Council
Report Number 24-201**

To: Mayor and Members of Council
From: Paige Agnew, Commissioner, Growth & Development Services
Resource Staff: Kyle Compeau, Manager, Enforcement Services
Date of Meeting: August 13, 2024
Subject: Request for Noise Exemption – The Frontenac Club

Council Strategic Plan Alignment:

Theme: Policies & by-laws

Goal: See above

Executive Summary:

This report is requesting a noise exemption on behalf of The Frontenac Club, located at 225 King Street East, which has outlined the need for amplified music and other audio/visual presentations for a variety of events hosted at their premises. The Frontenac Club is seeking a noise exemption to allow for amplified voice and music, up to five occasions per week, from May 1 through November 30 annually until November 30, 2026, or once the City of Kingston Noise By-Law has been reviewed, whichever comes first. The Frontenac Club is defined within a residential area within Schedule D of the Noise By-Law, prohibiting amplification of sound 24/7 if heard from one premise to another.

Recommendation:

That The Frontenac Club, located at 225 King Street East, be granted an exemption from Schedule B of By-Law Number 2004-52, "A By-Law to Regulate Noise", expiring November 30, 2026, to permit amplified sound for up to five occasions per week between May 1 and November 30 of each year, limited to Sunday through Wednesday between 12 p.m. to 8 p.m. and Thursday through Saturday between 12 p.m. to 10 p.m.; and;

August 13, 2024

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That should the provisions related to amplified sound contained in Schedule B of By-Law Number 2004-52, "A By-Law to Regulate Noise" be amended prior to the November 30, 2026 expiration of the exemption granted to The Frontenac Club, the exemption will be voided at the time those amendments come into effect.

August 13, 2024

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Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

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

ORIGINAL SIGNED BY CHIEF

ADMINISTRATIVE OFFICER

**Lanie Hurdle, Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

Jennifer Campbell, Commissioner, Community Services	Not required
Neil Carbone, Commissioner, Corporate Services	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

August 13, 2024

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Options/Discussion:

Section 3.3 of By-Law Number 2004-52, A By-Law to Regulate Noise (the “Noise By-Law”) states that any person may apply to the Licensing & Enforcement Division requesting an exemption from the prohibitions in Schedule A and B of the Noise By-Law; Section 3.4 provides that Council may approve the exemption request and impose any conditions it deems appropriate.

Background

The Frontenac Club is a distinguished venue known for providing upscale hotel accommodations and hosting a variety of events, including both private and corporate gatherings. Their operations include the use of an outdoor patio and a tented parking lot area, which are integral of their event offerings.

Request Details

The Frontenac Club is seeking a noise exemption to allow for amplified voice and music from May 1 through November 30 annually until November 30, 2026, or once the City of Kingston Noise By-Law is reviewed in its entirety, whichever comes first. During this period, they host numerous events that necessitate the use of amplified sound to ensure the success and enjoyment of their guests. The specific days and times for which the exemption is required are as follows:

Sunday through Wednesday, 12 p.m. to 8 p.m.
Thursday through Saturday, 12 p.m. to 10 p.m.

The request was initially for 7 days a week, and the Frontenac Club, based on consultation with various community members has reduced the length of request by hours into the evening, along with limiting the request to five occasions a week. These days will be chosen by The Frontenac Club based on scheduling and demand.

Types of Events

The events held at The Frontenac Club that require amplified sound include:

- **Civic Events:** For example, Kingston’s “40 under 40” event and receptions for visiting international consular staff.
- **Corporate Events:** Hosting Kingston-based businesses and major corporations such as TD Bank, KPMG, AstraZeneca, and others.
- **Social Events:** Including weddings, engagements, showers, retirements, and team dinners.
- **Music Performances:** Featuring local artists performing live music on the patio throughout the week, especially during warmer months.

August 13, 2024

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Noise Management Strategy

The Frontenac Club has implemented several measures to mitigate the impact of noise on the surrounding community:

- **Volume Control:** Ensuring the amplification system is maintained at reasonable levels.
- **Contractual Agreements:** Including clauses in event contracts that stipulate the timing and volume levels of amplified sound.
- **Scheduling Considerations:** Avoiding scheduling multiple high-level events simultaneously.
- **Noise Level Monitoring:** Monitoring noise levels during events and taking immediate action to address any concerns.
- **Artist Selection:** Avoiding booking several artists and large bands that could significantly increase noise levels.

Community Engagement

The Frontenac Club has actively engaged with the surrounding community to address any concerns related to noise:

- Delivered 200 notices to neighbours about the noise exemption request and their intentions, as seen in Exhibit C.
- Received 11 negative emails and 25 positive emails in response to notices as of the writing of this report as seen in Exhibit A.
- Proactively communicated with neighbours to explain the situation and importance of the noise exemption for their operations.
- Held meetings with community members to discuss concerns and potential solutions.

Justification

The noise exemption is crucial for The Frontenac Club to:

- **Support Tourism:** By offering a venue that attracts visitors and supports Kingston's tourism objectives.
- **Promote Local Culture:** Encouraging local musicians and artists, thereby enriching the cultural landscape.
- **Economic Benefits:** Providing a desirable location for businesses and social gatherings, which contributes to the local economy.

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.

August 13, 2024

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Notice Provisions

The Municipal Act no longer requires public notification, but notice is given in order to provide council with community feedback before deciding on this request.

An advertisement of this request was posted on the City website as shown for Exhibit B on July 7, 2024, until August 2, 2024. Furthermore, since the Frontenac Club submitted a revised version of their exemption, staff provided a further extension of time for residents to provide public feedback based on the new request. This extension ran from August 2 until August 9, 2024.

Financial Considerations

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

Contacts:

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

Other City of Kingston Staff Consulted:

None

Exhibits Attached:

Exhibit A - Public Feedback

Exhibit B - Public Notice

Exhibit C – Notice to Neighbours

From: [REDACTED]
To: [Compeau, Kyle](#)
Subject: Amplified sound at Frontenac Club special events
Date: July 21, 2024 8:16:32 PM

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

Hi Kyle, I live at Carruthers Wharf a block from the Frontenac Club and in my 15 years at this address have never been disturbed by sound of any kind from there . I am in support of this beautiful venue having the ability to use amplified sound on occasion before 11 pm when there is a special event there. I've never heard anyone living in my building mention that noise is an issue for them .I believe that the owners of the hotel respect the people living in the neighborhood and would take that into account when an event is held there. Sincerely, Jane Cunningham

To whom it may concern:

I support the Frontenac Club's wish to have outdoor music during the summer months. I have been at these events and have sat close to the music. The volume has never prevented my companion and me from having a low conversation.

What motivates the detractors to seek this kind of attention, albeit negative?
One wonders .

Thank you,
Carole Peters
29 July 2024

Mr. Kyle Compeau
Manager Enforcement Services
City of Kingston
City Hall
216 Ontario Street
Kingston, ON K7L 2Z3

30 July 2024

Dear Mr. Compeau:

It would be wonderful for the outdoor music venue to continue at the Frontenac Club in downtown Kingston. The cultural atmosphere adds to the charm of Kingston's downtown vibe. There are so few venues in our city, especially outside, and this is one that deserves to remain. Local artists are supported and we all benefit.

The building has housed a business for more than 175 years and the Frontenac Club for 117 years of that. It has existed long before residents moved into neighbouring homes. Businesses, and specifically restaurants, need our advocacy and foot traffic to improve their chance of survival. This business contributes to the city's overall tourism and economy, particularly since covid.

Thank you kindly for considering our input to help the Frontenac Club to retain its outdoor music performances for this summer and for years to come.

Yours respectfully,
Carrie Peters Reid
Concerned citizen and friend of the Frontenac Club


From: [REDACTED]
To: [Compeau, Kyle](#)
Subject: Frontenac Club
Date: July 15, 2024 6:11:51 PM

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

Dear Mr. Compeau: We are a neighbour of the Frontenac Club at 53 William St. We support their application for a noise exemption request. They are an important and integral part of our neighbourhood. We see the hours of their request as fair for all parties.

Cheers,

Gregory Davies, MD FRCSC FACOG
Professor Emeritus, Queen's University

From: 
To: [Compeau, Kyle](#)
Subject: Frontenac Club
Date: July 27, 2024 5:34:43 PM

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

Dear Mr. Compeau,

I am in support of the request by Frontenac Club for an exception to the current Noise By-law. I am a neighbour and have not been disturbed by the amplified music and voice at Frontenac Club during the hours specified in the request. They are a bonus for the city.

Sincerely,
Marjorie Mason

Sent from my iPad

From: [REDACTED]
To: [Compeau, Kyle](#)
Subject: Frontenac Club Bylaw Exemption
Date: July 24, 2024 6:26:01 PM

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

Dear Mr Compeau,

it has come to our attention that the proprietor of the Frontenac Club is seeking a bylaw exemption for amplified music & voice during May 1st to November 30th annually, for the following hours: Sunday through Wednesday: 12:00 pm – 9:00 pm and Thursday through Saturday: 12:00 pm – 11:00 pm.

We are owners and residents of 24 Earl Street, and Mr Skolnick and Mr Billing of the Frontenac Club have approached us, as neighbours, for support of their request/motion.

We are happy to support the management of the Frontenac Club in this matter. We could go on here how lucky Kingston is that someone chose to take over this historic property and invest significant sums in order to make it into the establishment that it is today, but that may not be relevant to your decision making.

They have our strong support.

Udo Schuklenk
Ricardo Smalling

24 Earl Street
Kingston, ON
K7L 3N6

[REDACTED]
Sent with [Proton Mail](#) secure email.

From: [REDACTED]
To: [Compeau, Kyle](#)
Subject: Frontenac Club By-Law Request
Date: July 26, 2024 2:36:23 PM

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

Hello Mr. Compeau,

I am a neighbour of the Frontenac Club. I'm emailing to let the city of Kingston know that I support their request for a By-law exemption for amplified music and voices. I, living just a block away, have never had an issue with their noise levels.

Thank you

Ara Harriman

From: [REDACTED]
To: [Compeau, Kyle](#)
Cc: [REDACTED]
Subject: Frontenac Club
Date: July 19, 2024 7:26:35 AM

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

Hello Mr Compeau,

My name is Jessica Morris and my partner Zack Moll and I live on Earl street in between King street and Ontario street.

We enjoy the Frontenac club being nearby and have used their saunas in the winters a few times. We do not mind the occasional music or event, whenever they do happen it is nice to see that people are enjoying the space.

We support them seeking an exemption to the by-law that allows for amplified music and voices within reasonable times and days of the week

Thank you!
Jessica Morris
Zack Moll

From: [REDACTED]
To: [Compeau, Kyle](#)
Subject: Frontenac Club exemption
Date: July 24, 2024 1:46:07 PM

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


Dear Mr. Compeau,

The Frontenac Club is around the corner from our house on Earl Street. Last summer, when we went for our evening walks, we would often pass the outdoor patio at the hotel and enjoy the music coming from that stage. This is a pleasant and wonderful addition to downtown life in Kingston. The music was never loud or overbearing.

My wife and I fully support The Frontenac Club's request for a noise bylaw exemption for this purpose.

Sincerely,

Clarke Mackey
84 Earl Street

From: 
To: [Compeau, Kyle](#)
Subject: Frontenac Club
Date: July 30, 2024 12:13:03 PM

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

Good Morning Mr. Compeau

I am contacting you to express my support for the Frontenac Club in their request to seek a by-law exemption for amplified music and voice from May to November during the hours they have listed in their application.

I have lived at the Landmark, 165 Ontario since 1984 and was delighted when the current owners renovated FG thus providing a unique dining experience in this area..I have eaten there several times with friends and neighbours- both inside and out on the patio and have enjoyed the musical entertainment when it was available.

I believe it would be a loss to this neighbourhood and to Kingston should the club not be granted the requested by-law exemption.

Sincerely, Patricia Nekus

From: [REDACTED]
To: [Compeau, Kyle](#)
Subject: Frontenac Club Inn - neighbour in support of by-law exemption
Date: July 18, 2024 7:08:33 PM

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

Dear Mr. Kyle Compeau

As a neighbour, I am 100% in support of the request submitted by the Frontenac Club Inn for the noise by-law exemption during May 1 to Nov 30 within the hours:

Sun-Wed 12 pm to 9 pm

Thurs-Sat 12 pm to 11 pm

Thank you for helping to support local business. They have done a fabulous and tasteful job at renovating and operating this facility.

With regards,
Helen Driver
65 Earl St, Kingston, ON K7L 2G5

[REDACTED]

From: [REDACTED]
To: [Compeau, Kyle](#)
Subject: Frontenac Club Inn Patio
Date: July 29, 2024 9:12:39 AM

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

To whom it may concern,

I am writing in support of the continuation of live music at the Frontenac Club Inn in Kingston on the patio. This business contributes greatly to the Kingston economy and provides a sophisticated venue for food, drink and accommodation that will attract guests from urban centres near Kingston. The outdoor space is beautiful and the music is tasteful and restrained.

Further, the hours for live music of 5 to 7 p.m. cannot possibly rise to the level of actionable nuisance to neighbouring properties. The law of nuisance requires a balancing of the competing interests of neighbours, and everyone is expected to tolerate some degree of noise. Music on a neighbouring property for two hours in the late afternoon once a week clearly does not rise to the level of being a substantial or non-trivial interference with the use and enjoyment of property, as is required by law in Canada (*Antrim v. Ontario* SCC 2013).

I understand that there may be by-laws which restrict noise in the area. I would expect that even a strict by-law would still permit home renovation, public utility repairs, garbage collection, or children playing, all of which would generate a similar amount of noise. I fail to see how this music would differ in kind or degree from these other activities, and in fact might likely be more welcome than some of the above.

This is a very wealthy and privileged neighbourhood, and my guess is that those who might complain are demonstrating "an excessive delicacy" as per *Antrim*, supra, and have a distorted sense of their own rights and entitlement to determine how the city should respond in these circumstances. I urge the city to respond appropriately and to balance these interests in a way that recognizes the public utility of the Frontenac Club Inn and does not give undue weight to the arguably trivial and overly sensitive reaction of a few neighbours.

Sincerely,

Lynne Hanson

Lynne Hanson

From: [REDACTED]
To: [Compeau, Kyle](#)
Subject: Frontenac Club letter of support
Date: July 17, 2024 5:58:21 PM
Attachments: [image001.png](#)
[image002.png](#)

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

Hi Kyle,

I am writing to you in support of the upcoming request for an exemption for the Frontenac Club coming to council in August.

I live on Ontario Street near the William Street intersection, where the Frontenac Club is located just a short distance away. Currently residing on the waterside, I spent two years living on the street side of the tall buildings in block D. During this time, it was a rare occurrence to hear music from the Frontenac Club; when we did, it was delightful and subtle, contributing to a pleasant atmosphere. Overall, it added a touch of charm to the neighbourhood rather than posing any inconvenience.

As the Executive Director of Downtown Kingston BIA, which proudly counts the Frontenac Club among its members, I can attest to the high-quality experience it consistently offers. Housed in a meticulously restored historic building, the Club attracts a discerning, respectful clientele that significantly contributes to the local economy. Its presence elevates the character of the surrounding area and serves as a deterrent to less desirable elements. The occasional sounds of soft music wafting through the air compared to the concerns faced by residents in other parts of the city.

In the face of yet another challenging summer for Kingston's businesses, compounded by the persistent closure of the LaSalle Causeway, many businesses are doing whatever they can to keep their doors open.

Considering the wider challenges facing our community, a complaint about soft music playing during the tourist season is hardly something worthy of addressing – but here we are! Please help to get this exemption approved.



Marijo Cuerrier
she/her
Executive Director
Downtown Kingston BIA

[REDACTED]
[REDACTED]
[REDACTED]
downtownkingston.ca
353 King St. E. Suite 200,
Kingston



From: [REDACTED]
To: [Compeau, Kyle](#)
Cc: [Mayor of Kingston](#); [Glenn, Conny](#)
Subject: Frontenac Club Noise Exemption
Date: July 23, 2024 12:10:09 PM

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

As a neighbour of the Frontenac Club, I was disturbed to learn the problems they are having with the Noise By-law. Where they are located and with their commercial zoning it makes little sense to not allow them reasonable amplified music and voices. I trust that fairness and reasonableness will prevail and there will be an exemption from the Noise By-law granted them.

-Bob.

103 Wellington St, Kingston, ON K7L 3C6

From: [REDACTED]
To: [Compeau, Kyle](#)
Cc: [Agnew, Paige](#)
Subject: Frontenac Club- Noise Exemption
Date: July 15, 2024 11:36:02 AM

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

Hi Kyle,

Hope you are well.

I'd like to express my support for the Noise Exemption being requested by the Frontenac Club at an upcoming Council Meeting (I believe it will be going to Council on August 13th).

As you may know, **having live music with low levels of amplified music and voices on their patio and having amplified sound and voices during special events and weddings under a tent in their parking area is a very important and integral part of their business model.** As it turns out, the current Noise By-law does not allow for any amount of amplified music or voice.

They did go through a rezoning when they bought the property to allow for all of their uses and they do fall within the Downtown Kingston Business Improvement Area. The ownership received no objections to their rezoning from any neighbours during this process.

They are now applying for only a noise exemption for the purposes above.

They recently had one neighbour complain to the City about the music levels on their patio, which included one artist playing an acoustic guitar with a small speaker at about 7:00 PM.

These business owners are very conscious about respecting their neighbours, and they are committed to monitoring the sound carefully.

We appreciate your due diligence on this file, and thank you for recognizing our support and confidence in this business owner and thank you for recognizing their efforts and business needs in a balanced way.

Kind Regards,

Krista

Krista Marie LeClair (she/ her), MBA

Executive Director

Kingston Accommodation Partners

177 Wellington St., Suite 200

Kingston, ON

K7L 3E3

[REDACTED]
[REDACTED]

I may periodically send emails outside of my regular working hours; please do not feel obligated to reply outside of your regular working hours.

From: [REDACTED]
To: [Compeau, Kyle](#)
Subject: Frontenac Club
Date: July 15, 2024 4:01:27 PM

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

Mr. Compeau,

This email is being sent to support the application by the Frontenac Club for an exemption to the amplified sound restriction for the Frontenac Club patio

As a neighbour of the Frontenac Club (living on Gore Street), I find the Frontenac Club patio and the musical entertainment on the patio to be enhancements to the neighbourhood

The music is never loud and is never at late hours and is not at all disruptive to the quite ambience of the neighbourhood

As such, I'd ask for the City's support of this exemption application

Thank you for your consideration,

J. Sheridan

John W. Sheridan

From: [Klumper, Courtney](#)
To: [Compeau, Kyle](#)
Subject: Fw: Supporting Live Music Venues in Kingston
Date: July 26, 2024 11:57:38 AM
Attachments: [image.png](#)
[Outlook-tu0ha124.png](#)
[Outlook-shdivuja.png](#)

Hi Kyle,

It looks like Tyler intended to send you the email below, but accidentally misspelled your email address. Passing this along for your awareness.

Thank you,



Courtney Klumper
(she/her/hers)
Communications Officer
Communications and Public
Engagement

City of Kingston
British Whig Building, 310
King St. E.
216 Ontario St. Kingston,
ON K7L 2Z3
613-546-4291 ext.1227
cklumper@CityofKingston.ca



The City of Kingston acknowledges that we are on the traditional homeland of the Anishinaabe, Haudenosaunee and the Huron-Wendat, and thanks these nations for their care and stewardship over this shared land.

From: [REDACTED]
Sent: Friday, July 26, 2024 11:47 AM
To: City of Kingston - Communications <communications@cityofkingston.ca>
Subject: Fw: Supporting Live Music Venues in Kingston

Visitor Information Centre Team
Tourism Kingston



From: Tyler Forkes [REDACTED]
Sent: July 26, 2024 10:08 AM
To: kcompeay@cityofkingston.ca <kcompeay@cityofkingston.ca>
Cc: Sean Billing <sean@frontenacclub.com>; Kingston Economic Development Info <info@investkingston.ca>; Visit Tourism <visit@tourismkingston.com>; Mayor of Kingston <mayor@cityofkingston.ca>
Subject: Supporting Live Music Venues in Kingston

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Dear Mr. Compeau,

I'm Tyler Brett Forkes, a proud Kingstonian as well as (among other things) a singer / songwriter who performs regularly throughout the city and surrounding areas. I'm writing to seek your support for the Frontenac Club's request for a noise by-law exemption which I understand is going before Council on August 13.

As a working musician, I can tell you that it's often challenging to find, connect with, and secure enough bookings within the City

to make music a successful entrepreneurial venture. Losing the opportunity to perform at the Frontenac Club would be a real blow to the music scene and our artistic community. In addition, Kingston's efforts to be known as a music city (an encouraging, collaborative, initiative shared by the City, the Kingston Economic Development Corporation, and Tourism Kingston - all copied here) would be diminished, as well. The Frontenac Club's rich history and ambiance provide an amazing setting for live music. In fact, it's one of my favourite places to play.

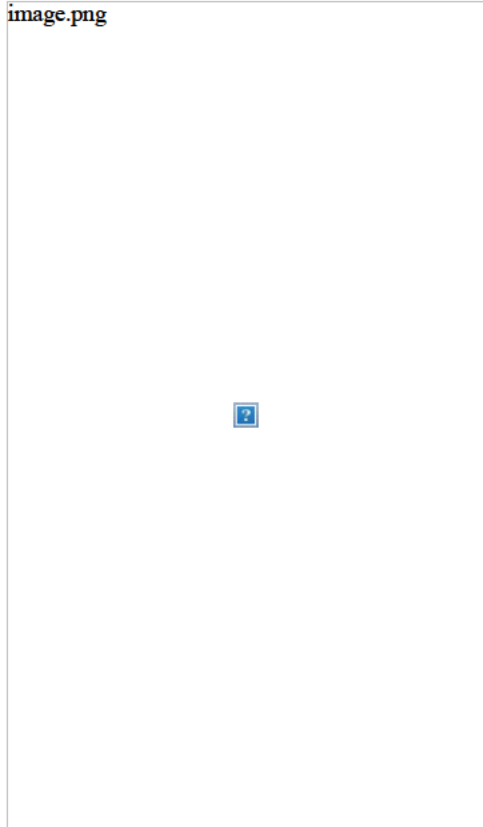
Many of the acts I'm familiar with who play at the Frontenac Club are single, acoustic performers like myself and our amplification is minimal, tasteful, and would not reasonably be deemed a nuisance. I'll have to double check their website to be sure, but I don't believe that AC / DC or the Rolling Stones are scheduled to perform in their courtyard this summer! Seriously though, I believe that the kind of entertainment the Frontenac Club presents is exactly what people expect, and in fact hope for, when they visit our downtown area. It's one of the things that makes our city cool.

I hope that you and Council will seriously consider this input and look favourably upon the Frontenac Club's request for a noise by-law exemption. I'm scheduled to perform there again on August 22, and I sure hope that I'll be able to plug in my little amp and provide a professional experience for those who come out to the show. You're all invited to come out and join us!

All best wishes,

Tyler

Tyler Brett Forkes
Singer / Songwriter



From: [REDACTED]
To: [Compeau, Kyle](#)
Subject: Niose By-law Exemption Frontenac Club
Date: July 20, 2024 11:12:26 AM

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

Mr. Compeau:

It has come to my attention that the Frontenac Club has requested an exemption to the Noise By-law to permit amplified music and voice between 12:00pm and 9:00pm, Sunday to Thursday and 12:00pm to 11:00pm on the remaining days of the week.

I reside at 135 Ontario Street, a short distance from the premises and in fact can see the rear of the property from my front window.

I have no objection to the exemption. I find it a reasonable request and support it completely.

Please feel free to contact me should you require any further clarification.

Thank you,
Bill Sheppard

From: [REDACTED]
To: [Compeau, Kyle](#)
Subject: Noise exemption application at Frontenac Club
Date: July 18, 2024 10:04:29 PM

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

Hello Kyle,

When I read about the Frontenac Club noise exemption request, I immediately had reservations. I live about a block away. The FC is really located in a residential area. I was very glad to receive a letter from the owners this week better explaining the situation from their perspective.

On one hand, it is hard to imagine supporting a situation where a neighbour has a noise bylaw exemption that would allow them to exceed normal noise levels every day, throughout the afternoon and evening, from spring to fall. The neighbourhood is not dead-quiet, but it's peaceful enough that we can generally sleep with the windows open. We'd like it to stay that way.

However, I can say that noise from the FC has not impacted us in recent years. Perhaps those living closer have had a different experience. My household would be willing to support this application on the grounds that the permit is reviewed annually. Maybe it would also be possible for the management of the FC to share contact details where neighbours might reach them if noise gets out of hand. Perhaps this could help maintain goodwill between the FC and the nearby residents, and ensure that the application can get neighbourhood support year after year.

In general we appreciate having the FC operating on the property, and hope they may continue for years to come. It would be nice to find a solution here that could work for everyone.

Thank you for reading.

Laura Knap
79 William St.

From: [REDACTED]
To: Compeau,Kyle
Subject: Re: City of Kingston - Temporary Noise Exemption Request for Frontenac Club
Date: July 10, 2024 9:31:57 AM

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As the owner of the site that is directly beside this I would like to say we are in full support of this request. I think it is important to support this local business to allow for extra noise so they can host both local and out of town guests having a wedding or other event.

We need people downtown to support our downtown businesses.

Jay Patry | Owner
PATRY Group of Companies



Kingston • Ottawa • London
Advancing Communities

On Tue, Jul 9, 2024 at 3:06 PM <noreply@cityofkingston.ca> wrote:



Temporary Noise Exemption Request for Frontenac Club

The City of Kingston has received a request from the Frontenac Club located at 225 King St. East, for a temporary noise exemption to allow amplified voice and music for various events held at their venue from May 1 to Nov. 30 annually. The requested exemption times are:

- Monday: 12 p.m. - 9 p.m.
- Tuesday: 12 p.m. - 9 p.m.
- Wednesday: 12 p.m. - 9 p.m.
- Thursday: 12 p.m. - 11 p.m.
- Friday: 12 p.m. - 11 p.m.
- Saturday: 12 p.m. - 11 p.m.
- Sunday: 12 p.m. - 9 p.m.

We invite the public to submit any comments or concerns regarding this noise exemption request. Please direct your feedback to Kyle Compeau, Manager, Enforcement Services, by Friday, August 2 at 4 p.m.

About the City of Kingston

Kingston's vision of being a smart, livable and leading city is fast becoming reality.

History and innovation thrive in our dynamic city located along the beautiful shores of Lake Ontario, an easy travel distance from Toronto, Ottawa and Montreal, in the heart of eastern Ontario. With a stable and diversified economy that includes global corporations, innovative startups and all levels of government, Kingston's high quality of life offers access to world-class education and research institutions, advanced healthcare facilities, affordable living and vibrant entertainment and tourism activities.

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Contact Us

216 Ontario Street,
Kingston, Ontario, Canada
K7L 2Z3

[City of Kingston](#)

From: [REDACTED]
To: [Compeau, Kyle](#)
Subject: The Frontenac Club
Date: July 16, 2024 8:46:46 PM

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

Hi Kyle - I live in Sydenham Ward, around the corner from the Frontenac Club. I recently received a notice regarding an application for noise exemptions at the Club. I wanted to let you know that I am fully supportive of these exemptions. As a neighbour (and a frequent patron), I have never heard noise levels that would be considered in any way disturbing. This facility is an integral part of both Downtown Kingston and Sydenham Ward and I believe operates in a very respectful manner towards the community.

Living downtown brings with it inherent challenges in regards to noise and disturbances - it's part of living in an urban environment. The Frontenac Club is part of this environment and should be able to operate in a way that maximises their business model - occasional parties, weddings and live music. I am in full support of their requested noise exemptions.

Regards,
Mike Preston.

--

Michael Preston Design



From: [REDACTED]
To: [Compeau, Kyle](#)
Cc: [Glenn, Conny](#)
Subject: Writing in support of noise exemption bylaw for the Frontenac Club
Date: July 17, 2024 12:10:41 PM

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

Dear Mr. Compeau,

I am writing with respect to the application by the Frontenac Club for an exemption to the current bylaw regarding amplified sound. My understanding is that the current bylaw does not allow for any amount of amplified sound..

I am writing as a very close neighbour (33 Earl Street), as well as a regular visitor to the Club. I have stayed in the rooms, rented the space for private parties, attended public events, and enjoyed meals and cocktails both inside and outside on the patio. Moreover, as a member of the Kingston historical and architectural community, and a keen supporter of the enhancement and maintenance of the properties that make up Kingston's unique historical fabric, I recognize that the Frontenac Club's ability to maintain a high-end level of hospitality is absolutely integral to its ability to maintain the building and property to the very high standard we see today.

The Frontenac Club is a jewel in my neighbourhood and the city at large. It is an iconic, award-winning building that more than pulls its weight is giving Kingston residents and out-of-town visitors an amazing experience. In the summer season, the large and beautiful patio offers beautiful al fresco dining, drinks and conversation. Wedding receptions are held here, as are reunions, after work drinks, dinners on special occasions and often a group meeting after one of the downtown heritage walks.

But I need to stress that this beautiful structure is a commercial enterprise, and while its natural charms go a long way, it also needs to do everything reasonable in its power to draw customers. Which brings me to the issue of exemption from the bylaw, which strikes me as a very reasonable request that would allow the Club to compete with other venues. My understanding is that the Club would like to be able to offer amplified sound, where warranted by customer demand, during prescribed hours six days a week during the tourist season. The amplified live music i have heard in the past has generally been of the folk/jazz/contemporary sort and quite easy on the ears and barely audible on the other side of the stone walls. As a customer and near neighbour, I maintain that any sounds of hospitality one might hear walking by are a neighbourhood enhancement, as opposed to any kind of disturbance.

I support an exemption which would allow the Club to thrive in its mission. Kingston could only benefit from this.

Yours truly,

Marc Shaw
33 Earl St
[REDACTED]

From: [REDACTED]
To: [Compeau, Kyle](#)
Subject: amplified music and noise on king
Date: July 18, 2024 6:52:59 PM

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

Dear Mr. Kyle Compeau,

I am writing this letter in the hopes that, as a resident of Kingston and community member, my voice is heard in this matter. I came home from work today (I am a curator at Agnes Etherington Art Centre) and found a letter from the Frontenac Club in my mailbox urging their neighbours to send an email to you that support them in their request for a noise exemption.

I am one of several people who over the last couple of years has sent in complaints to the city regarding their amplified music and other noises coming from their patio (an example is below). I know many of my neighbours have also sent in complaints. In fact, the hotel's letter stipulates only one occasion, and they sugar coat it, and continue with the letter by expressing how their customers appreciate the music, which is only one side of the story. I know the last time a complaint was made the police ended up at the establishment (which also shows me that others are just as upset about the noise levels as I am, my complaints were never taken that seriously).

Their boutique hotel is on a major residential part of King Street East, way further from all the businesses down near and around Market Square. They're the only ones that exist on this part of the street. I live right across from the hotel on King, and I know a neighbour of mine can also hear their patio noises all the way on William in her apartment. I know the neighbours below as well as to the right of me have also sent in complaints. As you know, sound travels, and when it's amplified it can travel far and high. I have come home many times in the summer having to close my windows (my apartment has no AC), and waiting for the band to stop playing, which has gone way past 9pm on weekdays. I have tried to tolerate this but, in all honesty, it gives me severe stress thinking that I am going to come home to amplified noise most nights, and now they're requesting an exemption of some sort that might make my living situation truly uninhabitable.

I am not sure what else to do but hope that this exemption doesn't go through. I think it would really impact the neighborhood in negative ways, as it already has. This is where we live and sleep and take care of ourselves after a long day at work, and to know that an outdoor patio with live music, almost every night, causes such deep discomfort and stress already is really worrisome and troubling, to say the least. I wouldn't have moved into this apartment if I knew this was going to happen. I moved here in July 2021 during the pandemic, so nothing like this was going on then.

I want to add that I tried to speak to the manager at the hotel several times, in person and in writing, in the hopes that he can figure out a different way of accommodating both the hotel's needs and the neighbours, but he has been dismissive and unaccommodating throughout our correspondence. After, I realized that I was not being heard is when I sent in the complaints to the city. It's always my preference to try and come to a resolve, but, unfortunately, it didn't feel like this was mutual and in fact, concern for their neighbors or the neighborhood were not being considered at all. And this letter today validates this.

Please do let me know if I can do anything else, provide more information, or whatever can help in this matter. I am happy to be present in any way I can.

Thank you so much for reading and hearing this.
Much warmth,
Nasrin

Nasrin Himada, PhD
Associate Curator, Academic Outreach and Community Engagement
Agnes Etherington Art Centre, Queen's University
36 University Avenue, Kingston ON, Canada K7L 3N6
Queen's University is situated on Anishinaabe and Haudenosaunee Territory.

From: contactus@cityofkingston.ca <contactus@cityofkingston.ca>
Sent: August 29, 2023 8:36 AM
To: Nasrin Himada <nasrin.himada@queensu.ca>
Subject: City of Kingston: Noise Issue [Reference#: 230717-000582]



PLEASE DO NOT REPLY WITHIN THIS BOX.

Subject: Noise Issue

Reference #: 230717-000582

(Sarah) (08/29/2023 08:36 AM)

Good morning Nasrin,

The City wants to ensure neighbourhoods are safe and enjoyable for residents. As part of this, the bylaw enforcement team works hard to regulate excessive noise across the city.

The following activities are prohibited at all times in residential areas:

- Any amplified music or sound that is coming from a speaker or a device
- Construction, or use of construction equipment, on Sundays and holidays
- Persistent noise-making by a household pet or pets

To Report an infraction

To report noise infractions during our business hours 8 am to 8pm Monday to Friday, call 613-546-4291 ext. 3135. If you are having ongoing concerns with amplified sound at outside of our regular business hours,we have a designated 'Noise Enforcement' team scheduled Thursday, Friday and Saturdays 9pm-3am. They can be contacted via the Kingston Police Non-Emergency number: 613-549-4660, where your concern would be dispatched directly to them. Please contact us while any noise violation is ongoing, and we will attend to investigate the concerns.

Sarah (she/her/hers)
Property Standards & Municipal Law Enforcement Clerk
City of Kingston
216 Ontario Street Kingston, ON K7L 2Z3
613-546-4291 x3135

The City of Kingston acknowledges that we are on the traditional homeland of the Anishinaabe, Haudenosaunee and the Huron-Wendat, and thanks these nations for their care and stewardship over this shared land.

(Nasrin Himada) (08/28/2023 09:11 PM)

And just so you know it's past 9pm and the band is still playing.

From: Nasrin Himada <nasrin.himada@queensu.ca>
Sent: August 28, 2023 6:40 PM
To: contactus@cityofkingston.ca <contactus@cityofkingston.ca>
Subject: Re: City of Kingston: Noise Issue [Reference#: 230717-000582]

hi Sarah,
I don't know what to do anymore.
But this situation has created a very unpleasant living environment.
Is there anything else I can do?
Can I come in and talk to someone? Are there other options?
If it was easy to find a place in Kingston I would just move, but we all know that's not possible.
Nasrin

From: contactus@cityofkingston.ca <contactus@cityofkingston.ca>
Sent: July 18, 2023 3:41 PM
To: Nasrin Himada <nasrin.himada@queensu.ca>
Subject: City of Kingston: Noise Issue [Reference#: 230717-000582]

You don't often get email from contactus@cityofkingston.ca. [Learn why this is important](#)

(Nasrin Himada) (08/28/2023 06:40 PM)

hi Sarah,
I don't know what to do anymore.
But this situation has created a very unpleasant living environment.

Is there anything else I can do?

Can I come in and talk to someone? Are there other options?

If it was easy to find a place in Kingston I would just move, but we all know that's not possible.

Nasrin

You don't often get email from contactus@cityofkingston.ca. [Learn why this is important](#)

(Sarah) (07/18/2023 03:41 PM)

Good after noon Nasrin,

Thank you for contacting the City of Kingston By-Law and Property Standards department regarding your concern with Noise. This matter has been assigned to the officers monitoring this area for their review and direct response. Your concerns have been documented under service request 230717-000582. Please note that The noise bylaw does not have any restrictions regarding decibels as the bylaw only deals with times and location of the noise.

The City does not provide updates or share information about specific enforcement activities underway with properties or enforcement cases, as a matter of privacy to all parties.

If you have additional comments or concerns that arise, please do not hesitate to contact the City again either by phone at 613-546-0000 or by email at contactus@cityofkingston.ca.

Regards,

Sarah (she/her/hers)
Property Standards & Municipal Law Enforcement Clerk
City of Kingston
216 Ontario Street Kingston, ON K7L 2Z3
613-546-4291 x3135

The City of Kingston acknowledges that we are on the traditional homeland of the Anishinaabe, Haudenosaunee and the Huron-Wendat, and thanks these nations for their care and stewardship over this shared land.

(Nasrin Himada) (07/17/2023 06:55 PM)

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi,

I am writing in regard to the outdoor live music that is playing at The Bank, at the Frontenac Club on King street east. I am a resident of that area; I am actually directly in front of the establishment, right across the street. The bands that play there every Monday and Thursday

have been excessively loud. And I understand they play between 6pm-9pm, which is the appropriate timeframe, but I was wondering if I could talk to someone about whether the decibel level is appropriate or not, as I do feel the sound is very much amplified. I have exchanged emails with Sean Billing who is the manager of the restaurant, but he's been very dismissive with me. I have asked him if it was possible to turn the volume down or to figure something out with the amp, but nothing has changed.

This is my last resort, as I really don't like to cause any friction with anyone, and I am a huge supporter of the arts [here at Agnes we have worked with you on several occasions in regard to outdoor activity like the Solstice Block Party last summer].

I would like the bands to continue to play, of course, but it has been very disruptive. The music starts as soon as I get home from work. I have tried to explain to Sean that the sound travels, but I don't think he understands. My apartment is on the second floor of a two-story house. I would love to know if you have any suggestions for how to make this better for all of us.

Please do feel free to call me if it's more convenient.
Wishing you well.
warmly-
Nasrin

Nasrin Himada, PhD
Associate Curator, Academic Outreach and Community Engagement
Agnes Etherington Art Centre, Queen's University
36 University Avenue, Kingston ON, Canada K7L 3N6
Queen's University is situated on Anishinaabe and Haudenosaunee Territory.

[AT AGNES TODAY](#)

Please reply to this email or quote the reference # in future correspondence relating to this inquiry.

From: [REDACTED]
To: [Compeau, Kyle](#)
Subject: City of Kingston Temporary Noise Exemption Request for Frontenac Club
Date: July 16, 2024 11:13:33 AM

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

We live at 52 Earl Street - approximately 1 block from the Frontenac Club. Further, as landlords, we have a responsibility to our Earl Street tenants to provide comfortable and safe accommodation. Our properties are located in a residential area. The area is also a Historic District so that many of the residences do not have air conditioning. That means that windows need to be open for air circulation.

Noise pollution is a problem for us. We are affected by the air-conditioning noise from the apartment buildings on Ontario Street, continuous travel noise from King St East and Ontario Street - both arterial routes. For several months of the year motorcyclists and hyped-up cars create noise peaks that are unhealthy. That is our noise background.

Reviewing the application for a “temporary exemption from the noise by-law, specifically for amplified voice and music” I note that the request is for:

9 hours a day
7 days a week
7 months of the year
ad infinitum.

Exemptions in the past have been granted by the City for specific dates and times, sometimes with conditions. To grant this exemption request would make a mockery of the protection which the noise bylaw offers residents. It would set a dangerous precedent.

Sincerely,

Helen Finley

Helen Finley
Earl Street Cottages
52 Earl Street
Kingston, Ontario K7L-2G6
Canada

[REDACTED]

[REDACTED]

From: [REDACTED]
To: [Compeau, Kyle](#)
Subject: Frontenac Club
Date: July 28, 2024 9:33:14 AM

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This establish should seek occasional exemption from the noise bylaw only. There request should be denied.
Approval would establish a precedent for others.
John Cruickshank
49 Earl St.

Katherine and Brian Bennett
1-232 King St. E.
Kingston ON
K7L 3A6

July 28, 2024

Mr. Kyle Compeau
Manager Enforcement Services
City of Kingston

Dear Mr. Compeau,

We recently became aware of correspondence from The Frontenac Club, requesting our support of their application for a By-Law exemption to allow for amplified sound every day of the week for seven months of the year between the beginning of May to the end of November. We live on King St E., directly across from the Frontenac Club, and would thus bear the brunt of any amplified sound emanating from their patio. At present, the hotel regularly has amplified music during the day and evenings, which is easily heard from inside our house. When being played, it is impossible for us, or especially our tenant on the second floor, to hear ourselves think, let alone sleep or conduct work-related Zoom calls.

Thus we are adamantly opposed to a By-Law exemption being granted under the conditions requested. One of us, as well as our tenant upstairs, work from home and need to participate in Zoom calls on a regular basis. This is impossible when there is amplified music and sound coming from across the street. In fact, our tenant will likely end her lease with us should this By-Law exemption be granted. We will then be faced with trying to find another tenant, which will be difficult to do once proposed tenants find out about the noise from across the street. More disturbing though, is the prospect of having the value of our home reduced, should this By-Law exemption be granted. This is totally unacceptable, and it is most unreasonable for us and our neighbours to have our property values compromised to support the bottom line of this commercial enterprise.

The owners of the Frontenac Club have indicated that their ability to host events is fundamental to their economic success, and that they cannot run a full-service, high-quality boutique hotel and restaurant with patio, without the presence of amplified music and voices. It is unfortunate that the owners did not do their homework and be aware of the current Noise By-Law provisions when formulating their Business Plan. However, lack of planning on their part should not result in the compromise of our quality of life, and that of our neighbours. Further, they have stated that they are not asking for approval to initiate something new at the Frontenac Club, but rather, they be allowed to continue with what they have been doing since they reopened (ie operate in contravention of City By-Laws).

Although we do appreciate the desire of the owners of Frontenac Club to increase the economic viability of their hotel by hosting events that necessitate amplified music and sound, the scope of their request is unreasonable. A more limited Noise By-Law exemption (eg weekends until 9 pm) would still allow them to host such events, while respecting the rights of their neighbours to enjoy their homes in relative peace and quiet.

Yours sincerely,



Brian Bennett, Professor Emeritus, Queen's University

28 July, 2024

Kyle Compeau
Manager, Enforcement Services
City of Kingston

CC: Conny Glenn, Councillor
District 10 – Sydenham
City of Kingston

VIA EMAIL: KCompeau@CityofKingston.ca; CGlenn@CityofKingston.ca

Dear Mr. Compeau –

As an owner of 228 King Street East, I'm writing to express my extreme opposition to the parameters of a request for a Temporary Noise Exemption for the Frontenac Club at 225 King Street East, directly across the street from my residence. (I must also note that I am disappointed to have only learned of this situation from my neighbours, with no communication from the City or Councillor Glenn in any form, which is clearly unacceptable).

There is no doubt the Frontenac Club is a welcome addition to our neighbourhood. I appreciate the care and restoration of the historic building and the animation its guests provide to the streetscape. I have stayed there on several occasions, I'm friendly with several members of staff, and I'm proud to introduce out-of-town visitors to its facilities.

However, it is unfortunate the Club did not do due diligence to understand the parameters of the Noise By-Law prior to engaging in a commercial endeavour which, according to them, relies upon amplified music and voice on their patio. The broad and expansive parameters of their request for a temporary exception is beyond excessive. Seven days a week? For up to 11 hours a day? For seven months of the year?

Although the Club says they require flexibility, granting such an exemption to the Noise Bylaw could severely impact the quality of life in our neighbourhood. I am already subject to occasional amplified performances several times a week, for which I'm forced to close my windows and avoid sitting outside on some lovely summer nights.

However, I understand it's a fact of life living downtown to occasionally hear short periods of noise, and I accept that. But expanding the opportunity for the Club to use amplified noise under their proposal is untenable and could potentially impact the value of homes and real estate in the immediate area.

Although the Frontenac Club is a commercial endeavour and part of the Downtown Kingston BIA, it is the ONLY such endeavour in our residential neighbourhood, and therefore needs to find a way to operate and be successful while respecting its unique location. I'm sure a much more limited scope of days/hours/and months (i.e. weekends until 9 p.m.) in a noise exemption would allow the business to succeed, and still allow downtown residents to enjoy their properties without distraction.

Mr. Compeau, thank you for your consideration.

Scott Henderson
Former Vice-President, Communications
Bell Media Inc.



From: [REDACTED]
To: Compeau,Kyle
Cc: [REDACTED]
Subject: FW: City of Kingston - Temporary Noise Exemption Request for Frontenac Club
Date: July 9, 2024 5:14:24 PM

Hello Kyle

Forwarding this to you from a resident

Jeff McLaren
Councillor - Meadowbrook-Strathcona
Chair -Limestone City Co-operative Housing Inc
Office: (613) 888-4327
Cell : (613) 328-1638
E-mail: jmclaren@cityofkingston.ca
www.jeffmclaren.ca

P.S. Please contact me for any concerns you have with the City of Kingston - I look forward to helping you with them.

P.P.S I also make myself available for drop in consultations sessions every Sunday from 3 to 4 pm at the Kingston Coffee House in the Kingston Centre please join me some time.

----- Original message -----

From: [REDACTED]
Date: 2024-07-09 5:06 p.m. (GMT-05:00)
To: noreply <noreply@cityofkingston.ca>
Cc: "McLaren,Jeff" <jmclaren@cityofkingston.ca>
Subject: Re: City of Kingston - Temporary Noise Exemption Request for Frontenac Club

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

Rather 'rich' to consider this a 'temporary' noise exemption when it extends the whole week, every week, for 7 months of the year. I don't live near this address but object to calling this a 'temporary exemption' because it puts the municipal by-law in disreput. Change the bylaw. Change the zoning. If the City would prefer to make this area into something other than an restricted noise zone at least do it publicly to give those who live in the area some real notice.

On Jul 9, 2024, at 3:06 PM, noreply@cityofkingston.ca wrote:



Temporary Noise Exemption Request for Frontenac Club

The City of Kingston has received a request from the Frontenac Club located at 225 King St. East, for a temporary noise exemption to allow amplified voice and music for various events held at their venue from May 1 to Nov. 30 annually. The requested exemption times are:

- Monday: 12 p.m. - 9 p.m.
- Tuesday: 12 p.m. - 9 p.m.
- Wednesday: 12 p.m. - 9 p.m.
- Thursday: 12 p.m. - 11 p.m.
- Friday 12 p.m. - 11 p.m.
- Saturday: 12 p.m. - 11 p.m.
- Sunday: 12 p.m. - 9 p.m.

We invite the public to submit any comments or concerns regarding this noise exemption request. Please direct your feedback to Kyle Compeau, Manager, Enforcement Services, by Friday, August 2 at 4 p.m.

About the City of Kingston

Kingston's vision of being a smart, livable and leading city is fast becoming reality. History and innovation thrive in our dynamic city located along the beautiful shores of Lake Ontario, an easy travel distance from Toronto, Ottawa and Montreal, in the heart of eastern Ontario. With a stable and diversified economy that includes global corporations, innovative startups and all levels of government, Kingston's high quality of life offers access to world-class education and research institutions, advanced healthcare facilities, affordable living and vibrant entertainment and tourism activities.

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Contact Us

216 Ontario Street,
Kingston, Ontario, Canada
K7L 2Z3

City of Kingston

From: [REDACTED]
To: [Compeau, Kyle](#); [Glenn, Conny](#)
Subject: Noise bylaw and the Frontenac Club
Date: July 24, 2024 1:20:22 PM

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

Kyle Compeau and Connie Glenn,

The owners of the Frontenac Club, located at 225 King St. E., have requested permission for an exemption from the municipal noise bylaw. We strongly oppose this exemption request and urge Kingston City Council to not give this business permission to continue generating unnecessary amplified noise that can be heard several blocks away.

The owners should have completed their due diligence and made themselves aware of the bylaw as part of their business plan. Their current request focuses on personal financial gain, without concern for the negative impact on the surrounding residential neighbourhood which includes many families with small children.

It is well documented that noise pollution negatively affects quality of life and human health in many ways, including sleep disturbance, annoyance, hearing loss, cardiovascular disease and endocrine effects. Noise (which includes loud music, amplified voices, modified vehicles etc.) can also present a safety hazard for pedestrians and cyclists.

Other Kingston businesses have recently taken ownership of the public space by installing outdoor speakers to impose gratuitous noise on pedestrians. People have the right to choose whether they enter noise polluted businesses but business owners should not have the right to direct unnecessary noise into the public domain. The loud bell ringing that occurs every 15 minutes from St. George's Cathedral also falls into this category.

Our outdoor soundscape already has significant noise pollution; unnecessary noise needlessly compounds this health issue. As such, noise control should be an important part of municipal planning. It is imperative that the City of Kingston deny the Frontenac Club's noise exemption request and also take action by updating the municipal noise bylaw to protect its residents from the adverse health effects of noise pollution.

Thank you.

Pam and Andrew Landy
Area residents

From: [REDACTED]
To: [Compeau, Kyle](#)
Subject: Re: Proposed Frontenac Club Hotel Amplified Music/Voice Exemption
Date: July 25, 2024 7:35:19 AM
Attachments: [FC Solicitation Letter.pdf](#)

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

Good morning Mr. Compeau,

I live on the corner of King and Earl Streets. My wife and I enjoy the location for it's historic beauty, and peaceful neighborhood ambience.

I was one of the complainants about the music emanating from the Frontenac last year, so I think you can predict what my opinion of the exemption.

The Frontenac Club knew what they were getting in to when they undertook the venture. There are other boutique hotels and Inns in the area, and as far as I have heard, none of them feel the need to broadcast music throughout the neighborhood to stay in business. Frankly, I am a little angered by the FC's woe-is-me attitude to their business, and attempting to lay blame on the community for a poor business decision.

It is no wonder local consultation did not reveal any objections to rezoning, since that would not carry with it an automatic exemption to the city's sound by-laws, so what's to complain about. Perhaps the FC group didn't understand that when they applied for the rezoning, but that notwithstanding, it is no reason to change it now.

It is not necessary to amplify the entertainment as much as they do - if at all - to be heard within the confines of the courtyard. Had the FC made a real effort to contain it's outdoor entertainment within the walls, they never would have had any complaints. It is difficult to contain bass sounds. Since they travel like a lion's roar, it can disturb the peace, and sleep, many blocks away.

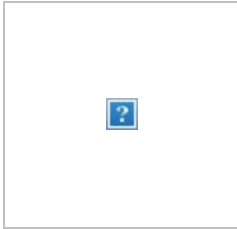
Allowing anyone, no matter who, to bend the sound by-law to their will would be the proverbial camel's nose under the tent. The next applicant would cite the former exemption to justify and prosecute their request, and so on, and so on.

I have attached a copy of the Frontenac Club's hand delivered solicitation for support on their behalf, (if you not yet had a chance to read it). Please enter this in the record for the meeting.

I truly hope the City decides in favour of maintaining the by-law standard for the citizens of Kingston, without exception.

Sincerely,
Bill Pollock
46 Earl St.
[REDACTED]

From: [Compeau, Kyle](#)
To: [Boulton, Melissa](#)
Subject: Fw: Frontenac Club - Noise By-law
Date: August 2, 2024 8:54:44 AM
Attachments: [Outlook-http_kin](#)
[Outlook-https_ww.png](#)
[Outlook-https_ww.png](#)
[Outlook-https_ww.png](#)



**Kyle Compeau, CMM III, MLE
Executive, Property Standards
Professional, MLEO (c), CPSO**
Manager, Enforcement Services
Enforcement Department
Growth & Development Services City of
Kingston
Located at: 1211 John Counter
Boulevard
216 Ontario Street, Kingston, ON K7L
2Z3
(613) 546-4291 ext 1343
kcompeau@cityofkingston.ca

The City of Kingston acknowledges that we are on the traditional homeland of the Anishinaabe, Haudenosaunee and the Huron-Wendat, and thanks these nations for their care and stewardship over this shared land.

From: James Ward [REDACTED]
Sent: August 1, 2024 2:29 PM
To: Compeau, Kyle <kcompeau@cityofkingston.ca>
Subject: Frontenac Club - Noise By-law

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Hello Kyle

I understand the City is looking for local resident feedback on this issue.

Much as I love the Frontenac Club and support their business, I don't believe that commercial premises that are surrounded by residential properties should be granted noise by-law exemptions. 11 pm is well past the bedtimes of many people, especially children. It also sets a precedent for other 'Inns' in the area (Secret Garden, Hoshelaga and the Rosemount) to apply for similar exemptions.

Therefore, I am opposed to this proposed exemption.

Many thanks

James Ward

From: T Down [REDACTED]
Date: August 2, 2024 at 1:10:29 PM EDT
To: "Compeau, Kyle" <kcompeau@cityofkingston.ca>
Subject: Frontenac club

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I support the noise exception request from the Frontenac club. I admit I do not live immediately in that area, but I think it is a lovely venue for the citizens of Kingston to go and listen to some live music and I would like to be able to do that.

Tracy

From: [REDACTED]
To: [Compeau, Kyle](#)
Subject: Noise exemption Frontenac Club
Date: August 5, 2024 7:21:02 PM

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No. The times requested are too long. In the event they actually had amplified music from 12 pm till 10 pm in one day that is way too much. This notification still doesn't say whether this is indoor or outdoor or if it varies. Sound carries a lot in this area. I would say *maybe* if it was indoor and lasted for a couple hours in the afternoon *or* a couple hours at night.

Gail White

[REDACTED]

Sent from my Galaxy

From: [REDACTED]
To: [Compeau, Kyle](#)
Subject: Frontenac Club hearing
Date: August 6, 2024 6:55:49 AM
Attachments: [image.png](#)

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

Good morning Mr. Comparing,

Is there a hearing on the Frontenac Club's request for sound variance scheduled?
If so, can you send us the date and time (the street is interested)

If not yet scheduled, can you inform us when it is scheduled?

Kindest regards,
Bill Pollock



Noise Exemption Request for Frontenac Club

July 09, 2024

The City of Kingston has received a request from the Frontenac Club located at 225 King St. East, for a noise exemption to allow amplified voice and music for various events held at their venue from May 1 to Nov. 30 annually. The requested exemption times are:

- Monday: 12 p.m. - 9 p.m.
- Tuesday: 12 p.m. - 9 p.m.
- Wednesday: 12 p.m. - 9 p.m.
- Thursday: 12 p.m. - 11 p.m.
- Friday 12 p.m. - 11 p.m.
- Saturday: 12 p.m. - 11 p.m.
- Sunday: 12 p.m. - 9 p.m.

We invite the public to submit any comments or concerns regarding this noise exemption request. Please direct your feedback to Kyle Compeau, Manager, Enforcement Services, by Friday, August 2 at 4 p.m.

Subscribe

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Contact Us

City of Kingston

City Hall

216 Ontario Street

Kingston, ON K7L 2Z3

Canada

contactus@cityofkingston.ca [\(mailto:contactus@cityofkingston.ca\)](mailto:contactus@cityofkingston.ca)

Phone: 613-546-0000 [\(tel:613-546-0000\)](tel:613-546-0000)

Fax: 613-546-7816 [\(fax:613-546-7816\)](fax:613-546-7816)

The City of Kingston acknowledges that we are on the traditional homeland of the Anishinaabe, Haudenosaunee and the Huron-Wendat, and thanks these nations for their care and stewardship over this shared land.

Today, the City is committed to working with Indigenous peoples and all residents to pursue a united path of reconciliation.

Learn more about the City's reconciliation initiatives [\(/arts-culture-and-events/history-and-heritage/reconciliation/\)](#) [\(#\)](#) .

City of Kingston

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Revised Noise Exemption Request for Frontenac Club

August 02, 2024

The City of Kingston has received a revised request from the Frontenac Club located at 225 King St. East, for a noise exemption to allow amplified voice and music for various events held at their venue from May 1 to November 30, 2024 annually until November 30, 2026. The revised exemption times are:

- Monday: 12 p.m.- 8 p.m.
- Tuesday: 12 p.m.- 8 p.m.
- Wednesday: 12 p.m. -8 p.m.
- Thursday: 12 p.m. - 10 p.m.
- Friday: 12 p.m. -10 p.m.
- Saturday: 12 p.m. -10 p.m.
- Sunday: 12 p.m. -8 p.m.

The request is up for up to 5 days a week based on the discretion of the Frontenac Club on scheduling instead of 7, which was the original request.

Additionally, should the provisions related to amplified sound contained in Schedule B of By-Law 2004-52, "A By-Law to Regulate Noise ([/bylaws-and-animal-services/commonly-requested-bylaws/noise-bylaw/](#)) " be amended prior to November 30, 2026 expiration granted to the Frontenac Club, the exemption will be voided at the time of those amendments come into effect.

We invite the public to submit any comments or concerns regarding this revised noise exemption request to submit their comments by 4 p.m. on August 9, 2024. Please direct your feedback to Kyle Compeau, Manager of Enforcement Services, at kcompeau@cityofkingston.ca

Subscribe

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Contact Us

City of Kingston

City Hall

216 Ontario Street

Kingston, ON K7L 2Z3

Canada

contactus@cityofkingston.ca [_mailto:contactus@cityofkingston.ca\)](mailto:contactus@cityofkingston.ca)

Phone: 613-546-0000 [_tel:613-546-0000\)](tel:613-546-0000)

Fax: 613-546-7816 [_fax:613-546-7816\)](tel:613-546-7816)

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FRONTENAC

SINCE 1845 CLUB KINGSTON

Dear Friends/Neighbours,

July 17th, 2024

We are urgently requesting your support. Recently, the Frontenac Club (FC) received a noise complaint most professional and informative. Ultimately, no ticket was issued following this visit, just a warning.

Since reopening in 2020 following a multi-million-dollar restoration of the 180-year old Club, we've regularly hosted local folk, jazz and contemporary musicians on our patio, receiving numerous compliments from our patrons and neighbours. We do host 8-12 weddings annually, with low levels of amplified music & voice, as well as civic, cultural and corporate events that may require amplification for speeches and award ceremonies.

We did rezone the property just after we purchased it in 2018. The current commercial zoning DT1-L124 permits for a broad range of commercial uses including Restaurant, Restaurant Outdoor Patio, and Hotel. We are also entirely located within the Downtown Kingston Business Improvement Area boundary and pay full commercial property taxes and the BIA levy. When we rezoned this historic property, you may recall the public meetings we held and our individual consultations with many of you. It will always be a point of grateful pride for us that we did not have one objection raised to our rezoning. Despite the rezoning and much to our surprise, the current Noise By-law does not permit any amount of amplified music or voice at any time of the day within the City.

The building was originally built as the first bank in Upper Canada by the Bank of Montreal in 1845, then became the Frontenac Club in 1907, and has been operating continuously as a commercial or mixed-use property since 1845. FC has been a hotel or bed and breakfast for the last 27 years.

Our ability to host events is fundamental to the economic success of FC, and supports our ability to employ our team, invest in the upkeep of the iconic historic building and brings positive experiences to our neighbours and guests. To be frank, we cannot run a full-service, high-quality boutique hotel and restaurant with patio, without the presence of amplified music & voices as defined in the By-law. The only way to resolve this matter in a way that allows us to continue to operate is by seeking an exemption to the By-law that allows for amplified music & voices for the hours listed below. We will be going before City Council on August 13th to seek approval for this exemption.

But we can't do this without support from you, our neighbours, as the report from City staff to Council is due on August 2nd. Specifically, we will be seeking an exemption for amplified music & voice during the following hours from May 1st to November 30th annually:

- Sunday through Wednesday: 12:00 pm – 9:00 pm
- Thursday through Friday: 12:00 pm – 11:00 pm

We do not seek to host artists and/or events every day of the week in this period. Rather, we need the flexibility to be able to book events and local musicians in advance. For clarity, we are not asking for approval to initiate something new at FC but to be allowed to continue with what we have been respectfully doing for the last 4.5 years since we reopened.

Please consider sending an email to Mr. Kyle Compeau, Manager Enforcement Services, at kcompeau@cityofkingston.ca by July 31st, indicating you are our neighbour and supporting our request.

Please feel free to contact us with any questions.
Sincerely,

Martin Skolnick, President
613-541-9865 (mobile)

Sean Billing, Managing Partner
705-330-5685 (mobile)



**City of Kingston
Report to Council
Report Number 24-197**

To: Mayor and Members of Council

From: Paige Agnew, Commissioner, Growth & Development
Services

Resource Staff: Brandon Forrest, Director, Business, Real Estate &
Environment

Date of Meeting: August 13, 2024

Subject: Updated Municipal Capital Facility Agreement and By-Law -
1300 Bath Road

Council Strategic Plan Alignment:

Theme: Corporate business

Goal: See above

Executive Summary:

The Boys and Girls Club of Kingston & Area Inc., operating as BGC South East (BGC), is a well established community organization that provides critical programs and services for children and youth throughout Kingston. Over the past several years, BGC has been a valued partner with the City and other community organizations in the delivery of these services.

In addition to its owner-operated facility at 559 Bagot Street and other satellite facilities for site specific programs such as the EarlyOn Years program and Before and After School Programs, BGC operates a large, leased facility in Kingston West. The facility is located in the Frontenac Mall and provides a wide range of services. In addition to its own programs, BGC offers space and support in this location for other community social and health service partners including the Seniors Association (Seniors Centre West) and the Kingston Community Health Centres (KCHC). The facility is very large and over the past few years the BGC has expressed concerns

August 13, 2024

Page 2 of 6

to City staff regarding its ability to continue to support ongoing operation costs in the absence of additional financial support.

Since 2015, the City has had a Purchase of Service Agreements with the BGC allowing the City to purchase pool time at the BGC facility on Bath Road in order to provide expanded aquatics programming to the community through swimming lessons, adult lane swims and recreational swim times. The City's partnership has allowed for over 1,500 hours annually to be added into the community aquatics inventory – this being one of many social and health services on site.

In addition, in 2022, Council passed a by-law approving a municipal capital facilities agreement (MCFA) with BGC under the *Municipal Act* pursuant to which the City agreed to exempt the BGC premises from taxation for municipal and school purposes as a facility used for social and health purposes.

BGC has now executed an agreement with its landlord to lease additional premises in the Frontenac Mall due to the need to expand their programming space. In recognition of the social and health services programs provided to the community by BGC, it is recommended that Council approve a by-law to authorize an amending agreement with the landlord, Frontenac Shopping Centres Inc., for the provision of an MCFA to exempt the additional premises from property taxes at 1300 Bath Road. The amount of space covered by the existing MCFA was 55,170 square feet and the intent of the amending agreement is to expand the MCFA to the entire premises, being 80,805 square feet. This will assist the BGC in lowering its annual operating costs so that it can invest more of its funding into the programs and services it provides to the community.

Staff is recommending all three readings of the by-law at this meeting to provide financial assistance in the form of property tax relief as soon as possible in the 2024 tax year.

Recommendation:

That Council authorize the Mayor and Clerk to execute an Amended Municipal Capital Facility Agreement with Frontenac Shopping Centre Inc., the owner of 1300 Bath Road, for the entirety of the premises leased to the Boys and Girls Club of Kingston & Area Inc. o/a BGC South East, in order to exempt the premises from taxation for municipal and education purposes, which tax exemption is to be effective as of the latest of the following days: the day the amendment to the municipal capital facility agreement is signed; the day the lease amending agreement is signed; and the day the tax exemption by-law is enacted; and

That in accordance with Section 110(6) of the *Municipal Act, 2001*, the by-law, attached as Exhibit C to Report Number 24-197, be presented and given all three readings, to provide an exemption to the portion of the property to which the Municipal Capital Facility Agreement applies, from taxation for municipal and school purposes; and

That in accordance with Section 110(8) of the *Municipal Act, 2001* the Clerk be directed to give written notice of the passing of the by-law to the local school boards having jurisdiction in the

August 13, 2024

Page 3 of 6

area in which the property is located and to the Municipal Property Assessment Corporation as required by Section 110(5) and (8); and

That Council authorize the Mayor and Clerk to enter into any other agreements as required to provide for this municipal capital facility in a form satisfactory to the Director of Legal Services.

August 13, 2024

Page 4 of 6

Authorizing Signatures:

p.p. ORIGINAL SIGNED BY COMMISSIONER

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

ORIGINAL SIGNED BY CHIEF

p.p. 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

August 13, 2024

Page 5 of 6

Options/Discussion:

BGC is a well-established community organization offering programs for children and youth at various locations throughout the City. BGC originally leased a large 55,170 square foot facility in Kingston West in the Frontenac Mall at 1300 Bath Road. BGC and the landlord of the Frontenac Mall recently agreed to an expansion of the premises and the new lease will have a total space of 80,805 square foot. In addition to delivery of their core programs for children and youth focused on leadership, teamwork, learning, healthy choices and service to club and community, they also provide space and support in this location for other social and health service agencies such as the Seniors Association and KCHC.

Since 2015, the City has had a Purchase of Service Agreement with the BGC. Report Number 15-353 (attached as Exhibit A) in 2015 followed by Report Number 17-045 (attached as Exhibit B) in 2017 outline the details of these initial agreements. In 2023 challenges arose in the interpretation of the amended agreement, and it was agreed by both parties that the clearest way to move forward would be to return to a purchase of service agreement based on an hourly rate, [Report Number 24-098](#). The updated agreements continue to focus on the healthy choices component of this social and health services facility. The in effect agreement allows the City to purchase pool time at the BGC facility on Bath Road in order to provide expanded aquatics programming to the community through swimming lessons, adult lane swims and recreational swim times. The partnership between the BGC and the City of Kingston has allowed for over 1,500 hours annually to be added into the community aquatics inventory.

In 2022, Council approved an MCFA with BGC to provide 100% exemption from taxation for space leased at that time. Since that time, BGC has agreed to lease additional premises at the Frontenac Mall. To assist further with reducing operating costs, BGC approached both their landlord and the City to consider approvals that would provide 100% property tax exemption on the increased area of their leased premises.

Subject to the approval by Council of the by-law, the City will execute an amendment to the existing MCFA with the property owner and landlord Frontenac Shopping Centre Inc. Under the terms of the lease amending agreement recently executed between BGC and the property owner, BGC will receive 100% of the benefit from any tax exemption attributed to the leased premises. It is noted that no part of the tax exemption applies to the common area of the plaza, only the leased premises. The tax exemption is to be effective the latest of the following days: the day the amendment to the MCFA is signed; the day the lease amending agreement is signed; and the day the tax exemption by-law is enacted.

The MCFA By-Law remains in force so long as the property is used for social and health services and will end automatically with the termination of use of the property for these purposes.

Existing Policy/By-Law:

The Revenue Leasing and Licensing Policy, approved by Council in 2012, supports the use of MCFAs for property tax exemption where a strategic Council direction is being met.

August 13, 2024

Page 6 of 6

Financial Considerations:

The total property tax exemption resulting from the amended MCFA, net of a charity rebate to which BGC would otherwise qualify, is estimated at approximately \$16,000.

Contacts:

Brandon Forrest, Director, Business, Real Estate & Environment 613-546-4291 extension 2205

Steve Biro, Property Specialist, 613-546-4291 extension 3169

Other City of Kingston Staff Consulted:

Jeff Walker, Manager, Taxation & Revenue, Financial Services

Jenna Morley, Counsel for the City of Kingston

Tony Gargaro, Manager, Recreation Services

Amy Elgersma, Director, Recreation and Leisure Services

Exhibits Attached:

Exhibit A - Council Report 15-353

Exhibit B - Council Report 17-045

Exhibit C - Municipal Capital Facility By-Law



City of Kingston
Report to Council
Report Number 15-353

To: Mayor and Members of Council
From: Lanie Hurdle, Commissioner, Community Services
Resource Staff: Luke Follwell, Director, Recreation & Leisure Services
Date of Meeting: August 11, 2015
Subject: Boys & Girls Club of Kingston & Area Agreement

Executive Summary:

In the fall of 2014, the Boys & Girls Club of Kingston & Area (Boys & Girls Club) opened its new west end location, the West End Hub. The Boys & Girls Club continues to develop partnerships for the programming and use of the new facility. The on-site pool was opened in the spring of 2015 in partnership with Canadian Forces Base Kingston, providing programming for the Boys & Girls Club and CFB Kingston members. As result of the Council direction in March 2015 to pursue partnership options with the Boys & Girls Club at its West End Hub, City staff and Boys & Girls Club staff have identified the option to rent space for public programming purposes.

City staff met with Boys & Girls Club representatives to determine what programming was needed and best suited for their site. Based on the full capacity of both City Preschool and Swim Kids programs, the City and the Boys & Girls Club identified available pool times at the West End Hub that could be rented to and programmed by the City to accommodate additional swim programs to meet community needs.

A service-level agreement is required to enter into a partnership for the City to offer swim programs at the West End Hub starting in the fall of 2015. City staff have been negotiating a rental rate of \$75 per hour. It is anticipated that if the City rents at this rate and adds staffing costs, it could provide a cost-neutral service. Rates higher than \$75 per hour would impact the City's ability to make this service viable. It is important to mention that \$75 per hour is higher than rates charged at Artillery Park. Should the negotiations be successful and an agreement be established, the City would be able to expand services to the community and the Boys & Girls Club would increase its operational revenues by renting hours that are currently underutilized at its pool.

August 11, 2015

Exhibit A

Page 2 of 5

Report Number 24-197

Recommendation:

That Council authorize staff to continue negotiations at the rate of \$75 per hour and authorize the Commissioner of Community Services to execute a service-level agreement, in a form satisfactory to the Director of Legal Services, with the Boys & Girls Club of Kingston & Area to provide public access to their pool located at 1300 Bath Road, commencing in 2015 for up to 5 years on a cost neutral basis.

Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

Lanie Hurdle, Commissioner, Community Services

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

Gerard Hunt, Chief Administrative Officer

Consultation with the following Members of the Corporate Management Team:

Cynthia Beach, Corporate & Strategic Initiatives	Not required
Denis Leger, Transportation, Facilities & Emergency Services	Not required
Jim Keech, President and CEO, Utilities Kingston	Not required
Desiree Kennedy, Chief Financial Officer & City Treasurer	Not required

August 11, 2015

Exhibit A

Page 3 of 5

Report Number 24-197

Options/Discussion:

Even with the recent expansion at Artillery Park, the City of Kingston is at capacity for a large number of its Preschool and SwimKids aquatic programs. There is an opportunity to partner with the Boys & Girls Club at their new west end location on Bath Road to add capacity to fill this need in the City's west end.

The new 55,000-square-foot West End Hub features a 25-metre swimming pool, a full-size gymnasium, a dance studio, an arts and crafts studio, a technology lab, a games room and more.

In 2014, the Boys & Girls Club approached the City of Kingston's Recreation & Leisure Services Department to discuss partnership opportunities for the provision of programs at their proposed west end location in the Frontenac Mall. The 'West End Hub' was opened in September 2014 to coincide with the 2014/15 school year. In March 2015, Council endorsed a recommendation directing staff to explore partnership options with the Boys & Girls Club at that west end facility. The on-site pool was opened in June 2015 in partnership with CFB Kingston Personal Support Services and the Kingston Military Family Resource Centre to provide aquatics programs for the Boys & Girls Club and CFB Kingston members.

Staff identified an opportunity for aquatic programming which would provide additional capacity to full and waitlisted swim programs offered at the Artillery Park Aquatic Centre. Other programming opportunities were explored; however, staff are recommending proceeding only with providing City swim lessons at this time. Any future partnership opportunities will be brought to Council. These swimming programs can be offered on a full cost recovery basis which means that there will be no impact on the operational budget and on tax payers. A rental fee to the City of \$75 per hour is being negotiated with the Boys & Girls Club. The City will also be responsible to provide staffing for those programs. It is anticipated that the programs will be cost recovery if the rental fee is set at \$75 per hour and the program registration fees are set at the same level as Artillery Park program registration fees. Fees for pool rentals across the City tend to vary between \$50 per hour to \$150 per hour depending on the type of pool and the inclusion of staff within the rental fee.

Additionally, by offering registered swim programs only, all payments would be collected on-line, in person at the Artillery Park Aquatic Centre or the INVISTA Centre, eliminating the need for administrative staff on site at the Boys & Girls Club west end facility.

The swim lessons will be offered by City staff and be operated under the Red Cross program requirements as currently offered at the Artillery Park Aquatic Centre and Tomlinson Aqua Park. Access to the public would be provided during programmed hours for this purpose and the City would control public promotion and communication of these programs.

The Boys & Girls Club has established a number of community partnerships at its West End Hub. In addition to the Canadian Forces Base Kingston Personnel Support Programs and the Kingston Military Family Resource Centre other program partners include the Seniors Association Kingston Region, Limestone District School Board and the Kingston Police.

August 11, 2015

Exhibit A

Page 4 of 5

Report Number 24-197

Existing Policy/By-Law:

The 2010 Parks & Recreation Master Plan recommended:

“Review the approach to partnership development and ongoing agreements with community partners with a view to a standardized approach, better supporting existing partners and expanding the partnership base in the delivery of services.”

“Develop opportunities for all residents to learn introductory skills in traditional Canadian sport, recreational and cultural opportunities and make these available for all Kingston residents.”

“...determine the full range of program and service delivery needs, program capacities and fill rates, gaps in service provision and the resources needed to develop greater capacity where programs and services are needed.”

Additional public swimming programs in the west end will help achieve some of the recommendations and objectives established through the Parks and Recreation Master Plan.

Notice Provisions:

Not applicable

Accessibility Considerations:

The Boys & Girls Club of Kingston & Area, West End Hub location meets accessibility requirements for programming.

Financial Considerations:

All programming costs will be operated on full cost recovery basis should the rental rate be established at \$75 per hour. It is anticipated that these programs will not have an impact on the City's operational budget. It has been estimated that the Boys & Girls Club would be able to generate an additional \$4,000-\$5,000 annually through the rental of pool hours to the City at the rate of \$75 per hour.

Contacts:

Luke Follwell, Director, Recreation & Leisure Services 613-546-4291 extension 1815

Jaclyn Grimmon, Manager, Recreation Programs 613-546-4291 extension 1805

Other City of Kingston Staff Consulted:

Lynda Breen, Supervisor, Recreation Programs

August 11, 2015

Exhibit A

Page 5 of 5

Report Number 24-197

Exhibits Attached:

Not applicable



**City of Kingston
Report to Council
Report Number 17-045**

To: Mayor and Members of Council
From: Lanie Hurdle, Commissioner, Community Services
Resource Staff: Luke Follwell, Director, Recreation & Leisure Services
Date of Meeting: January 24, 2017
Subject: Boys and Girls Club – Purchase of Services and Community Hub at West End Facility

Executive Summary:

In December 2016, Council directed staff to review options to establish a partnership with the Boys and Girls Club of Kingston and Area (Boys & Girls Club) to provide financial support in exchange for community services in order to minimize the impact of paying taxes at the commercial tax rate at the west end facility. Council further directed staff to report back in Q1 of 2017.

The Boys and Girls Club leased the facility in the Frontenac Mall in 2014 with the intent to expand its outreach and programs to youth throughout the City. In 2014, the focus was on after school programs and expanded in 2015 with the operation of the pool. The Boys and Girls Club has been providing services to youth for many years at various locations including the Robert Meek Youth Centre on Bagot Street and schools across the City. The Boys and Girls Club are also working closely with the City to offer a variety of programs at the Rideau Heights Community Centre, currently under construction, and in Kingston East. City staff recognize the value and importance of programs and services provided by the Boys and Girls Club.

Staff reviewed partnership options within the context of Council's strategic priorities, more specifically, creating a Liveable City. Council priorities have also supported recent decisions on the development of the Tett Centre as well as community hubs in Rideau Heights and in Kingston east. Although there are a number of recreation facilities, both operated by the City and others by not-for-profit organizations, there is no comprehensive community hub in Kingston west. Staff reviewed partnership options with the intent of supporting the operations and programs of the Boys & Girls Club and the development of a more comprehensive community hub in Kingston west.

January 24, 2017

Exhibit B
Report Number 24-197

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Staff recognize that the Boys and Girls Club have been successful in delivering programs which meet the needs of youth and that other partners, such as the Seniors Association, have been providing senior focused programs at the west end facility. Staff are proposing to support the ongoing delivery of those services but have also reviewed areas where there are service gaps and opportunities to increase community access in the west end. Those programs focus on families, increased programs for seniors, and a variety of health and social programs.

In order to support this community hub, staff recognized that it required multiple partnerships. Although the Boys and Girls Club has a large facility that can accommodate this program, it does not have the capacity to deliver this wide range of community programs. Therefore, staff reviewed options to involve other service providers in the delivery of services within the Boys and Girls Club west end facility.

Staff are proposing to establish a purchase of service agreement with the Boys and Girls Club in order to secure access and use of the pool, multi-purpose room and some office space. These spaces would be utilized for additional programming mostly during non-prime time and therefore not impacting the Boys and Girls Club programming options.

Staff are proposing that the City delivers additional aquatic programs as well as establishing a partnership agreement with the Kingston Community Health Centres (KCHC) who will deliver a variety of health and social services at that location. Staff are also proposing to work with the Seniors Association to include the delivery of additional programs at the Boys and Girls Club's west end facility.

Staff are proposing a purchase of service agreement for a total of \$103,000 per year, for a period of 5 years, starting in April 2017. This amount is based on potential space to support the delivery of programs. The purchase of service would be reviewed should there be significant changes to community access to the facility over the 5 year period.

Staff believe that this proposed purchase of service is a win/win proposition as it will support the Boys and Girls Club by generating additional revenues for the Boys and Girls Club and additional programs to the community by ensuring a better usage of space during non-prime time. The combination of both the wide range of programs and services, as well as the number of agencies involved in service delivery, contributes to improving the quality of life for residents of all ages and incomes. This is part of making Kingston a smart City.

This report is time sensitive in order to include program information in the Spring Leisure Guide.

Recommendation:

That Council endorse the purchase of service agreement, for a period of 5 years with an option to renew for another 5 years, between the City of Kingston and the Boys and Girls Club of Kingston & Area in the amount of \$103,000 annually for community access to the west end facility starting in April 2017; and

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That Council approve a budget amendment to the 2017 operational budget to include the \$103,000 to be funded from the Working Fund Reserve in 2017 and direct staff to include this expense in the future operational budgets for the remainder of the purchase of service agreement; and

That Council endorse a partnership with Kingston Community Health Centres for the delivery of various health and social services at the Boys and Girls Club of Kingston & Area west end facility; and

That Council authorize the Commissioner of Community Services or her delegate to review and approve all necessary documents and agreements and the Mayor and Clerk to execute all approved documents and agreements, in a form satisfactory to the Director of Legal Services, related to the purchase of services and partnerships outlined in Report Number 17-045.

January 24, 2017

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Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

Lanie Hurdle, Commissioner, Community Services

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

Gerard Hunt, Chief Administrative Officer

Consultation with the following Members of the Corporate Management Team:

Denis Leger, Commissioner, Corporate & Emergency Services



Jim Keech, President and CEO, Utilities Kingston

Not required

Desiree Kennedy, Chief Financial Officer & City Treasurer



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Options/Discussion:

On December 20, 2016, Council endorsed the following motion:

Whereas the Boys and Girls Club expanded its operations and service delivery in the West end by leasing space at the Frontenac Mall in 2015; and

Whereas the Frontenac Mall is taxed at Commercial Rate and Boys and Girls Club have applied and were denied by MPAC for a change in property class for the space they occupy from Commercial to Residential; and

Whereas the Commercial tax rate is not sustainable for the Boys & Girls Club to ensure long term service delivery in the West end; and

Whereas the City has been investing in expanding its community services in the North and East areas of the City;

Therefore Be It Resolved That Council direct staff to review options to establish a partnership with the Boys and Girls Club to provide financial support in exchange for community services in order to minimize the impact of paying taxes at the commercial tax rate; and

That staff report back to Council during Q1 of 2017.

Boys and Girls Club – Background & West End Facility

The Boys and Girls Club of Kingston & Area (Boys and Girls Club) was incorporated in 1993, but operated in the 1980's as the Kingston Community Council as a north end program. Since then, the Boys and Girls Club has served thousands of youth throughout the City at locations such as the Robert Meek Youth Centre, which is owned and operated by the Boys and Girls Club and schools. The Boys and Girls Club have been working with City staff to introduce programs in the Rideau Heights community centre that is currently under construction as well as the upcoming Kingston east community centre. Their programs are designed to reach out to youth of all neighbourhoods and of all economic backgrounds. Programs focus on four (4) core areas: Learning and Career Development; Physical Activity, Health, and Safety; Leadership, Growth, and Empowerment; and Families and Communities.

The Boys and Girls Club leased space at the Frontenac Mall in 2014 to provide programs in the west end. At that time, operations focused mostly on after-school programs with the pool becoming operational in 2015. The City started to rent some pool time to provide aquatic programs in 2015. The Boys and Girls Club also had another major tenant leasing access to the pool and a number of other exercise/fitness rooms; however, they are reducing their hours of use starting in April. The Seniors Association has also been renting space to provide some programs.

Boys and Girls Club has a ten (10) year lease, with an option to extend, and they have been paying property taxes at a commercial rate which was equivalent to \$191,492 in 2015. The Boys

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and Girls Club unsuccessfully applied to Municipal Property Assessment Corporation (MPAC) for a change in tax class. In 2015, the Boys and Girls Club received a charity rebate of \$76,597 which reduced its taxes to \$114,895. Staff received information from the MPAC indicating that the assessed value for the area that the Boys & Girls occupies would not change if the tax class was changed. Thus total property taxes would be approximately \$69,430 if the property was assessed at a residential rate. The Boys and Girls Club will continue to be eligible to apply to receive a charity rebate and therefore the difference between the taxes at a commercial rate and residential rate is approximately \$46,000. Many not-for-profit organizations access rebates and some are exempted.

It is important to note that staff's recommendation is based on structuring a purchase of service that supports the Boys and Girls Club and also enables the development of a more comprehensive community hub. Taxation information is provided to Council for information, as per the Council motion, but it is not the basis of staff's recommendation.

Council Priorities & Community Hub

In 2015, Council endorsed its strategic plan which included a priority for a Liveable City. In the past few years, the City has been engaging various stakeholders in the development of community hubs (i.e. the Tett Centre, Rideau Heights Community Centre, currently under construction, and the future Kingston East Community Centre).

Kingston west has a number of recreational facilities owned and operated by both the City and not-for-profit organizations (i.e. the Invista Centre, Centre 70, YMCA on Progress Avenue and the Boys and Girls Club located in the Frontenac Mall). City owned and operated facilities in the west end are providing some wellness services but are mostly focused on ice sports programs. They are generally not configured and built to provide access to multiple uses. Other facilities are primarily focused on recreational/fitness programs and/or focused on certain groups of residents (i.e. youth). Therefore, there is currently no comprehensive community hub in Kingston west that provides a wide range of services delivered by multiple organizations and agencies.

The Boys and Girls Club facility in the Frontenac Mall provides an ideal location with transit access and options to expand on programs which are currently provided primarily for youth. There are also some programs currently being delivered by the Seniors Association. Through conversation and review with the Boys and Girls Club staff, it was identified that the large facility has underutilized areas, especially during weekdays. This provides a great opportunity to introduce additional programs and services to be delivered by various partners without impacting the current comprehensive programs being delivered by the Boys and Girls Club.

Programs and Services at the Boys and Girls Club West End Facility

Staff have reviewed and discussed options for programs and services with the Boys and Girls Club staff. It was identified that there is an opportunity to expand on aquatic programs, fitness and wellness programs, as well as some additional programs for seniors. Below is a description of some of the programs that are being proposed as part of the purchase of service agreement with the Boys and Girls Club and partnerships with KCHC and the Seniors Association. It is

important to note that the actual details of programs and their schedule may change over the next five (5) years based on community needs.

Aquatics – Staff are proposing to introduce additional swim sports programs, aquafit programs and drop in swims for individuals and families.

Fitness – Staff are proposing to introduce parent and tot as well as adult fitness programs.

Health and Social Services – Staff recognize that health, recreation and social services programs are complimentary and it is important to try to provide a wide range of services to residents. KCHC has been active in introducing health programs in community hubs and is working closely with the City to introduce these programs at Rideau Heights. KCHC is working on implementing a variety of programs that will support a caring community, active living and healthy eating. KCHC and the Maple Family Health Team will be introducing individual and group programs which would include one-on-one support and group programming such as smoking cessation, anxiety management, active living, income tax program, food skills and self-management programs.

Seniors – The Seniors Association has been providing a number of programs at the Boys and Girls Club west end facility, including pickleball. Staff are proposing to work with the Seniors Association to potentially add more programs for seniors.

Existing Policy/By-Law:

Not applicable

Notice Provisions:

Not applicable

Accessibility Considerations:

Not applicable

Financial Considerations:

The proposed five (5) year purchase of service agreement is for \$103,000 annually, to be funded from the Working Reserve Fund in 2017, and be incorporated in future operational budgets for the remainder of the purchase of service agreement.

Contacts:

Lanie Hurdle, Commissioner, Community Services 613-546-4291 extension 1231

Luke Follwell, Director, Recreation & Leisure Services 613-6546-4291 extension 1815

January 24, 2017

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Other City of Kingston Staff Consulted:

Alan McLeod, Senior Legal Counsel, Legal Services

Exhibits Attached:

Not applicable

By-Law Number 2024-XX

A By-Law to Authorize an Amending Agreement for the Provision of a Municipal Capital Facility at 1300 Bath Road, Kingston, Ontario

Passed: [Meeting Date]

Whereas Section 110(1) of the *Municipal Act, 2001* (the “Act”) provides that a municipality may enter into agreements for the provision of municipal capital facilities; and

Whereas Section 110(6) of the Act states that the council of a municipality may exempt from all or part of the taxes levied for municipal and school purposes land or a portion of it on which a municipal capital facility is or will be located that is the subject of an agreement under Section 110(1) of the Act; and

Whereas pursuant to Ontario Regulation 603/06 enacted under the Act, a municipality may enter into an agreement under Section 110(1) of the Act for the provision of municipal facilities related to the provision of social and health services; and

Whereas Boys and Girls Club of Kingston & Area Inc. o/a “BGC South East”, as tenant, entered into a lease agreement (the “Lease”) with Frontenac Shopping Centre Inc., as landlord (the “Landlord”), whereby the Landlord agreed to lease approximately 55,170 square feet of the building municipally known as 1300 Bath Road, Kingston (the “Premises”) to the Tenant for the purposes of a social and health services facility; and

Whereas the Council of the Corporation of the City of Kingston (the “City”), at its meeting of January 18, 2022, enacted By-law No. 2022-24 (the “By-Law”) authorizing the City to enter into an agreement with the Landlord for the provision of a municipal capital facility at the Premises; and

Whereas pursuant to a municipal capital facilities agreement dated January 4, 2022 between the Landlord and the City (the “MCFA”), the City agreed to exempt the Premises from taxation for municipal and school purposes in accordance with the By-Law and subject to the terms and conditions of the MCFA; and

Whereas pursuant to a lease amending agreement dated May 6, 2024 between the Landlord and the Tenant (the “**Lease Amending Agreement**”), the Landlord and the Tenant agreed to expand the Premises to include an additional rentable area of approximately 9,189 square feet, designated as Unit A004 (the “**Expansion Premises**”), commencing on September 1, 2024, for the balance of the term of the Lease; and

Whereas pursuant to a lease agreement dated July 31, 2024 between the Landlord and the Tenant (the “**Lease Agreement**”), the Landlord and the Tenant agreed to expand the Premises to include an additional rentable area of approximately 16,446 square feet,

designated as Basement Units L020 and L030 (the “**Expansion Premises**”), commencing on September 1, 2024

Whereas Council is desirous of entering into an agreement with the Landlord to expand the application of the MCFA to the Expansion Premises for a total of 80,805 square feet; and

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

1. Pursuant to Section 110 of the *Municipal Act, 2001* the City of Kingston is authorized to enter into an amending agreement with the Landlord for the provision of a municipal capital facility for social and health services at the Expansion Premises, in accordance with Ontario Regulation 603/06 (the “Agreement”). The Premises and the Expansion Premises are hereinafter collectively referred to as the “Premises”.
2. The Premises are exempt from taxation for municipal and school purposes.
3. This By-Law shall be deemed repealed:
 - (a) If the Landlord ceases to own the Premises without having assigned the Agreement to the new owner of the Premises;
 - (b) If Boys and Girls Club of Kingston & Area Inc. o/a “BGC South East” ceases to use the Premises for purposes of the provision of social and health services;
 - (c) When the Lease, or any renewal or extension of the Lease, expires or is otherwise terminated for any reason whatsoever; or
 - (d) If the Agreement is terminated for any reason whatsoever.
4. Sections 1 and 4 of this By-Law shall come into force on the day that this By-Law is enacted. Sections 2 and 3 of this By-Law, as they relate to the Expansion Premises, shall come into force on the day that the Agreement is entered into by the City and the Landlord.

Given First and Second Readings

Given Third Reading and Passed

Janet Jaynes
City Clerk

Bryan Paterson
Mayor



**City of Kingston
Report to Council
Report Number 24-143**

To: Mayor and Members of Council
From: Jennifer Campbell, Commissioner, Community Services
Resource Staff: Ruth Noordegraaf, Director, Community Development & Well-Being and IIDEA
Date of Meeting: August 13, 2024
Subject: Community Investment Fund 2024 Funding Recommendations

Council Strategic Plan Alignment:

Theme: 4. Foster a Caring and Inclusive Community

Goal: 4.1 Enhance community safety and well-being.

Executive Summary:

The Community Investment Fund (CIF) is a joint grant program between the City of Kingston and the United Way of Kingston Frontenac Lennox & Addington (United Way) based on the shared community priorities of both organizations.

A total of 39 eligible applications from 34 agencies were received in May 2024 and a total of 16 grant applications are recommended to be funded with the municipal contribution of \$230,000.

Recommendation:

That Council approve the 16 Community Investment Fund grant recommendations, attached as Exhibit A to Report Number 24-143, for a total of \$230,000.

August 13, 2024

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Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

Jennifer Campbell,
Commissioner, Community
Services

ORIGINAL SIGNED BY CHIEF

p.p. 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	p.p.

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Options/Discussion:

In 2011, City Council approved a new grant program that amalgamated the municipal Healthy Community Fund and the United Way’s community grants into a single program called the “Community Investment Fund (CIF)”.

There are three funding streams that align with the community impact areas defined by the United Way and the priorities of the City. These streams are: “Helping Kids Be All They Can Be”, “Building Strong and Healthy Communities” and “Moving People from Poverty to Possibility”.

A total of 39 eligible applications from 34 agencies were received in May 2024 with a total request of \$889,512.

Community volunteers, the United Way and City staff reviewed the requests in accordance with the CIF criteria. The process included a paper review of the applications and Zoom presentations to the review panels. A total of 16 applications are recommended to be funded from the City of Kingston municipal contribution of \$230,000.

All grant applications were considered against the availability of funds, the quality of the application and the need for the proposed programs. They were additionally reviewed using an IIDEA lens with a focus on the impact of services to vulnerable populations.

The next round of CIF grants will take place in the spring of 2025 pending budget approval.

Existing Policy/By-Law:

None

Notice Provisions:

None

Financial Considerations:

The approved 2024 operating budget allocated the annual \$230,000 for the Community Investment Fund Program.

Contacts:

Ruth Noordegraaf, Director, Community Development & Well-Being and IIDEA, 613-546-2695 extension 4916

Other City of Kingston Staff Consulted:

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

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Exhibits Attached:

Exhibit A – Community Investment Fund Summary Report 2024

2024 City of Kingston and United Way KFL&A Community Investment Grant Fund Summary Report

Background

The United Way of KFL&A and City of Kingston have implemented a coordinated process so there is one application process for disbursing grants. This helps to avoid duplication and reduces the amount of work for organizations who apply for grants. The United Way provides the coordination of applications and the volunteer review process with no administration fee or charge to the City of Kingston.

This joint Community Investment Fund grant application process has been successfully implemented since 2011, with the United Way administering the granting process and aligning efforts with the funding priorities of the United Way and City of Kingston.

The City of Kingston contributed \$230,000 of their annual grant budget to this process. City funds must be disbursed during the fiscal year (i.e. by December 31, 2024). The United Way contributes to this granting process, as well, and the amount from the United Way depends on the overall amounts that are recommended by volunteers, available funding, as well as the geographic region and requests.

The process includes a review by volunteers of the applications submitted online. Applicant organizations make presentations to volunteer panels who then discuss the applications and arrive at a consensus for funding recommendations. City of Kingston and United Way staff participate as non-voting members at the panel meetings. These recommendations are then further reviewed at a special meeting of all panel chairs to ensure there is sufficient funding to meet the recommendations. This year, panel meetings were held virtually through Zoom and the all-panel chairs meeting was held in person at the United Way KFL&A with a hybrid option for chairs to attend virtually.

The final recommendations from panel volunteers for this year's process are included in this report.

Volunteers were divided into five review panels. A total of 39 applications from 34 agencies were received. All applications were reviewed in accordance with the City of Kingston and United Way Community Investment Fund Guidelines.

The total amount requested was \$889,512. This report summarizes grants recommended for **16 programs** for a total amount of **\$230,000** for approval by Kingston City Council.

All grants were prioritized on availability of funds, quality and need, and reviewed using an Equity, Diversity, Inclusion & Indigenization lens, as well as the impact of services to vulnerable populations. There is not enough funding to approve all applications and there are some applications that are not recommended for approval based on volunteer reviews and amount of funding available.

Volunteer panel members included: Sarah Beckstead, Cam Burns, Don Campbell, Adam Clow, Michele Finney, Lana Foulds, Lucille Groll, Joan Jardin, Keshiv Kaushal, Rebecca Kelly, Julia

Lynch, Margaret McGowan, Julie Mclachlan, Erin Nolan, Kim Peachey, Mona Rahman, Valerie Robb, Jessica Schonewille, Karen Smith and Meghan Warring.

City of Kingston and United Way staff who participated as a resource at the panel meetings:

- Benjamin Leslie, Community Development Coordinator, Community Development & Well Being and IIDEA, for the City of Kingston, served as a resource to the process.
- Kim Hockey, Vice President of Community Investment; Claire DesRoche, Community Investment Manager.

Summary of Recommendations to Kingston City Council

Helping Kids Be All They Can Be

No. of Grants Recommended: 4	Total \$s Recommended:	\$38,000
Organization	Project/Program	City Funding Recommended
Almost Home Kingston	The Gift of Life	\$6,000
Centre for Abuse and Trauma Therapy	STAR Kids: Supporting Therapy Access & Resources	\$8,000
Maltby Centre	2SLGBTQIA+ Youth and Parenting Group Training	\$4,000
The Food Sharing Project	Food Friends	\$20,000
Total City \$s Recommended:		\$38,000

Grant Descriptions

Almost Home Kingston: \$6,000 is recommended for the *Gift of Life* project to replace the current supply of breast pumps which are provided to families; however, near the end of their life after being used for approximately 15-20 years. Grant funding will be used to purchase hospital grade Medela Pumps to help mothers provide breast milk to their premature babies. The average gestation of the babies born whose parents stay at Almost Home is 24-37 weeks, and families could stay at Almost Home anywhere from a few days to four months. Providing breast pumps will allow mothers to pump as soon as they arrive.

Centre for Abuse and Trauma Therapy: \$8,000 is recommended for *STAR Kids project: Supporting Therapy Access & Resources*. The STAR Kids project will support children in overcoming the developmental impacts of trauma, which will help ensure they are able to learn and meet their developmental trajectories; where they can thrive and reach their full potential. Through therapy, children learn essential coping skills and develop resilience, which will help increase their sense and self-worth and confidence. By extending therapy support to caregivers, the project will foster connectedness within families, reducing conflict and facilitating positive relationships. Grant funds will ensure fees for therapy services are not a barrier, therefore, enabling trauma therapy to as many children as possible.

Maltby Centre: \$4,000 is recommended for *2SLGBTQIA+ Youth and Parenting Group Training*. The project will provide comprehensive training to qualify staff to offer affirmative CBT treatment groups and services to 2SLGBTQIA+ youth and for their families. The AFFIRM approach integrates identity affirmation with cognitive-behavioural therapy to improve well-being. The training is designed to help youth manage stress, support mental and sexual health, enhance coping skills and validate strengths of participants. Once trained, staff will run regular groups for youth and caregivers and provide affirmative services to clients on an individual basis. The groups are geared to age groups and can be delivered in person or virtually.

The Food Sharing Project: \$20,000 is recommended for *Food Friends*. The demand for meal and snack programs at schools continues to rise, and for a growing proportion of students the meal they receive at school is the most nutritious (sometimes only) meal they get that day. Staff time has diminished in schools resulting in most programs consisting of packaged food placed in classroom bins or grab and go carts. Grant funding will be used to hire a part-time Volunteer Coordinator to develop the Food Friends program, working with school coordinators to assess their needs, then recruit and train volunteers who support a specific school on a regular basis to prepare and distribute more nutritionally robust meals and snacks. The Volunteer Coordinator will also be responsible for promoting volunteer opportunities, providing training and offering ongoing support to the volunteer teams.

Building Strong and Healthy Communities

No. of Grants Recommended: 7	Total \$s Recommended:	\$116,000
Organization	Project/Program	City Funding Recommended
Bloom Skills Centre	VIA Rail Cafe	\$12,500
Family and Children's Services of FL&A	Umoja Hub	\$18,000
Kingston Native Centre and Language Nest	Youth Connections	\$17,000
Martha's Table Community Program	Martha's Grows!	\$11,500
Rustle Church	Rustle Church Accessibility Project	\$25,000
Trellis HIV & Community Care	Indigenous Programs	\$15,000
Victim Services of Kingston and Frontenac	Safe with Milli	\$17,000
Total City \$s Recommended:		\$116,000

Grant Descriptions

Bloom Skills Centre: \$12,500 is recommended for the *VIA Rail Café project*. This project is an expansion of the CommUnity Cafe program which offers accessible skills training and learning opportunities for young adults with intellectual and developmental exceptionalities. By partnering with VIA Rail Canada, a second café can be opened where students who might not yet be able to work fully independently, can be provided with support on the job. The Cafe will provide employment for those that might not otherwise be able to work, and opportunities for those to continue to grow and develop as they work toward independence. VIA will provide space at a minimal cost and grant funding will be used to purchase needed equipment to start the café.

Family and Children's Services of FL&A: \$18,000 is recommended for the *Umoja Hub*. Funding will support the development of a community-based hub grounded in Afrocentric service delivery and supportive resources, inclusive and accessible wrap-around programs, and counselling services to empower families and help them address their concerns regarding

equitable and culturally supportive access to services and supports, including inclusive, accessible after school, weekend and summer programming, to bridge the existing service delivery gap.

Kingston Native Centre and Language Nest: \$17,000 is recommended for the *Youth Connections program*. Grant funding will support staffing costs and honorarium for elders/knowledge keepers to provide a barrier-free weekly drop-in program, activities and cultural and social supports for Indigenous youth in the urban Kingston area between the ages of 12-24.

Martha's Table Community Program: \$11,500 is recommended for the *Martha's Grows! Project*. The agency has recently expanded to serve a much larger population over the last year. To meet the demand while providing both a safe and sanitary environment for food preparation, food storage and serving the public. Funding will be used towards replacement of the roof and purchase of needed additional kitchen equipment.

Rustle Church: \$25,000 is recommended for the *Rustle Church Accessibility Project*. Rustle Church is situated in an underprivileged neighbourhood whose population is impacted by addiction, mental health, poverty and experiences greater accessibility needs than most parts of Kingston. While an exterior accessible ramp is being installed to allow people with mobility challenges to enter the building, there is need for an accessible washroom to accommodate a wheelchair or eliminate the use of stairs to remove physical barriers. Funding is for the conversion of office space into a universal washroom including plumbing, drywall, flooring, accessible door installation and fixtures.

Trellis HIV & Community Care: \$15,000 is recommended for *Indigenous Programs*. This project will focus on marginalized community members who experience wide reaching historical and systemic discrimination, specifically designed to reach those whose lived experience is impacted by the intersection of substance use and Indigeneity in a way not seen in other services. Funding will be used towards supplies and activities such as smudging, medicine making aboriginal teachings, etc., to provide Indigenous people the opportunity to reconnect with their culture and teachings to motivate recovery, well-being and stability, in an environment free of stigma and discrimination.

Victim Services of Kingston and Frontenac: \$17,000 is recommended for the *Safe with Milli Pilot*. Grant funding will be used towards cost for implementing and expanding the Safe with Milli mobile application in Kingston; a comprehensive support platform for survivors of Gender-Based Violence (GBV), to provide survivors with accessible resources, safety planning tools, and support services to empower them on their journey to safety and healing. The SWM pilot has two technologies in scope: (1) Kudo - A cloud-based software-as-a-service (SaaS) technology platform with configurable workspaces built for teams and individuals working in public safety, and (2) Milli - A mobile app for victim-survivors to self-manage their circumstances, including logging incidents of abuse or harm, safety planning, document storage, checking in and getting help from trusted contacts, and communicating securely with connected support organizations. Milli communicates directly with Kudo, allowing for a secure way for service providers to communicate and, when appropriate, share information directly with victim-survivors.

Moving People From Poverty to Possibility

No. of Grants Recommended: 5	Total \$s Recommended:	\$76,000
Organization	Project/Program	City Funding Recommended
Addiction and Mental Health Services KFLA	ICH Drop In Refresh	\$10,000
Ryandale Transitional Homes	In House Programming	\$14,000
Tipi Moza (Iron Homes)	Affordable Program RFP	\$25,000
Well Suited Kingston	Suiting Operations	\$12,000
YMCA of Eastern Ontario	Housing Pilot Program	\$15,000
Total City \$s Recommended:		\$76,000

Grant Descriptions

Addiction and Mental Health Services KFLA: \$10,000 is recommended for the *ICH Drop In Refresh*. Grant funding will be used towards revamping the drop-in area of the Integrated Care Hub (ICH) with new, sturdy and welcoming furniture to create distinct eating, resting and lounge areas. The drop-in area is also used as an overnight overflow rest space, and is currently furnished with old, broken furniture that does not provide a welcoming environment. The new space will have the ability to divide into multiple sections for individuals to sit, eat and gather in a better atmosphere that will enhance service delivery, client well-being and positive community development.

Ryandale Transitional Homes: \$14,000 is recommended for the *In House Programming project*. The program will be developed through the hire of a contract position to work with and train current staff (i.e. house manager who are relatively new) and equip them to implement ongoing training of programming staff to provide basic skills development with residents so they can successfully return to independent living. Topics would include such things as budgeting, grocery shopping, nutritious and cost-effective cooking, resume building, job interviewing, how to deal with difficult people, time management, etc.

Tipi Moza (Iron Homes): \$25,000 is recommended for the *Affordable Program AFP project*. The agency provides affordable, supportive, not for profit housing to Indigenous peoples and connects the urban Indigenous community to cultural, education and employment support services. Funding will go towards installation of new steel roofs for two transitional housing buildings to keep them in good repair so tenants can continue to reside there for years to come.

Well Suited Kingston: \$12,000 is recommended for the *Suiting Operations program*. Grant funds will support the coordination of the program to provide men who are in need, with the opportunity to be suited with business and work attire by a trained staff person who spends time with the individual allowing for knowledge transfer regarding skills relevant to job interviews and business networking. Those suited are often new to the workplace without

means for appropriate clothing and in need of knowledge regarding workplace culture including business etiquette, respectful communication, etc.

YMCA of Eastern Ontario: \$15,000 is recommended for the *Housing Pilot Program*. YMCA has partnered with CaraCo Development Corporation, Tipi Moza, an urban First Nation, Metis and Inuit housing provider developed under the CMHC Urban Native Housing Program, and the City of Kingston, in a pilot program to manage four new single housing units as affordable housing rentals. This will provide residents of Tipi Moza's transitional housing facility with reduced market rates. CaraCo has provided a rental discount for the units, the City of Kingston, through its rent supplement program is partially offsetting the rental costs, and tenants will cover the balance of the rent through social programs. Grant funding will be used to offset program cost to assist with supports provided by YMCA for the program including staff time, apartment furnishings, program supplies, etc.

Respectfully submitted,

Kim Hockey
Vice President, Community Impact
United Way Kingston, Frontenac, Lennox & Addington



**City of Kingston
Report to Council
Report Number 24-172**

To: Mayor and Members of Council
From: Paige Agnew, Commissioner, Growth & Development Services
Resource Staff: Tim Park, Director, Planning Services
Date of Meeting: August 13, 2024
Subject: Community Area Land Needs Assessment

Council Strategic Plan Alignment:

Theme: 1. Support Housing Affordability

Theme: 3. Build an Active and Connected Community

Theme: 5. Drive Inclusive Economic Growth

Goal: 1.1 Promote increased supply and affordability of housing.

Goal: 1.2 Promote increase in purpose-built rental housing.

Goal: 5.3 Diversify Kingston's economic base.

Goal: 5.10 Ensure the downtown remains vibrant.

Executive Summary:

On December 5, 2023, Council endorsed the Medium Population, Housing and Employment Growth Scenario for the City of Kingston for the 2021-2051 time period (Report Number 24-016). Based on this growth scenario, the city is projected to grow from 154,100 people in 2021 to 220,900 people by 2051, representing 66,800 new residents, 29,300 new housing units and 33,400 new jobs over the next 27 years. The current Official Plan, which is intended to guide growth until 2036, only planned for a population of 141,500 people by 2036 which the city has already surpassed. This updated forecast forms the basis of the Community Area Land Needs

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and Intensification Analysis prepared by Watson & Associates Economists Ltd. (Watson), as presented in this report. The purpose of this analysis is to determine if there is sufficient land in the urban boundary to accommodate forecasted housing growth to 2051 and to provide recommendations on future urban “Community Area” land requirements, which include residential land requirements, institutional, and commercial land requirements, along with land required to accommodate infrastructure such as roads, stormwater management ponds, parks, etc. to support the residential uses. Employment area land requirements for the city are also being reviewed, and the assessment will be provided in the near future in a separate report to Council.

The key findings and recommendations of the Community Area Land Needs and Intensification Analysis carried out by Watson are as follows:

- An increase in the residential intensification target is recommended at 60% within the existing urban boundary. In comparison, the current residential intensification target in the City’s Official Plan is 40%. Intensification is defined as the development of a property or an area at a higher density than currently exists. This may be achieved through the re-use of brownfield sites, the development of vacant and/or underutilized lots within previously developed areas, infill development, and the expansion or conversion of existing buildings. Intensification emphasizes the optimization of existing urban land supply and focuses on making better use of the City’s existing infrastructure and public service facilities.
- The city will require a range of housing options, including at-grade low- and medium-density and high-density housing choices to accommodate broad demographic groups.
- Almost all new low-density housing and most of the new medium-density housing will be accommodated in the greenfield areas, while most of the new high-density housing will be accommodated within the existing built-up area through residential intensification.
- Despite the increased residential intensification target of 60%, the city will need to expand its urban boundary by at least 340 hectares of gross developable land area to accommodate the housing forecast and the associated Community Area lands needs including commercial, institutional lands and supportive uses and associated infrastructure, such as stormwater management features, parks, roads, sidewalks, etc., excluding lands with environmental features that are protected from development. Watson notes that this is a minimum requirement that may be higher to allow for flexibility in the planning for neighbourhoods and other site factors such as ownership and natural heritage features.

Watson’s scope of work does not include providing recommendations on the location of the urban boundary expansion lands. The locations will be reviewed as part of the Official Plan project, taking into consideration the formal urban boundary expansion requests that the City anticipates receiving from private landowners through applications for an Official Plan Amendment. The proposed process to review these urban boundary expansion requests was presented to Council on May 7, 2024, in Report Number 24-072.

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The purpose of this report is to seek Council's endorsement of the Community Area Land Needs and Intensification Analysis, which will inform the more detailed work regarding the future urban boundary expansion to be completed through the Official Plan project. This report is being presented directly to Council for consideration as it is background work to a major policy initiative that will have long-term implications for land use and infrastructure planning in the city.

Recommendation:

That Council endorse the City of Kingston Community Area Land Needs and Intensification Analysis, dated July 31, 2024, prepared by Watson & Associates Economists Ltd., attached as Exhibit A to Report Number 24-172; and

That the Community Area land needs requirement, as presented in Exhibit A to Report Number 24-172, inform the more detailed work to be completed as part of the Official Plan project, which will identify the location of future urban boundary expansion lands.

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Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

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

ORIGINAL SIGNED BY CHIEF

p.p. ADMINISTRATIVE OFFICER

**Lanie Hurdle, Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

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

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Options/Discussion:**Background**

As part of the preparation for the Official Plan project, three key background studies have been initiated by Planning Services, including a Population, Housing and Employment Forecast, an Employment Land Review, and a Commercial Land Review. A team led by Watson & Associates Economists Ltd. (Watson) was retained to undertake these studies. The analysis, conclusions and recommendations resulting from the studies will inform the residential, industrial, and commercial land use policies in the City's new Official Plan.

The Population, Housing and Employment Forecast is typically completed every five years and provides a foundation for the City's long-range land use, transportation, infrastructure, and capital expenditure planning. This helps ensure the efficient use of land, infrastructure, and public services. At the December 5, 2023, Council Meeting, Council endorsed the Medium Population, Housing and Employment Growth Scenario for the 2021-2051 time period. Based on this growth scenario, Kingston is projected to grow from 154,100 people in 2021 to a total permanent and student population of 220,900 by 2051, representing 66,800 new residents, 29,300 new housing units and 33,400 new jobs. This forecast will form the basis of the more detailed work to be completed as part of the Official Plan project, as well as other municipal studies and plans, including but not limited to, the Integrated Mobility Plan and the Water and Wastewater Master Plan.

Following Council's endorsement of the growth forecast, Watson undertook a Community Area Land Needs and Intensification Analysis (Exhibit A) to determine if there is sufficient land in the urban boundary to accommodate the housing forecast to the year 2051. This analysis focuses on the "Community Area" land needs which includes all land needed for residential, institutional and commercial uses and the infrastructure necessary to support those uses. This work does not identify the location of any potential urban boundary expansions. Employment land requirements for the city are also being reviewed, and that assessment will be provided in a separate report to Council.

The Community Area Land Needs and Intensification Analysis is intended to be a foundational background study for the new Official Plan, providing direction on the amount of land that needs to be added to the urban boundary to accommodate the housing forecast to the year 2051. The analysis has confirmed that the city has a shortfall of land within the urban area to accommodate all housing types, and in particular low- and medium-density housing. It is estimated that the city will need at least 340 hectares of additional lands within the urban boundary to accommodate projected future housing growth. Watson has noted that the actual land area of the expansion may be larger than 340 hectares to allow for flexibility in planning for new neighbourhoods and other site factors such as creating neighbourhoods that follow logical boundaries for urban development. The actual extent of the gross developable land area of the urban expansion areas will be further explored as part of the Official Plan project based on a series of planning considerations and may differ from the outcome identified in the Community Area Land Needs and Intensification Analysis. Watson acknowledges that the land needs

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identified are considered a conceptual starting point, recognizing that further work will be carried out by City staff to determine the location of the urban boundary expansion lands.

Community Area Land Needs and Intensification Analysis

The following is a summary of the methodology used by Watson for the Community Area Land Needs and Intensification Analysis. The methodology is based on [A Place to Grow: Growth Plan for the Greater Golden Horseshoe Land Needs Assessment Methodology for the Greater Golden Horseshoe \(2020\)](#). Watson notes that while this methodology is intended to be used by municipalities within the Greater Golden Horseshoe, it is the standard and most commonly used approach to assessing urban land needs broadly across large urban centres in Ontario. Furthermore, with the Provincial government's proposed consolidation of A Place to Grow: Growth Plan for the Greater Golden Horseshoe and the Provincial Policy Statement, 2020 into one brand new Province-wide Provincial Planning Statement, the terminology and direction provided in this guide is appropriate based on the current draft Provincial Planning Statement, 2024.

City Structure

For the purposes of the land needs assessment, the analysis categorizes the City's land area as urban and rural. Within the urban area, the land is further categorized as the Community Area and the Employment Area. Community Areas include residential and commercial areas, as well as institutional and open space lands within the urban area. Employment Areas are where most employment in industrial-type buildings is accommodated. Community Areas are further divided into the Built-Up Area and Designated Greenfield Area. For this analysis, Built-Up Areas are defined as lands that were developed within the City's urban area as of 2006, while urban lands that were undeveloped as of 2006 are considered the Designated Greenfield Area. The year 2006 was chosen to roughly correspond with the beginning of the development of the City's more recent secondary plans on large tracts of greenfield land, i.e., the Cataraqui West, the Cataraqui North, and the Rideau Community Secondary Plans.

The Built-Up Area further includes the "Strategic Growth Areas", which are areas identified for intensification. These include the City's proposed Protected Major Transit Station Areas (PMTSA) and the corridor connecting them. As noted in Report Number 24-072, the draft Provincial Planning Statement identifies 29 "large and fast-growing municipalities" in Ontario, which includes the City of Kingston. The draft policies would require the City to establish and meet minimum density targets for strategic growth areas and to delineate major transit station areas as an area within a 500 to 800 metre radius of a transit station. The *Planning Act* defines higher order transit as transit that operates in whole or in part in a dedicated right-of-way, including heavy rail, light rail and buses. Official Plans are allowed to identify an area surrounding an existing or planned higher order transit station or stop as a PMTSA and delineate its boundaries. The new Official Plan and the Integrated Mobility Plan work plans have been developed to identify and delineate PMTSAs in the city.

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The remainder of the Built-up Area includes most of the city's existing neighbourhoods. Residential land needs were considered by accounting for the projected residential growth through residential intensification focused in the Built-Up Area, and additional residential growth which is mainly anticipated to be accommodated in the Designated Greenfield Areas.

Methodology

- **Step 1 – Housing Forecast:** As noted previously, 29,300 new housing units are anticipated in the city between 2021 and 2051. These include permanent as well as student households, with the permanent households being 24,600. The student households are anticipated to be accommodated within the Built-Up Area, and, as a result, would not require additional land to be brought into the urban area. Therefore, the land needs analysis focuses on the permanent household forecast. Over the 2021 to 2051 period, the City is forecast to average 900 units annually. Of these 900 units, 54% are projected to be high-density housing units (486 housing units), followed by medium-density housing units at 26% (234 housing units) and low-density housing units at 20% (180 housing units) annually. In addition to this, a further 180 high-density units are annually required over the 2021 to 2051 period to accommodate student households not captured in Census and existing household structural deficit.
- **Step 2 – Growth Allocation Rural and Urban Areas to 2051:** As per provincial planning direction, most of the City's housing growth is to be accommodated within the urban area. Watson estimates that approximately 98% of the City's housing growth (approximately 24,200 housing units) is anticipated to be accommodated within the City's urban area, and the remainder in the rural area.
- **Step 3 – Intensification Analysis:** To accommodate various demographic groups, the City will require a range of housing options including high density, medium density and grade-related low density housing options. This is in line with provincial policies that require the provision of a diversity of housing types. Over the 2006 to 2023 period, approximately 55% of the City's housing growth has been accommodated through intensification. An intensification analysis was undertaken by Watson which anticipates that the City can accommodate 60% of its housing growth to 2051 through intensification in the Built-Up Area. As a result, approximately 14,600 housing units in the City over the 2024 to 2051 period are anticipated to be accommodated through intensification.
- **Step 4 – Designated Greenfield Area Housing Demand to 2051:** Upon identifying the appropriate amount of housing growth to be accommodated through intensification within the Built-Up Area, and within the Rural Area, the remaining housing growth of 9,560 units is identified as the Designated Greenfield Areas housing unit demand.

A summary of the permanent housing forecast by planning area is shown in Table 1.

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Table 1: Housing Forecast by Planning Area

Planning Area	Permanent Households	Share of Housing Units (percentage)
Urban Area – Built-up Area	14,640	60%
Urban Area – Designated Greenfield Area	9,560	39%
Rural Area	370	2%
Total City of Kingston	24,570	100%

Note: Figures have been rounded and as such do not add precisely.

- Step 5 – Designated Greenfield Area Housing Supply in Active Applications on Vacant Lands:** Watson reviewed the active planning application information within the Designated Greenfield Area and estimated that the City has the potential to accommodate approximately 2,040 housing units on vacant residentially designated lands in the Designated Greenfield Area. Watson estimates the following housing unit supply potential on currently designated residential lands, based on housing units by structure type:

 - Low Density: 825
 - Medium Density: 390
 - High Density: 825
 - Total Housing Units: 2,040
- Step 6 – Designated Greenfield Area Housing Unit Supply versus Demand:** The housing unit supply was compared to the housing forecast by housing unit structure type. Based on a comparison of active application housing supply versus the housing forecast within the Designated Greenfield Area, Watson estimates that the City has a shortfall of approximately 7,520 housing units to 2051 (supply of 2,040 units minus demand of 9,560 units = 7,520 units). The housing unit shortfall is summarized below by housing unit structure type:

 - Low Density: -3,550
 - Medium Density: -3,140
 - High Density: -830
 - Total Housing Units: -7,520

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- **Step 7 – Designated Greenfield Area Housing Units Per Hectare Assumption, Net Land Area:** In order to convert the shortfall of housing units to land area, Watson reviewed historical housing density trends within the Designated Greenfield Area, along with density trends of approved and proposed developments to gather insights regarding anticipated changes in density over the short and medium terms. Watson also considered forecast unit per hectare assumptions generated in land needs assessments for comparable municipalities in Ontario, including the City of Guelph, the City of Hamilton, the City of Barrie, and the City of London. The housing shortfall identified in Step 5 was divided by the following housing unit per hectare assumptions to identify the net land area required:
 - Low Density: 27 units per hectare
 - 3,550 units divided by 27 units per hectare = 132 net hectares (approximately 326 net acres)
 - Medium Density: 46 units per hectare
 - 3,140 units divided by units per hectare = 68 net hectares (approximately 168 net acres)
 - High Density: 100 units per hectare
 - 830 units divided by 100 units per hectare = 8 net hectares (approximately 20 net acres)

The units per hectare assumptions anticipate that over the planning horizon, housing developments in all housing structure types will increase in density. The total net land area shortfall was identified to be approximately 208 net hectares (approximately 514 net acres). This represents the additional land area needed to accommodate housing development but does not include associated infrastructure and facilities such as roads, stormwater ponds, parks/trails, and non-residential uses such as schools, community centres, and commercial uses.

- **Step 8 – Total Land Needs Upwardly Adjusted for Community Area Uses:** To account for infrastructure and facilities such as roads, stormwater ponds, parks/trails, and select non-residential uses (such as schools, and commercial and institutional uses), Watson upwardly adjusted the land area shortfall to account for additional lands to accommodate these uses. The land area is doubled to account for other Community Area uses required to support the function of residential uses. Watson notes that it is important to ensure that while residential lots are getting smaller on average, the City would need to accommodate an adequate amount of parkland and non-residential lands to support the development of complete communities, which is one of the seven critical public interests to be met through the new Official Plan project. This also considers the additional land required (approximately 15 hectares, or 37 acres) of commercial uses to support local residents based on the Commercial Land Review draft technical findings (prepared under a separate report cover and to be presented to Council at a later date). The gross land area (net of environmental features) required for additional Community Area land is approximately 416 hectares of gross developable land (208 net hectares multiplied by 2 = 416 hectares (or approximately 1,028 acres)).

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- **Step 9 – Land Needs Adjusted for Vacant Lands within the Designated Greenfield Area with No Application:** There are currently 73 hectares (180 acres) of gross developable land area that are designated for residential uses in the urban area, but with no active planning applications. As such, the shortfall of Community Area land identified in Step 8 was reduced by 73 hectares. The adjusted land area shortfall is at least 340 hectares (416 hectares minus 73 hectares = 340 hectares) of gross developable land area. As a result, the City will need to expand the urban boundary by at least 340 hectares (840 acres) of gross developable land area to accommodate the housing growth forecast to 2051. This excludes lands with environmental features.

Staff note that this calculation is based on the existing Official Plan designations and that, as a result of other changes that may occur within the urban boundary through the drafting of the new Official Plan, these figures may need to be adjusted.

Urban Boundary Expansion

The current Provincial Policy Statement (PPS), 2020 allows for the expansion of settlement area boundaries, also known as the urban boundary, only through a comprehensive review process (unless it is an adjustment of the urban boundary that meets the criteria in the PPS allowing it outside of a comprehensive review). At present, under the current PPS, property owners have the right to submit an application for an Official Plan Amendment (OPA) with a request for an urban boundary expansion in conjunction with a comprehensive review.

The proposed Provincial Planning Statement, 2024 removes the concept of a comprehensive review, and instead, allows for the same OPA to be considered at any time by a municipality on an ad-hoc basis. If the proposed PPS is approved as drafted, any property owner will have the right to submit an OPA at any time requesting an urban boundary expansion (not just during a comprehensive review process).

Recognizing that the proposed new ability to submit urban boundary OPAs on an ad-hoc basis and the introduction of appeal rights connected to decisions or non-decisions of such requests (as detailed in Report Number 24-142) introduces uncertainty about the prioritization of comprehensive review processes versus ad-hoc requests for an urban boundary expansion, on May 7, 2024 Council directed Staff to review all urban boundary OPAs in a coordinated manner in conjunction with the Official Plan project, rather than on an ad-hoc basis, to ensure there is no impact on the timing, cost and scope of the new Official Plan project so that the requests can be reviewed in the most efficient and effective way possible.

Stemming from the growth forecast work, staff began receiving interest from private landowners for their properties to be considered for an urban boundary expansion through the new Official Plan project. As more requests were anticipated, and to be able to review such requests in a coordinated, transparent, and comprehensive manner, and with the endorsement of Council at the December 5, 2023 Council meeting, staff initiated a process for the review of urban boundary expansion requests.

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As outlined in Report Number 24-016, in order to create a coordinated and transparent process for property owners to submit an OPA requesting an urban boundary expansion (urban boundary OPA), staff reached out to the community requesting private landowners to submit a "Notice of Intent" to request an expansion to the urban boundary if they were so contemplating. Staff published a notice in the Kingston Whig-Standard and on the City's website and sent an emailed notice on December 12, 2023 to the Official Plan project and the Growth Forecast study email list requesting that any property owner who is contemplating an urban boundary OPA to submit an expression of interest through a "Notice of Intent" to the City by January 31, 2024. The Notice of Intent submission was required to include the following: address/location of property; proposed density; proposed height; proposed number of units; and proposed housing form. No technical studies were required at this step. The Notice of Intent process is intended as the pre-application step for an OPA.

The City received Notices of Intent from 21 property owners identifying their interest in submitting an urban boundary OPA in conjunction with the Official Plan Project. A map is included with this report (Exhibit B - Urban Boundary Expansion Notice of Intent Mapping) showing the location of the properties that have been identified through these Notices of Intent and the proposed uses for each property.

Staff have now had pre-application meetings with these property owners to discuss the expansion requests and identify required submission materials that are to be completed by the property owner for a complete urban boundary OPA. The next step will be for the property owners to submit a complete application for an urban boundary OPA requesting an expansion to the urban boundary for their respective properties. October 15, 2024 has been set as a deadline for the submission of a formal application for an urban boundary OPA. Council and, ultimately, the Minister of Municipal Affairs and Housing, will be the decision makers on the Official Plan project and on any urban boundary OPAs. Staff's intent is to bring a recommendation on these OPAs at the same time as the new Official Plan document.

Property owners have been advised that the submission of an urban boundary OPA does not guarantee their request will be approved. Staff have identified that some of the requests for an expansion would not result in a positive recommendation due to factors such as significant natural heritage features on the property, feasibility of extending municipal servicing infrastructure within the planning horizon of 2051, or the lack of contiguity to the existing urban boundary and/or other urban boundary expansion requests. Staff have communicated this to the property owners, as appropriate, and have suggested alternative approaches to submitting an informal request through the OP project to enable development of those that would be more appropriate in a rural context. Should they still wish to submit an urban boundary OPA, it will be reviewed in conjunction with all other urban boundary OPAs.

Based on the urban boundary expansion notices of intent received so far for proposed residential development, staff see approximately 219 hectares as potentially being supportable for inclusion in the urban boundary if the technical analysis of the completed studies through the Official Plan project, in coordination with the Integrated Mobility Plan project and the Water and Wastewater Master Plan support the proposed expansion. Table 2 provides a summary of

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staff’s initial assessment of the notices of intent. Depending on the outcome of the technical review process associated with the urban boundary expansion OPAs, there are also a number of intervening properties surrounding the NOI properties that may also be reviewed by staff for their appropriateness as a potential expansion area for the urban boundary based on the same considerations that are being applied to the urban boundary expansion OPAs.

Table 2: Initial Assessment of Notices of Intent to Expand the Urban Boundary

Urban Boundary Expansion Notices of Intent (Residential)	Total Hectares (Approximate)
Potential to be supported for inclusion in the urban boundary if the technical analysis through the Official Plan project is positive and feasible	219
Unclear at this time due to technical challenges related to transportation and servicing infrastructure	78.5
Not supportable for inclusion in the urban boundary expansion due to distance from current urban boundary, but could support rural residential uses	63.1
Not supportable for inclusion in the urban boundary expansion due to constraints associated with natural heritage features and flooding hazards, with limited potential for future development	210.6

As noted by Watson in the Community Area Land Needs and Intensification Analysis, the Community Area land needs identified are considered a conceptual starting point, recognizing that further work will be carried out by staff to determine the location of the urban boundary expansion lands through the Official Plan project. Staff will be reviewing all urban boundary OPAs along with any intervening lands for which an urban boundary expansion request has not been received to ensure a logical progression of future development and to ensure that there are sufficient lands included within the urban boundary to accommodate future housing needs to 2051. Properties for potential urban boundary expansion identified through the NOI process are not the only mechanism the City has for identifying future residential land and through the Official Plan process staff will ensure that the ultimate recommendations that are brought forward to Council address the minimum residential land supply identified in the Watson Land Needs Analysis.

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The actual development of any urban boundary expansion lands will depend on the outcomes of the Integrated Mobility Plan and the Water and Wastewater Master Plan and it is likely that these lands will not be developed for a number of years until they can be supported by the necessary infrastructure, including hydro and gas. Where lands are recommended to be brought into the urban boundary through the Official Plan project, appropriate phasing policies will be established to align with the infrastructure considerations.

As noted in Report Number 24-072, with the City’s potential supply of more than 14,000 pending and committed housing units over the next several years, any potential urban boundary expansions (if approved by Council and the Ministry of Municipal Affairs and Housing through the Official Plan project) are not needed in the immediate term.

Staff will be bringing a separate report that addresses the supply of employment lands required to meet 2051 demand. As previously communicated to Council, there is more urgency in increasing the supply of the available employment lands that are readily available and easy to service.

Public Engagement

A meeting was held with the Kingston Home Builders Association (KHBA) on April 5, 2024 to present the draft Community Area land needs assessment. Additionally, on April 17, 2024, a public information session was held to discuss the draft Community Area and employment lands needs (Exhibit C). The session was held at INVISTA centre, and was attended by 29 members of the public. The session included a presentation by Watson followed by a question and answer session. A summary of the feedback received at the public information session along with responses from the project team is included in Exhibit D.

Next Steps

Following endorsement of the Community Area Land Needs and Intensification Analysis, Watson will be continuing to work on the Commercial Land Review, and Employment Land Review and the Growth Forecast study. These will be presented to Council in separate reports in the coming months.

Existing Policy/By-Law:

This report considers the existing Provincial Planning Statement 2020, and the proposed Planning Policy Statement, 2024, as well as the current City of Kingston Official Plan.

Notice Provisions:

None

Financial Considerations:

None

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Exhibits Attached:

Exhibit A – Community Area Land Needs and Intensification Analysis Report, Watson and Associates Economists Limited

Exhibit B – Urban Boundary Expansion Notice of Intent Mapping

Exhibit C – City of Kingston Draft Residential, Commercial and Employment Area Land Needs Presentation – Public information Session 2 – April 17, 2024

Exhibit D – Public Information Session 2 – April 17, 2024 – What We Heard Summary



Community Area Land Needs and Intensification Analysis

City of Kingston

Draft Report

July 31, 2024

Watson & Associates Economists Ltd.
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In association with:



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List of Acronyms and Abbreviations

A.R.U.	Additional Residential Unit
B.U.A.	Built-up Area
D.G.A.	Designated Greenfield Area
M.T.S.A.	Major Transit Station Area
O.P.	Official Plan
P.P.S., 2020	Provincial Policy Statement, 2020
P.P.S., 2024	Provincial Planning Statement, 2024
U.P.H.	Units per Hectare

Glossary

Additional Residential Unit (A.R.U.): as defined by the *Planning Act*, refers to a second and a third residential unit in addition to a primary residential unit on a residential lot containing a single detached housing unit, semi-detached housing unit, or townhouse unit. A.R.U.s are also referred to as second units, secondary suites, accessory dwelling units, accessory houses, basement apartments, coach houses, laneway houses, garden suites, tiny homes, granny flats, in-law apartments, or nanny suites.

Built-up Area (B.U.A.): refers to the area where most of the residential, commercial, and institutional lands within the City are developed. This area is where intensification, including redevelopment and infill, is expected to occur. The B.U.A. also offers vacant land sites; however, compared to the Designated Greenfield Area (D.G.A.), the vacant sites are smaller (sites measuring less than 20 hectares (49 acres) in land area) and are more likely to accommodate higher-density developments, such as townhouses, apartments and mixed-use developments. The City's intensification rate is applied to the B.U.A.; any housing development within this area is considered intensification, regardless of housing structure type.

Climate Change Mitigation: refers to reducing and avoiding emissions of greenhouse gases into the atmosphere to limit the magnitude of future climate impacts.

Climate Change Resilience: refers to effectively adapting with and managing the impacts of climate change while preventing those impacts from getting worse. A climate resilient City plans from a climate change lens and is equipped to deal with the realities of an increasingly warmer world.

Committed Housing Units in the Planning Process: is a category used by the City of Kingston staff to monitor anticipated housing activity in the planning application process and includes housing potential from one of the following: an approved draft plan of subdivision; a registered plan of subdivision (but only those units for which building permits have not been issued); an approved Official Plan/zoning by-law amendment or minor variance, but no Site Plan Control application submitted yet; a Site Plan Control



Glossary (Cont'd)

application under review with approved zoning; and an approved Site Plan Control application but no building permits issued yet.

Community Area: refers to the area within the City's Urban Area that is planned to accommodate housing and most of the population-related employment and office jobs. This area also includes the City's parkland and recreational lands. Community Areas are further divided based on two geographic areas: Designated Greenfield Areas (D.G.A.) and the Built-up Area (B.U.A.). The Community Area excludes industrial uses found in Employment Areas.

Community Area Land Needs Assessment: is a calculation to determine the amount of urban land required to meet the future needs of the City's residential, commercial, and institutional land requirements. Prior to a land needs assessment, a housing and commercial intensification analysis is carried out to determine growth that can be accommodated within the City's B.U.A. Housing and commercial floorspace growth not anticipated to be accommodated through intensification is inputted into the land needs assessment. In a land needs assessment, when the demand for D.G.A. land is greater than the available land supply, additional lands are required through an urban boundary expansion to accommodate growth. A commercial floorspace intensification analysis and commercial land requirements are discussed in further detail in the Commercial Land Review Report.

Community Area Expansion: refers to the expansion of the City's urban boundary to accommodate more lands (from the Rural Area) for Community Area uses on municipally serviced lands (i.e., water and wastewater servicing). Provincial planning policy refers to this as a form of a settlement area boundary expansion.

Complete Communities: is where communities meet the needs of residents for daily living throughout an entire lifetime by providing an appropriate mix of jobs, local services, a full range of housing, and community infrastructure, including affordable housing, schools, recreation, and open space for their residents within a short walking distance. A key objective of complete communities is to ensure that residents are offered a range of transportation options to accommodate the daily needs of residents. Providing diverse transportation options makes communities more inclusive by accommodating the mobility of people of all ages, abilities, and income levels.

Designated Greenfield Area (D.G.A.): refers to newly established, developing and vacant lands that are designated for residential and other Community Area uses that are generally on the periphery of Kingston's Urban Area. The D.G.A. has accommodated most of the City's new at-grade housing over the past decade. The D.G.A. includes the following Secondary Plan Areas in the City: the Cataraqui West Secondary Plan Area, the Cataraqui North Secondary Plan Area, and the northern



Glossary (Cont'd)

portion of the Rideau Community Secondary Plan Area. In addition, it includes large vacant sites or recently developed neighbourhoods measuring at least 20 hectares (49 acres) in size. D.G.A. lands will also include any lands that are brought into the Urban Area through a Community Area Expansion.

Employment Areas: refers to lands designated for industrial-type development. These lands are protected from sensitive uses such as residential, large-scale institutional uses (e.g., hospitals, nursing homes, and schools) due to land use compatibility issues. Additionally, Employment Areas are protected from major retail uses due to the traffic these uses generate.

Green Standard Community Improvement Plan: provide incentives to builders and owners who design and construct more efficient buildings that move towards achieving the City's goal of net zero greenhouse gas emissions.

Gross Developable Land Area: refers to lands that can be built on for the development of housing, commercial, and institutional uses, as well as infrastructure uses (stormwater ponds, parks/trails and roads). Gross developable land area excludes environmental features and other lands that cannot be built on.

Household Structural Deficit: refers to the City's current housing supply that does not meet the needs of the current population from a household affordability, suitability (e.g., major repairs required or not enough bedrooms for the size and make-up of households) and market choice lens. The household structural deficit identifies a need for existing residents in the City of Kingston, while the housing shortfall identified in the Community Area Land Needs Assessment identifies a shortfall to address the housing needs of future residents (i.e., population growth).

Intensification Rate: refers to the percentage of the City's historical and forecast housing growth accommodated within the B.U.A. The intensification rate is measured based on geographic area.

Major Transit Station Area (M.T.S.A.): are areas that typically encompass lands within a 500- to 800-metre radius (about a 10- or 15-minute walk) of a transit station or stop and tend to be primarily located along existing or planned transit corridors. Within Kingston, three M.T.S.A.s are identified in this report, including the Downtown, Kingston Centre, and Cataraqui Centre. Higher population and employment densities are anticipated within these areas to leverage and support the City's public transit.

Missing Middle Housing: refers to the range of housing types between traditional single detached houses and high-rise apartments that have gone "missing" from many large cities in Ontario. Missing Middle housing is typically defined to include a range of



Glossary (Cont'd)

house-scale buildings with multiple units – compatible in scale and form with detached single-family homes – located in a walkable neighbourhood.

Net Residential Land Area: refers to the portion of the developable land area to accommodate lots for housing, exclusive of all other land uses, such as roads, stormwater ponds, parks/trails, and commercial and institutional sites.

Net-to-Gross Ratio: refers to an upward adjustment to the net residential land area to estimate the gross developable land area that accounts for other Community Area land uses, such as roads, stormwater ponds, parks/trails, and commercial and institutional sites. In this report, the net-to-gross ratio is 50%, meaning that an additional 50% of the land is considered for other uses to support residential uses. This is a conceptual average and may vary by development area depending on the land area, housing types, built-form, range of non-residential land-uses, infrastructure requirements, and the surrounding land use context.

Non-Permanent Residents: includes residents that have been authorized to enter Canada for temporary residence purposes, such as work or study permit holders or those who have claimed refugee status. Furthermore, students temporarily living in the City of Kingston not captured in the Statistics Canada Census are also included as non-permanent residents. It is important to note that this segment of the population is largely concentrated in the City's B.U.A.

Pending Housing Units in the Planning Process: is a category used by the City of Kingston staff to monitor anticipated housing activity in the planning application process and includes housing potential from one of the following: a plan of subdivision that has yet to receive draft plan approval; an Official Plan/zoning by-law amendment that has yet to receive approval; and applications appealed to the Ontario Land Tribunal and pending a decision from the Ontario Land Tribunal.

Permanent Residents: refers to Canadian citizens and the population that have been granted the right to reside in Canada permanently by immigration authorities. Furthermore, it excludes students not captured in the Statistics Canada Census.

Remaining Built-up Area (B.U.A.): refers to lands within the B.U.A. that are not within a Strategic Growth Area. Other than a few redevelopment opportunities within the remaining B.U.A., the remaining B.U.A. largely comprises established residential neighbourhoods.

Residents and Jobs per Hectare: an estimate of the population and jobs divided by the gross developable land area.



Glossary (Cont'd)

Rural Area: refers to lands identified in the City of Kingston Official Plan outside the delineated urban boundary which includes prime agricultural lands, rural lands, rural settlement areas (hamlets), mineral aggregate resources, rural commercial, and rural industrial areas.

Settlement Area Boundary Expansion: is a term used in provincial planning policy that refers to the adjustment of the urban boundary to include additional land within the Urban Area. The settlement area boundary expansion may include providing additional lands for Community Area or Employment Area uses.

Strategic Growth Areas: are the areas where the City will focus intensification efforts and direct most of the intensification housing growth. The Strategic Growth Areas in Kingston comprise three M.T.S.A.s, a corridor connecting the M.T.S.A.s, and other selected sites in the B.U.A.

Units Per Hectare (U.P.H.): is measured based on the number of housing units by housing structure type divided by the net residential land area (i.e., residential lots).

Urban Area: refers to municipally serviced (water/wastewater) lands identified in the City of Kingston Official Plan with a delineated urban boundary. In accordance with provincial planning policies, the City's Urban Area will accommodate most of the City's growth, with a limited amount of growth allocated to the Rural Area. This approach prioritizes the protection of the City's prime agricultural lands, while providing some growth opportunities to contribute to the rural economy.

Vacant Lands with No Applications: refers to vacant designated residential lands that currently have no active planning applications as of December 31, 2023.

Executive Summary



Executive Summary

Terms of Reference

The City of Kingston retained Watson & Associates Economists Ltd. (Watson), in association with Dillon Consulting Limited and urbanMetrics inc. (together referred to as the “Consultant Team”), in January 2023 to prepare a Growth Analysis and Urban Land Needs assessment study to support the City’s new Official Plan (O.P.) project. This study is being prepared in two phases: Phase 1 – Technical Analysis, and Phase 2 – Strategic Directions.

This study will form a foundational document for the City’s long-range planning and will include an update of the City’s population, housing, and employment forecasts, as well as a corresponding assessment of the City’s land needs for residential, commercial, and Employment Area lands to the year 2051. This report, titled, “Community Area Land Needs and Intensification Analysis,” summarizes the technical findings on the City’s capacity to accommodate residential intensification, as well as housing growth and related Community Area land uses on designated greenfield lands through to 2051. Furthermore, this report also includes strategic policy direction regarding the planning and management of growth within the City’s Community Areas, which includes residential areas, Major Transit Station Areas (M.T.S.A.s), and other Strategic Growth Areas.

The assessment of the City’s non-residential land needs, including the long-term outlook and strategic policy recommendations, will be provided under separate report covers and will include the Commercial Land Review Report and the Employment Land Review Report.

Study Process

On December 5, 2023, City of Kingston Council endorsed the Medium Population, Housing, and Employment Growth Scenario to 2051, prepared and presented by Watson. The Medium Population, Housing, and Employment Growth Scenario forecasts a permanent and student population base of 220,900 and an employment base of



113,900 by 2051.^[1] Leading to the endorsement of the growth forecast scenario by City of Kingston Council, there was an in-person Public Information Centre in June 2023 and the project team engaged with various City departments and external stakeholders over the course of the project. Additionally, the project team also consulted with representatives of Queen's University, St. Lawrence College, and the Royal Military College of Canada in the development of the post-secondary student forecast. More recently, on April 17, 2024, a second Public Information Centre was held, in person, to present and discuss the land needs and intensification findings contained in this report, as well as the preliminary technical results of the Commercial Land Review and the Employment Lands Review.

Following the review by City of Kingston Council in August 2024, additional reports will be provided, including the Population, Housing and Employment Growth Report, Commercial Lands Review and the Employment Lands Review. It is anticipated that these Reports will be provided in the fall of 2024.

Provincial Planning Policy Context

As previously discussed, the City of Kingston is about to begin the new O.P. project. This document, along with a series of other documents, are key background documents supporting the creation of brand-new policies through the O.P. project.

The City's new O.P. will be required to be consistent with provincial policy and legislation. In order to assess the City's land needs over the long-term horizon, the City is required to follow a provincial policy framework. The Provincial Policy Statement, 2020 (P.P.S., 2020) is the current in-effect policy document that provides a framework for managing growth. The P.P.S., 2020 provides guidance on directing growth with a focus on urban serviced lands (i.e., with municipal water and wastewater servicing) and prioritizing growth through intensification. Over the past few years, there has been a number of provincial policy and legislative changes that influence the planning and management of growth. At the time of writing this report, the Province has released a brand-new draft Provincial Planning Statement, 2024 (P.P.S., 2024) that is intended to replace the current P.P.S., 2020. It is expected that, by the time the City is ready to

^[1] City of Kingston Staff Report to Council, Population, Housing and Employment Growth Forecast Update to 2051, Report Number 24-016, December 5, 2023. Exhibit A attachment dated November 23, 2023, prepared by Watson & Associates Economists Ltd.



make final recommendations on the new O.P. project, the P.P.S., 2024, or some version of it, will be in effect. The P.P.S., 2024 recognizes that the approach to delivering housing and accommodating demand in Employment Areas will vary by municipality and, as such, it moves away from a prescriptive guideline-based approach. While this report was prepared under the purview of the P.P.S., 2020, it generally aligns with the proposed changes in the P.P.S., 2024 recognizing the anticipated 24-month timeline on the O.P. project and the likelihood that the new P.P.S., 2024 will be in effect by its completion. The 30-day comment period for the proposed P.P.S., 2024 ended on May 12, 2024.

Urban Structure

In order to assess land needs requirements and intensification potential, the City’s existing and planned urban structure was assessed. An urban structure provides the foundation for how the municipality will direct and manage residential and non-residential growth across its built-up area (B.U.A.), designated greenfield area (D.G.A.), and Rural Area. Each component of the municipality’s urban structure has a distinct role in accommodating growth and is guided by different provincial and local policies with respect to planning for growth. As such, in this report the urban structure components are referred to as “planning policy areas.”

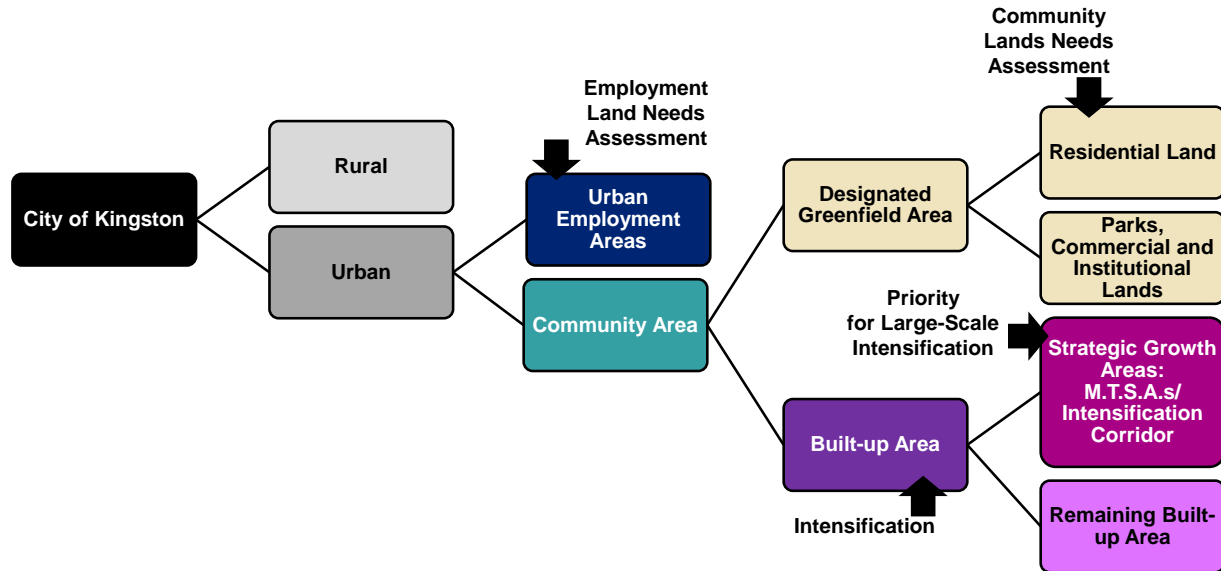
The City of Kingston has a delineated urban boundary. Lands within the urban boundary are considered urban and have full municipal servicing (i.e., water and wastewater servicing) or the potential to be developed in the future on full municipal services. Outside the urban boundary is the Rural Area, which includes prime agricultural lands, rural lands, rural settlement areas (hamlets), mineral aggregate resources, and rural commercial and rural industrial areas. The land needs assessment contained in this report is focused on accommodating growth on urban serviced land. In accordance with provincial planning policies, the City’s Urban Area will accommodate most of the City’s growth, with a limited amount of growth allocated to the Rural Area. This approach prioritizes the protection of the City’s prime agricultural lands in accordance with provincial policy, while providing some growth opportunities to contribute to the rural economy.

Provided in Figure ES-1 are the key components of the City’s urban structure, while Figure ES-2 provides a map of the City’s urban structure. Following the figures is a brief



description of the City's urban structure components. Refer to the glossary for information on the terms discussed below.

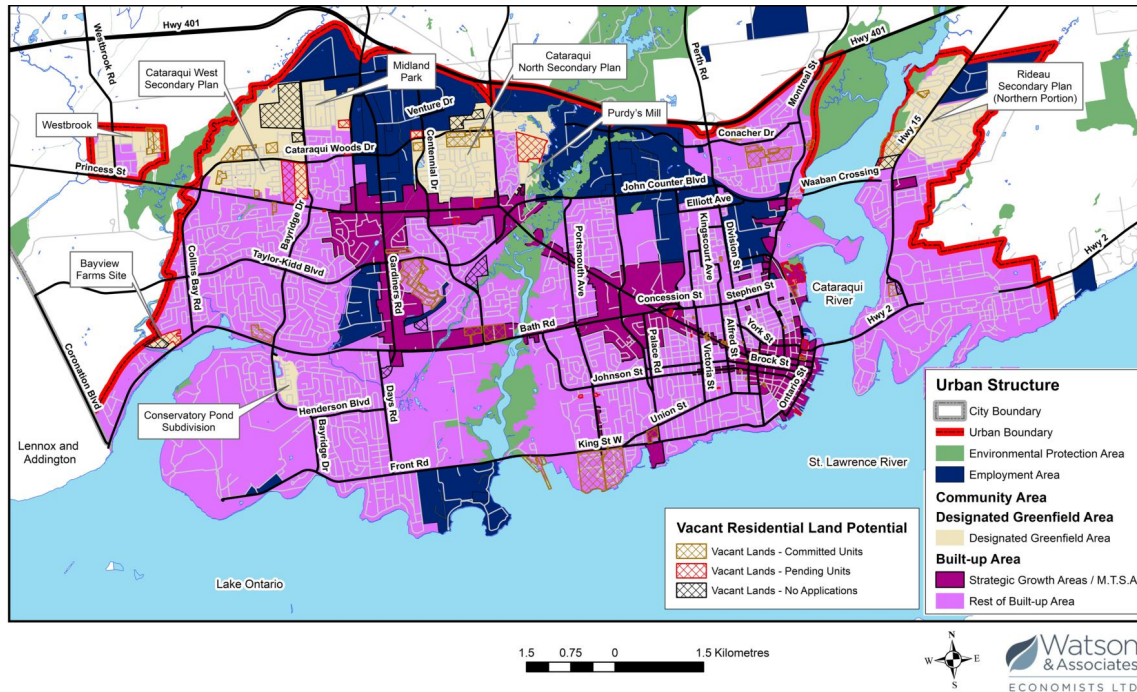
Figure ES-1
City of Kingston
Draft Urban Structure – Key Growth Areas Assessed



Notes: M.T.S.A. = Major Transit Station Area
Refer to glossary for definition of terminology displayed in figure.
Source: Watson & Associates Economists Ltd.



Figure ES-2
City of Kingston
Draft Urban Structure – Key Growth Areas Assessed



- **Community Area**

- This report assesses the City’s Community Area, which comprises residential land within the Urban Area, and commercial and institutional lands to support the residential uses. The Community Area is the City’s Urban Area excluding Employment Areas (industrial-type uses).
- Within the Community Area, the designated land is further divided into the D.G.A. and the B.U.A. The division of lands classified as B.U.A. and D.G.A. was based on the development status of the City’s urban lands as of 2006. The year 2006 was chosen to roughly correspond with the beginning of the development of the City’s more recent Secondary Plans on large tracts of greenfield land, namely the Cataraqui West Secondary Plan Area, the Cataraqui North Secondary Plan Area, and the northern part of the Rideau Community Secondary Plan Area. Furthermore, this time frame provides a rich dataset to observe housing trends in density and housing mix.



- Community Area lands that were developed as of 2006 are considered the B.U.A., while urban lands that were undeveloped as of 2006 are considered the D.G.A.
- **Designated Greenfield Area**
 - The D.G.A. represents all designated lands in the Urban Area that are not within the B.U.A. or within Employment Areas. Compared to the B.U.A., these areas are large tracts (sites measuring at least 20 hectares or 49 acres) of residential areas primarily planned for low-rise residential housing and are undergoing development, nearing completion, or have been developed less than 20 years ago. The D.G.A. also comprises other Community Area lands (e.g., parkland, commercial, and institutional uses).
 - The land needs assessment only includes the vacant lands within the D.G.A. Developed lands within the D.G.A. are assessed only to understand trends in density and housing mix, and to inform key inputs into the land needs assessment.
- **Built-Up Area**
 - The B.U.A. is the area where most of the residential, commercial, and institutional lands within the City are developed. This area is where intensification, including redevelopment and infill, is expected to occur. The B.U.A. also offers vacant land sites; however, compared to the D.G.A., the vacant sites are smaller (sites measuring less than 20 hectares (49 acres) in land area) and are more likely to accommodate higher-density developments such as townhouses and apartments.
 - As set out in this report, the City's intensification rate applies to development within the geographic extent of the B.U.A. Over the past five years, development within the B.U.A. has primarily comprised high-density housing developments. It should be noted that the City's O.P. does not delineate a B.U.A. Watson has delineated a B.U.A. based on standard practices across Ontario and in accordance with provincial policy direction. The P.P.S., 2020 requires that municipalities "establish and implement minimum targets for intensification and redevelopment within built-up areas, based on local conditions."^[2] The proposed P.P.S., 2024 encourages but does not require municipalities to delineate a B.U.A. and

^[2] P.P.S., 2020, policy 1.1.3.5, p. 9.



set minimum targets for intensification.^[3] Going forward, the B.U.A. can be used by the City to monitor and review the City's intensification rate. The delineation will provide a clear parameter where intensification can be measured.

- **Strategic Growth Areas**
 - A further division within the B.U.A. is provided. The City's Strategic Growth Areas are the areas where the City will focus intensification efforts and direct most of the intensification housing growth. The Strategic Growth Areas in Kingston comprise three M.T.S.A.s, a corridor connecting the M.T.S.A.s, and other selected sites in the B.U.A.
- **Remaining Built-Up Area**
 - Other than a few redevelopment opportunities within the remaining B.U.A., the remaining B.U.A. largely comprises established residential neighbourhoods.

Methodology of Community Area Land Needs

The following lists the key steps in conducting the Community Area land needs assessment. It is important to note that the following methodology is based on standard practices in Ontario in calculating the Community Area land needs. Chapters 2 through 6 provide further details on the inputs utilized in the land needs assessment, including a review of trends, as follows:

- City of Kingston Housing Forecast to 2051;
- Growth Allocation Rural and Urban Areas to 2051;
- Intensification Analysis;
- D.G.A. Housing Demand to 2051;
- D.G.A. Housing Supply on Vacant Lands;
- D.G.A. Housing Unit Supply Versus Demand;
- D.G.A. Housing Units per Hectare Assumption, Net Land Area; and
- Community Area Land Needs Including Other Community Uses (e.g., parks/trails, stormwater ponds, local roads, and non-residential uses).

Prior to assessing the Community Area land requirements within the Urban Area, an intensification housing analysis was carried out by the Consultant Team. This

^[3] Proposed P.P.S., 2024, policy 2.3.4, p. 8.



"intensification first" approach prioritizes accommodating the City's housing growth through intensification.

City of Kingston Population and Housing Growth Forecast to 2051

The City of Kingston's permanent population is forecast to grow at an annual rate of approximately 1.2% under the Medium Growth Scenario. As previously discussed, the Medium Growth Scenario is the growth scenario endorsed by City of Kingston Council on December 5, 2023.^[4] Under that growth scenario, the City's population is expected to reach 220,900 permanent residents and students by 2051, representing an increase of approximately 66,800 from 2021 to 2051. In developing the City's long-term population forecast, consideration was given to the long-term population, housing, and employment growth outlook for the surrounding market area, as well as national immigration trends and local and regional demographic trends.

In addition to the housing forecast to accommodate future permanent residents, there is a need to accommodate approximately 180 high-density housing units annually for students and to address the housing structural deficit for existing residents in the City.^[5]

City of Kingston Population and Housing Growth by Planning Policy Area

The population growth in the City is anticipated to be driven by a broader range of demographic groups, including young adults and students, families with children, empty nesters, and seniors. To accommodate these broad demographic groups, the City will require a range of housing options, including at-grade low- and medium-density and high-density housing choices. Almost all new low-density housing and most of the new medium-density housing will be accommodated in the D.G.A., while most of the new high-density housing will be accommodated within the B.U.A., specifically as

^[4] City of Kingston Staff Report to Council, Population, Housing and Employment Growth Forecast Update to 2051, Report Number 24-016, December 5, 2023. Exhibit A attachment dated November 23, 2023, prepared by Watson & Associates Economists Ltd.

^[5] Household structural deficit refers to the City's current housing supply that does not meet the needs of the current population from a household affordability, suitability (e.g., major repairs required or not enough bedrooms for the size and make-up of households), and market choice lens. The household structural deficit identifies a need for existing residents in the City of Kingston.



intensification within the Strategic Growth Areas where growth will benefit from access to public transportation.

It is forecast that 60% of the City's housing growth is planned for the B.U.A., primarily comprising high-density housing units. As previously discussed, housing growth within the B.U.A., regardless of housing structure type, is considered intensification. Based on an intensification rate of 60%, the City is anticipated to achieve a higher intensification rate than the current intensification target rate of 40% identified in the City of Kingston O.P.^[6] This high rate of housing growth recognizes the intensification levels the City of Kingston has experienced over the past 20 years. Over the 2006 to 2023 period, approximately 55% of the City's housing growth was accommodated through intensification.^[7] Achieving an intensification rate beyond 60% would require an adjustment to the City's housing forecast by structure type, as the B.U.A. has limited opportunities to accommodate at-grade housing (i.e., low-density and medium-density housing). Any adjustment to the housing forecast to include additional high-density housing growth would not align well with the diverse housing needs of a broader range of demographics the City is anticipated to accommodate through net migration.

Within the D.G.A., over the 2024 to 2051 period, approximately 80% of the housing units are anticipated to comprise at-grade housing units, including low-density (i.e., single detached and semi-detached housing units) (45%) and medium-density housing units (i.e., row houses) (35%). High-density housing units (i.e., apartments and stacked townhouse units) are anticipated to represent 20% of housing growth within the D.G.A. The D.G.A. has experienced a shift towards a wider range of housing options, especially in terms of accommodating more medium-density housing units (i.e., row houses), largely due to pressures for more affordable at-grade housing units.

Provided in Figure ES-3 is a summary of the housing growth forecast over the 2024 to 2051 period by planning policy area. The housing growth increment in the D.G.A. is utilized in the Community Area land needs assessment and is compared against the vacant land supply within the D.G.A. As summarized in Figure ES-3, approximately 60%

^[6] City of Kingston Official Plan, Consolidated as of December 1, 2022, Policy 2.4.5 (a), p. 56.

^[7] The City's intensification rate has been measured based on City of Kingston residential building activity from 2006 to 2023 in accordance with the delineation of the B.U.A. by Watson.



of the housing growth is anticipated to be accommodated in the B.U.A.; this is referred to as the intensification rate.

Figure ES-3
City of Kingston
Housing Forecast by Planning Policy Area, 2024 to 2051

Planning Policy Area	Total Housing Units Occupied by Permanent Residents	Share of Housing Units (%)
Built-up Area	14,640	60%
Designated Greenfield Area	9,560	39%
Rural Area	370	2%
City of Kingston	24,570	100%

Note: Figures has been rounded.
Source: Watson & Associates Economists Ltd.

Residential Intensification Analysis

Priority areas for intensification within Kingston were identified in consultation with City staff based on previous work undertaken to date. While intensification is encouraged throughout the B.U.A., the Strategic Growth Areas are the key priority areas for intensification. These align with the City’s express transit routes and largely include arterial corridors along Gardiners Road and Bath Road between Cataraqui Centre and Kingston Centre, and Princess Street between Kingston Centre and the Downtown. These Strategic Growth Areas are anchored by the Downtown, Kingston Centre, and Cataraqui Centre M.T.S.A.s.

M.T.S.A.s typically encompass lands within a 500- to 800-metre radius (about a 10- or 15-minute walk) of a transit station or stop and tend to be primarily located along existing or planned higher-order transit corridors. The approach to delineating the M.T.S.A. boundaries involved the consideration of a number of factors discussed in the report, including barriers and constraints, surrounding land uses, and connectivity. The Strategic Growth Areas also include an area of older industrial and other under-utilized parcels along Montreal Street within the North King’s Town Secondary Plan area, which is under review.



The residential intensification analysis prepared by the Consultant Team identified that the City has the potential for 47,300 housing units within the Strategic Growth Areas of the B.U.A., which is more than sufficient to accommodate demand for approximately 14,640 housing units within the B.U.A. The intensification housing potential was assessed based on screening out key constraints and categorizing based on opportunities, in addition to feedback from City of Kingston planning staff.

Community Area Lands Assessment Results

Despite a significant increase to the City's residential intensification target within the B.U.A., the City will need to expand its urban boundary by at least 340 hectares (840 acres) of gross developable land area to accommodate the housing forecast within the D.G.A. and the associated Community Area lands. It is important to note that the land requirements are considered to be gross developable land area requirements such as stormwater management features, parks, roads, sidewalks, and other facilities and supportive uses, but exclude all lands with environmental features that are protected from development. It is important to recognize that this represents a minimum land need; additional land area may be required to allow for flexibility in planning for new neighbourhoods and other site factors, such as creating neighbourhoods that follow logical boundaries for urban development. Furthermore, the actual extent of the gross developable land area of the urban expansion areas will be further explored as part of the City of Kingston O.P. project and may differ from the outcome identified in this report, based on a series of planning considerations. The land needs identified in this report are considered to be a conceptual starting point, recognizing that further work will be carried out by City of Kingston staff to determine the location of Community Area expansion lands.

Strategic Directions and Policy Recommendations

A series of strategic directions and policy recommendations are provided in regard to planning for the City's Community Area. These recommendations are discussed based on the following topics:

- Long-term population, housing, and employment forecasts;
- Residential phasing and supply of urban land;
- Residential intensification target;
- Planning for Community Area expansion lands;



- Planning for higher density on Community Area lands;
- Planning for employment in Strategic Growth Areas and M.T.S.A.s;
- Planning for mixed-use development and complete communities;
- Climate mitigation, adaption, and resilience principles; and
- Plan monitoring.

Next Steps

Following the review by City of Kingston Council in August 2024, additional reports will be provided, including the Population, Housing and Employment Growth Report, Commercial Lands Review and the Employment Lands Review. It is anticipated that these Reports will be provided in the fall of 2024.

Report



1. Introduction

1.1 Terms of Reference

The City of Kingston retained Watson & Associates Economists Ltd. (Watson), in association with Dillon Consulting Limited and urbanMetrics inc. (together referred to as the “Consultant Team”), in January 2023 to prepare a Growth Analysis and Urban Land Needs Assessment study to support the City’s Official Plan (O.P.) Review. This study is being prepared in two phases: Phase 1 – Technical Analysis, and Phase 2 – Strategic Directions.

This study forms a foundational document for the City and is intended to be accompanied by a series of other reports which are being prepared concurrently by the Consultant Team as part of this broader study process to support the City’s new O.P. Project. This includes an update of the City’s population, housing, and employment forecasts, and a corresponding assessment of the City’s future needs for Employment Area and commercial lands to the year 2051.^[8]

This report, titled “Community Area Land Needs and Intensification Analysis,” summarizes the technical findings regarding the City’s capacity to accommodate residential intensification, as well as housing growth and related Community Area land uses on designated greenfield lands through to 2051. Furthermore, this report also includes strategic policy direction regarding the planning and management of growth within the City’s Community Areas, which includes residential areas, Major Transit Station Areas (M.T.S.A.s), and other Strategic Growth Areas.

1.2 Study Process

On December 5, 2023, City of Kingston Council endorsed the Medium Population, Housing, and Employment Growth Scenario to 2051, prepared and presented by Watson. The Medium Population, Housing, and Employment Growth Scenario forecasts a permanent and student population base of 220,900 and an employment base of

^[8] City of Kingston Population, Housing and Employment Growth Analysis Study, September August; City of Kingston Community Area Land Needs and Residential Intensification Analysis Report, July 2024; and City of Kingston Commercial Land Needs Study, August 2024.



113,900 by 2051.^[9] Leading to the endorsement of the growth forecast scenario by City of Kingston Council, an in-person Public Information Centre was held in June 2023. The Consultant Team and the City Planning Services Department also engaged with various City departments and external stakeholders over the course of the project. Additionally, the Consultant Team and the City Planning Services Department consulted with representatives of Queen’s University, St. Lawrence College, and the Royal Military College of Canada in the development of the post-secondary student forecast.

More recently, on April 17, 2024, a second Public Information Centre was held in-person to present and discuss the land needs and intensification findings contained in this report, and the preliminary technical results of the Commercial Land Review and the Employment Lands Review. Following the review by City of Kingston Council in August 2024, additional reports will be provided, including the Population, Housing and Employment Growth Report, Commercial Lands Review and the Employment Lands Review. It is anticipated that these Reports will be provided in the fall of 2024.

1.3 Provincial Planning Policy Context

On April 7, 2023, the Province of Ontario released a new draft Provincial Planning Statement (P.P.S., 2023) for public consultation in concert with introducing Bill 97: *Helping Homebuyers, Protecting Tenants Act, 2023*. Bill 97 received Royal Assent on June 23, 2023, and amended seven provincial statutes, including the *Planning Act*. The draft P.P.S., 2023 was released for public consultation with the intent of simplifying and consolidating existing provincial policies (A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2019, and the Provincial Policy Statement, 2020 (P.P.S., 2020)) in one Province-wide policy, while providing municipalities and the Province with greater flexibility to deliver on housing objectives.

On April 10, 2024, the Province introduced *Bill 185: Cutting Red Tape to Build More Homes Act, 2024* and, at the same time, an updated draft of the Provincial Planning Statement (P.P.S., 2024) was released. The 30-day comment period for the proposed P.P.S., 2024 ended on May 12, 2024. A key focus of the proposed P.P.S., 2024 is that it

^[9] City of Kingston Staff Report to Council, Population, Housing and Employment Growth Forecast Update to 2051, Report Number 24-016, December 5, 2023. Exhibit A attachment dated November 23, 2023, prepared by Watson & Associates Economists Ltd.



recognizes that the approach to delivering housing and accommodating demand in Employment Areas will vary by municipality and, as such, it moves away from a prescriptive guideline-based approach. The following summarizes key highlights of the proposed P.P.S., 2024:

- Compared to the P.P.S., 2020, the proposed P.P.S., 2024 provides a more flexible horizon for planning for growth by providing a planning horizon with a minimum of 20 years and a maximum of 30 years. If approved, under the P.P.S., 2024 municipalities are to designate land to accommodate growth over a 20- to 30-year period, with the opportunity to designate additional land beyond the 30-year time horizon for Employment Areas.
- The proposed P.P.S., 2024 requires municipalities to consider population and employment growth forecasts prepared using the Ministry of Finance’s 25-year projections and allows municipalities to modify them as appropriate.^[10] It is important to note that the Ministry of Finance population forecasts are provided at the Census division^[11] level only, which typically represents upper-tier municipalities, including separated municipalities (e.g., the City of Kingston and the County of Frontenac are included with the Frontenac Census Division) and large urban single-tier municipalities. It is our interpretation that the use of the Ministry of Finance forecasts is not meant to replace long-term forecasting by municipalities, but the forecasts are to be used as a starting place in establishing forecasts and testing the reasonableness of alternative regional forecasts and area municipal growth allocations, an approach that was carried out for this study.
- According to the proposed P.P.S., 2024, Minister’s Zoning Orders are to be treated as “in addition to projected needs” over the planning horizon. In planning for Minister’s Zoning Order lands, the proposed P.P.S., 2024 states these lands must be incorporated into the O.P. and related infrastructure plans.^[12]
- Generally unchanged from the P.P.S., 2020, the proposed P.P.S., 2024 still requires planning authorities to maintain at all times the ability to accommodate residential growth for a minimum of 15 years through lands that are designated

[10] Proposed P.P.S., 2024, policy 2.1.1, p. 6

[11] Census division is a term used by Statistics Canada that refers to a large geographic area encompassing neighbouring municipalities that may share some common services (such as police or ambulance services).

[12] Proposed P.P.S., 2024, policy 2.1.1, p. 6.



and available for residential development. It is noted, however, that the emphasis on intensification and redevelopment in this regard has been removed. Planning authorities are also required to maintain at all times, where new development is to occur, land with servicing capacity sufficient to provide at least a three-year supply of residential units, available through lands suitably zoned, including units in draft approved or registered plans.

- According to the proposed P.P.S., 2024, settlement area boundary expansion is allowed at any time and without the requirement of a Comprehensive Review, provided that all P.P.S. policies under subsection 2.3.4 are considered. Furthermore, the policies allow for a simplified and flexible approach for municipalities to undertake a settlement area boundary expansion which would require a demonstrated need for urban expansion.
- The proposed P.P.S., 2024 includes an updated definition of Employment Area based on the amendment of the *Planning Act* on June 8, 2023. The *Planning Act* was amended under subsection 1 (1) to include a new definition of “area of employment.” This definition of Employment Area has been scoped to include only industrial-type employment as a primary use. The amendment to the *Planning Act* received Royal Assent as part of Bill 97 on June 8, 2023. The definition change in the *Planning Act* would require proclamation before it comes into effect.
- The proposed P.P.S., 2024 requires that municipalities unlock more opportunities for housing, stating that municipalities should support redevelopment of commercially designated retail lands (e.g., underutilized shopping malls and plazas) to support mixed-use residential.^[13] Furthermore, the proposed P.P.S., 2024 notes that Employment Areas that do not meet the definition of Employment Area, referred to as “employment outside of Employment Areas” should support a diverse mix of land uses, including residential uses.^[14] These lands generally would include office business parks, commercial and institutional lands, and employment lands that do not meet the definition of Employment Area.

^[13] Proposed P.P.S., 2024, policy 2.4.1.3, p. 9.

^[14] Ibid., policy 2.8.1.3, p. 13.



- The proposed P.P.S., 2024 identifies that development within Rural Areas needs to be assessed within the rural context in terms of the scale of servicing and character.^[15]

This report was prepared under the purview of the P.P.S., 2020; however, it is noted that the suggested changes in the proposed P.P.S., 2024 have been extensively reviewed and addressed. As such, the Community Area land needs methodology provided herein aligns with the proposed P.P.S., 2024.

2. Approach

2.1 Urban Structure

In order to assess land needs requirements and intensification potential, the City was divided into urban structure components. An urban structure provides the foundation of how the municipality will direct and manage growth. Each component of the municipality’s urban structure has a distinct role in accommodating growth and is guided by different provincial and local policies with respect to planning for growth. As such, in this report the urban structure components are referred to as “planning policy areas.” Figure 1 illustrates the City’s urban structure components, while Figure 2 provides a map of the urban structure components within the Urban Area.

Provided below is a breakdown of the urban structure components within the City.

Urban and Rural Areas

Figure 2 provides a map of the urban structure components within the Urban Area, including the delineation of the current boundary as shown by a red line. Outside the urban boundary is the Rural Area, which includes prime agricultural lands, rural lands, rural settlement areas (hamlets), mineral aggregate resources, rural commercial, rural industrial and environmental protection areas. It is important to note that the land needs assessment contained in this report is focused on accommodating growth on urban serviced land. In accordance with provincial planning policies, the City’s Urban Area will accommodate most of the City’s growth, with a limited amount of growth allocated to the

^[15] Ibid., policy 2.5.2, p. 10.



Rural Area. This approach prioritizes the protection of the City's prime agricultural lands, while providing some growth opportunities to contribute to the rural economy.

Employment Area

Employment Areas are lands designated for industrial type uses. A comprehensive land needs assessment for these lands will be provided under a separate report.

Employment Area uses are protected from conversions to non-Employment Area uses and require separation from major retail uses and sensitive uses such as residential and large institutional uses (e.g., nursing homes, schools, and hospitals) due to land use compatibility issues. The location of these lands is identified in dark blue on Figure 2.

Community Area

This report assesses the City's Community Area, which comprises residential land within the Urban Area, as well as commercial, institutional, and recreational/parkland lands to support the residential uses. The Community Area is the City's Urban Area, excluding Employment Areas. These lands are identified in Figure 2 with the colours of beige, mauve, and light purple, reflecting the various sub-components of the City's Community Area.

Delineation of the Built-up Area and the Designated Greenfield Area

Within the Community Area, designated land is further divided into the Designated Greenfield Area (D.G.A.) and the Built-up Area (B.U.A.). The division of lands classified as B.U.A. and D.G.A. was based on the development status of the City's urban lands as of 2006. The year 2006 was chosen to roughly correspond with the beginning of the development of the City's more recent Secondary Plans on large tracts of greenfield land, namely the Cataraqui West Secondary Plan Area, the Cataraqui North Secondary Plan Area, and the northern part of the Rideau Community Secondary Plan Area.

Urban lands that were developed as of 2006 are considered B.U.A., while urban lands that were undeveloped as of 2006 are considered D.G.A. This time frame provides a rich dataset to observe housing trends in density and housing mix. Designated lands developed within the D.G.A. today primarily comprise low-density housing developments (i.e., single detached/semi-detached housing units) and, to a lesser extent, medium-density housing units (i.e., row housing units). Over the past 18 years, most of the City's at-grade housing activity (e.g., single detached, semi-detached, and



row housing units) has been concentrated within the D.G.A. High-density housing activity (i.e., apartment units and stacked townhouses) has been primarily concentrated in the City's B.U.A., with only a few high-density buildings constructed within the D.G.A. over the past few years.

Designated Greenfield Area

The D.G.A. represents all designated lands within the Urban Area not within the B.U.A. and outside of Employment Areas. The location of these lands is identified in a beige colour on Figure 2. D.G.A. lands are represented by large tracts of residential areas (of at least 20 hectares, or 49 acres) primarily planned for at-grade housing (low-density and medium-density housing) that are undergoing development, nearing completion, or were developed less than 20 years ago. As previously discussed, the D.G.A. was largely undeveloped as of 2006. The D.G.A. includes the following Secondary Plan Areas that are nearing completion: the Cataraqui West Secondary Plan Area, the Cataraqui North Secondary Plan Area, and the northern portion of the Rideau Community Secondary Plan Area. These Secondary Plan Areas have been the location of most of the housing growth within the D.G.A. over the past decade. Recent development in the D.G.A. has primarily comprised low-density (single and semi-detached housing units) and medium-density (row housing units) housing developments. The D.G.A. also comprises other Community Area lands, such as commercial, institutional (e.g., schools, nursing homes, and community centres), and recreational/parkland uses.

Municipalities across Ontario use the term D.G.A. or “greenfield area” to categorize newly established or developing areas. For example, municipalities in the Greater Golden Horseshoe^[16] and other municipalities such as the City of London, the City of Ottawa, the City of Sarnia, the Municipality of Chatham-Kent, the County of Essex, and the City of Stratford use this approach to categorize intensification areas apart from greenfield areas.

As part of its new O.P., the City of Kingston may elect to use a different term to refer to the urban designated lands outside of the B.U.A. and Employment Areas. The P.P.S., 2020 and the proposed P.P.S., 2024 do not require the use of a standard term. It should

^[16] Municipalities where the provincial planning document, A Place to Grow: Growth Plan for the Greater Golden Horseshoe applies.



be noted that the P.P.S., 2020 uses the term “designated growth areas,” while the proposed P.P.S., 2024 uses the term “growth areas” to refer to this type of area.

As discussed in Chapter 6, it is important to note that the land needs assessment only includes vacant lands within the D.G.A. As shown in Figure 2, many of the lands within the D.G.A. are developed as of 2024. Developed lands within the D.G.A. are assessed only to understand trends in density and housing mix and inform key inputs into the land needs assessment.

Built-Up Area

As set out in this report, the City’s intensification rate applies to development within the geographic extent of the B.U.A. Over the past five years, development within the B.U.A. has primarily comprised high-density housing developments. It should be noted that the City’s O.P. does not delineate a B.U.A. Intensification is not defined in the City’s O.P. based on a geographic area, but rather it is based on intensifying and redeveloping underutilized sites with a focus in directing intensification to centres and corridors. Furthermore, the City of Kingston O.P. identifies strategic intensification sites within the Central Area of the City in Schedule CK-1.

According to the City of Kingston O.P., intensification is defined as:

The development of a property, site or area at a higher density than currently exists through:

- a. the re-use of brownfield sites;
- b. the development of vacant and/or underutilized lots within previously developed areas;
- c. infill development; and,
- d. the expansion or conversion of existing buildings.^[17]

Watson has delineated a B.U.A. based on standard practices across Ontario and in accordance with provincial policy direction. The P.P.S., 2020 requires that municipalities “establish and implement minimum targets for intensification and redevelopment within built-up areas, based on local conditions.”^[18] The proposed P.P.S., 2024 encourages

^[17] City of Kingston Official Plan, Consolidated as of December 1, 2022, Definitions, p. 22.

^[18] P.P.S., 2020, policy 1.1.3.5, p. 9.



but does not require municipalities to delineate a B.U.A. and set minimum targets for intensification.^[19] Going forward, the B.U.A. can be used by the City to monitor and review the City's intensification rate. The delineation will provide a clear parameter where intensification can be measured.

Strategic Growth Areas

A further division within the B.U.A. is provided, as summarized in Figure 1. The location of these lands is identified in a mauve colour on Figure 2. The City's Strategic Growth Areas are the areas where the City will focus intensification efforts and direct most of the intensification housing growth. The delineation of the Strategic Growth Areas in this report has been carried out in accordance with the proposed P.P.S., 2024. The Strategic Growth Areas in Kingston comprise three M.T.S.A.s and a corridor connecting the M.T.S.A.s. Additional Strategic Growth Areas may be identified by the City through the creation of the new O.P. In addition, the Strategic Growth Areas include selected strategic sites in the Central Area of the City. Chapter 5 provides further details on the location of the Strategic Growth Areas.

M.T.S.A.s are not defined in the P.P.S., 2020; however, they are defined in the *Planning Act* and the proposed P.P.S., 2024. These are areas that are generally planned and protected for a high intensity of residential and mixed-use development around transit station areas. The City of Kingston currently does not have M.T.S.A.s delineated in the O.P. As part of the City's O.P. Review, the City plans to identify M.T.S.A.s. This report provides a draft delineation of the M.T.S.A.s. as discussed in Chapter 5. According to the *Planning Act*, in regard to delineating M.T.S.A.s:

The official plan of a single-tier municipality may include policies that identify the area surrounding and including an existing or planned higher order transit station or stop as a protected major transit station area and that delineate the area's boundaries, and if the official plan includes such policies it must also contain policies that,

- (a) identify the minimum number of residents and jobs, collectively, per hectare that are planned to be accommodated within the area;
- (b) identify the authorized uses of land in the major transit station area and of buildings or structures on lands in the area; and

^[19] Proposed P.P.S., 2024, policy 2.3.4, p. 8.



(c) identify the minimum densities that are authorized with respect to buildings and structures on lands in the area. 2017, c. 23, Sched. 3, s. 5 (2).^[20]

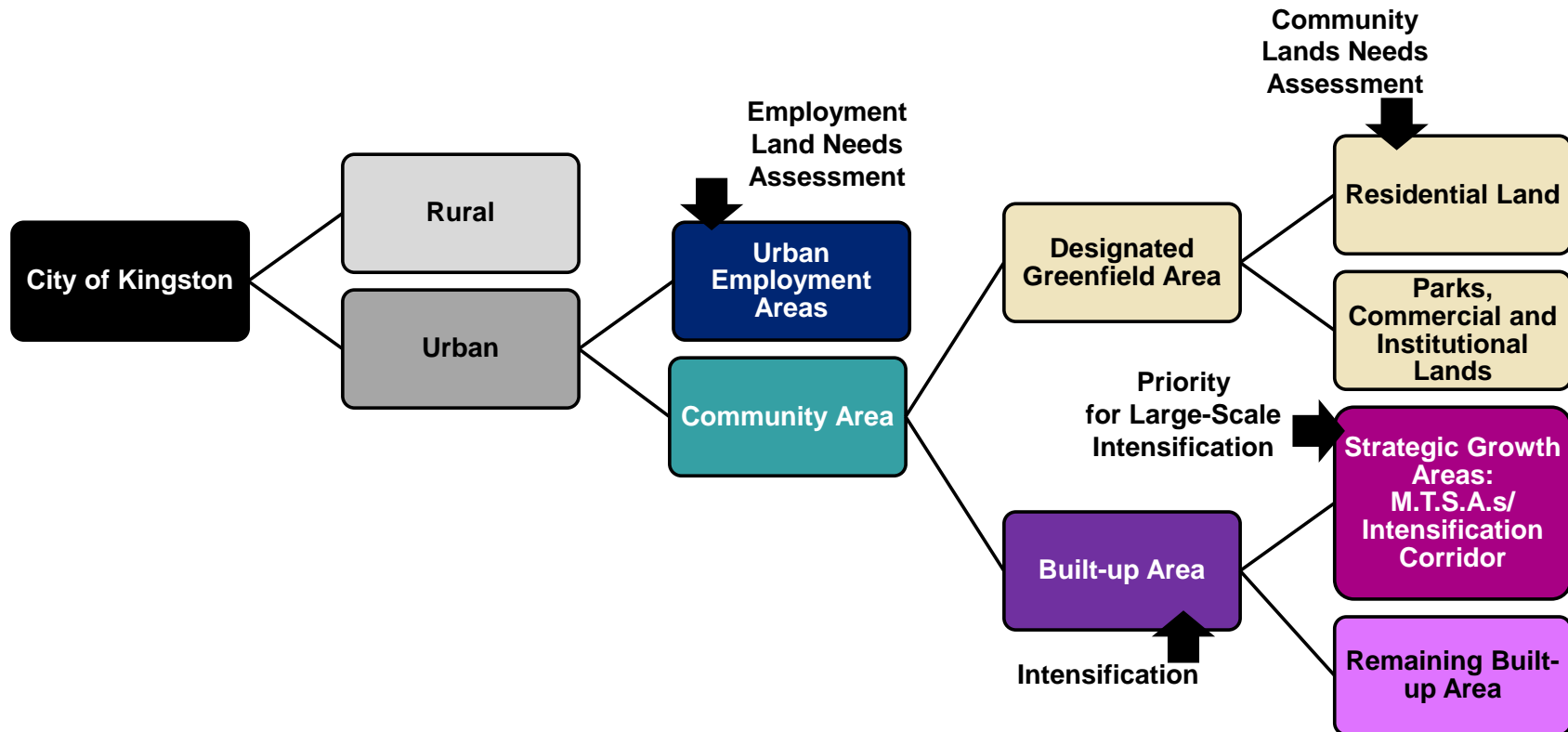
Remaining Built-Up Area

Other than a few redevelopment opportunities within the remaining B.U.A., the remaining B.U.A. largely comprises existing established neighbourhoods with opportunities for gentle intensification, including accommodating Additional Residential Units (A.R.U.s). The locations of the remaining B.U.A. lands are shown in a light purple colour on Figure 2 and include the largest portion of the Urban Area within the City of Kingston.

^[20] *Planning Act*, section 16 (15).



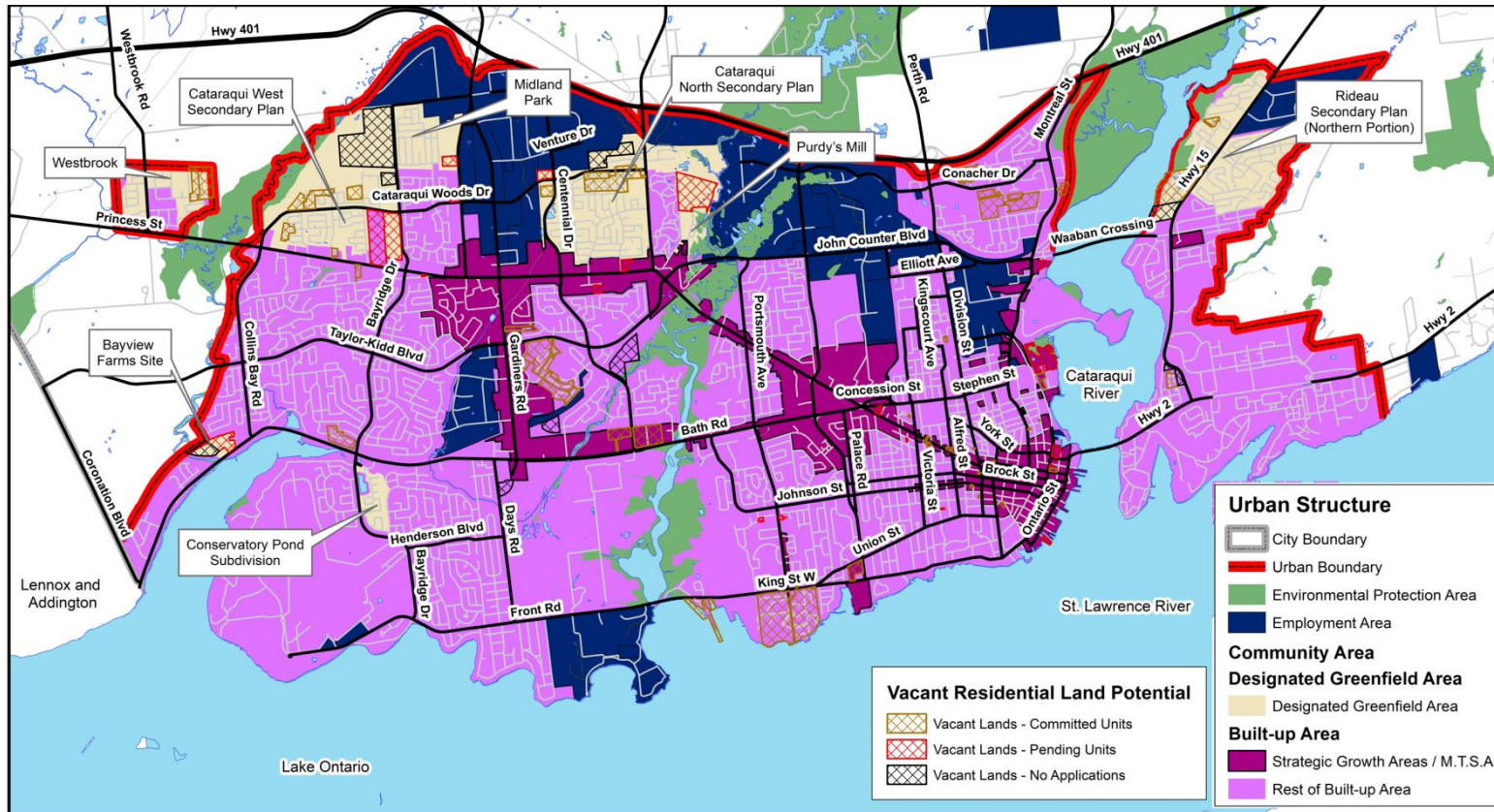
Figure 1
City of Kingston
Draft Urban Structure – Key Growth Areas Assessed



Notes: M.T.S.A. = Major Transit Station Area.
Refer to glossary for definition of terminology displayed in figure.
Source: Watson & Associates Economists Ltd.



Figure 2
City of Kingston
Draft Urban Structure – Key Growth Areas Assessed



1.5 0.75 0 1.5 Kilometres



Watson & Associates
ECONOMISTS LTD.

Note: Refer to glossary for definition of terms displayed on map.



2.2 Methodology of Community Area Land Needs Assessment

The following discusses the methodology in conducting the Community Area land needs assessment and a summary of the key inputs into the analysis. The rest of this report will discuss the land needs assessment in further detail. It is important to note that the following methodology is based on standard practices in Ontario in calculating the Community Area land needs.

Housing in this report is categorized by the following housing structure types:

- **Low-Density Housing:** includes single detached and semi-detached units;
- **Medium-Density Housing:** includes row housing units, including back-to-back townhouses and duplexes; and
- **High Density Housing:** includes apartments and stacked townhouses.

The following is an overview of the steps involved in the Community Land Needs Assessment; further details on the key inputs are provided in the subsequent chapters.

Step 1 – City of Kingston Housing Forecast to 2051

The Medium Population, Housing, and Employment Growth Scenario (Recommended Scenario) forecasts that the City will have a permanent and student population base of 220,900 residents accommodated in approximately 92,200 households by 2051. The Medium Population, Housing, and Employment Growth Scenario was endorsed by City of Kingston Council on December 5, 2023. Further details on the population, housing, and employment forecast can be found in Chapter 3 and within the City of Kingston Growth Forecast Update, Summary of Draft Findings Memorandum, prepared by Watson and dated November 23, 2023.^[21]

Over the 2024 to 2051 planning period, the City will require approximately 24,600 additional housing units to accommodate the permanent population forecast. In

^[21] City of Kingston Staff Report to Council, Population, Housing and Employment Growth Forecast Update to 2051, Report Number 24-016, December 5, 2023. Exhibit A attachment dated November 23, 2023, prepared by Watson & Associates Economists Ltd.



addition, as discussed in Chapter 3, there is a need to accommodate approximately 180 high-density housing units annually for students and to address a housing structural deficit for existing residents.^[22] This housing segment would largely be accommodated within the B.U.A. and, as a result, would not require additional land to be brought into the Urban Area.

Step 2 – Growth Allocation Rural and Urban Areas to 2051

In accordance with provincial planning direction, as per the P.P.S., 2020 and the proposed P.P.S., 2024, most of the City's housing growth is to be accommodated within the Urban Area, which offers the potential for full municipal servicing (i.e., water/wastewater servicing). More specifically, approximately 98% of the City's permanent housing growth (24,200 housing units) is anticipated to be accommodated within the City's Urban Area. In contrast, it is forecast that less than 2% of the City's housing growth is anticipated to be accommodated within the Rural Area. Further details of growth in the Rural Area are provided in section 4.1.

Step 3 – Intensification Analysis

Prior to assessing the Community Area land requirements within the Urban Area, an intensification housing analysis was carried out by the Consultant Team. This "intensification first" approach prioritizes accommodating the City's housing growth through intensification. Based on the intensification analysis, it is anticipated that the City can accommodate 60% of its City-wide housing growth to 2051 through intensification. As a result, approximately 14,600 housing units in the City over the 2024 to 2051 period will be accommodated within the existing Urban Area through intensification. It should be noted that the City is anticipated to achieve a higher intensification rate than the current intensification target rate of 40% identified in the City of Kingston O.P.^[23] As a comparison, over the 2006 and 2023 period, approximately 55% of the City's housing growth has been accommodated through intensification which

^[22] Household structural deficit refers to the City's current housing supply that does not meet the needs of the current population from a household affordability, suitability (e.g., major repairs required or not enough bedrooms for the size and make-up of households), and market choice lens. The household structural deficit identifies a need for existing residents in the City of Kingston.

^[23] City of Kingston Official Plan, Consolidated as of December 1, 2022, Policy 2.4.5 (a), p. 56.



supports an increase in the intensification rate established in the O.P.^[24] Further details regarding trends within the B.U.A. can be founded in section 4.1, while Chapter 5 provides further details on the residential intensification supply analysis.

As previously discussed, intensification is measured based on housing growth within the B.U.A. The intensification analysis considers the City's housing forecast by structure type and its ability to accommodate an appropriate housing mix within the B.U.A. Generally, growth through intensification will largely be in the form of high-density housing (i.e., stacked townhouses and apartment units) and, to a lesser extent, medium-density housing (i.e., row housing units). Limited infill opportunities are identified for low-density housing (i.e., single detached and semi-detached units) through intensification. Further details of growth regarding the housing forecast for the B.U.A. can be founded in section 3.4.

The intensification analysis also considers the opportunity to accommodate A.R.U.s. A.R.U.s, for the purposes of this report, are considered high-density housing units due to the similar occupancy levels (i.e., average persons per unit) that they generate when compared with apartment housing units. Since 2020, the City of Kingston averaged 79 A.R.U.s annually.^[25] The vast majority of A.R.U.s were established in the B.U.A. Going forward, it is anticipated that A.R.U.s will continue to remain strong given the recent policy changes by the City and the Province to allow for more A.R.U. opportunities. Provincial policy changes include allowing for up to three A.R.U.s per property on a residential lot containing a single detached housing unit, semi-detached housing unit, or townhouse unit.

Step 4 – Designated Greenfield Area Housing Demand to 2051

Upon identifying the appropriate amount of housing growth to be accommodated through intensification (i.e., within the B.U.A.) and within the Rural Area, the remaining housing growth is identified as D.G.A. housing unit demand. The D.G.A. housing unit

^[24] The City's intensification rate has been measured based on the City of Kingston's residential building permit activity from 2006 to 2023 in accordance with the delineation of the B.U.A., by Watson & Associates Economists Ltd.

^[25] Based on the City of Kingston's residential building permit activity, 2020 to 2023.



demand is approximately 9,600 housing units over the 2024 to 2051 period and is based on the following housing units by structure type:

- Low Density: 4,380
- Medium Density: 3,530
- High Density: 1,650
- Total Housing Units: 9,560

Further details of growth regarding housing forecast for the D.G.A. can be founded in section 4.1.

Step 5 – Designated Greenfield Area Housing Supply in Active Applications on Vacant Lands

The D.G.A. housing unit demand to 2051 has been compared to the housing unit potential on vacant land in active applications within the D.G.A. It is estimated that the City has the potential to accommodate approximately 2,040 housing units on vacant lands in the D.G.A. based on active applications. The housing unit supply potential on currently designated residential lands comprises the following, based on housing units by structure type:

- Low Density: 825
- Medium Density: 390
- High Density: 825
- Total Housing Units: 2,040

Further details on the residential housing supply in active applications on vacant lands can be founded in subsection 6.2.

Step 6 – Designated Greenfield Area Housing Unit Supply versus Demand

The housing unit supply is compared to the housing forecast by housing unit structure type. Based on a comparison of active application housing supply versus the housing forecast within the D.G.A., it is estimated that the City has a shortfall of approximately 7,520 housing units to 2051 (supply of 2,040 units minus demand of 9,560 units = 7,520



units (note: numbers do not add precisely due to rounding)). The housing unit shortfall is summarized below by housing unit structure type:

- Low Density: -3,550
- Medium Density: -3,140
- High Density: -830
- Total Housing Units: -7,520

Further details on the Community Area land needs analysis can be found in Chapter 6.

Step 7 – Designated Greenfield Area Housing Units Per Hectare Assumption, Net Land Area

In order to convert the shortfall of housing units to land area, Watson reviewed historical housing density trends within the D.G.A. Additionally, Watson considered density trends of approved and proposed developments to gather insights regarding anticipated changes in density over the short and medium terms. Moreover, Watson considered forecast unit per hectare (U.P.H.) assumptions generated in land needs assessments for comparable municipalities across Ontario, including the City of Guelph, the City of Hamilton, the City of Barrie, and the City of London. These cities are also aspiring to accommodate a more compact, transit-supportive urban form. The housing shortfall identified in Step 5 was ultimately divided by the following housing U.P.H. assumptions to identify the net land area required:

- Low Density: 27 U.P.H.
 - 3,550 units divided by 27 U.P.H. = 132 net hectares (approximately 326 net acres)
- Medium Density: 46 U.P.H.
 - 3,140 units divided by 46 U.P.H. = 68 net hectares (approximately 168 net acres)
- High Density: 100 U.P.H.
 - 830 units divided by 100 U.P.H. = 8 net hectares (approximately 20 net acres)

Note: numbers may not add precisely due to rounding.



The U.P.H. assumptions provided herein anticipate that, over the planning horizon, housing developments in all housing structure types will increase in density. Local and provincial residential development trends suggest a strong upward trend in the average U.P.H. in the medium-density housing category with an increasing focus on more compact row housing developments. Further details on the U.P.H. assumptions can be found in section 6.3.

The total net land area shortfall is approximately 208 net hectares (approximately 514 net acres). This represents the additional land area needed to accommodate housing development (i.e., the lot area of each new housing unit); however, this land area excludes roads, stormwater ponds, parks/trails, and non-residential uses such as schools, community centres, and commercial uses. When planning for an outward expansion of the urban boundary, it is important to factor in the additional uses required to support housing growth and the development of complete communities.

Step 8 – Total Land Needs Upwardly Adjusted for Community Area Uses

Recognizing that planning for residential uses includes the need for infrastructure such as local roads, stormwater ponds, parks, trails, and select non-residential uses (e.g., schools, and commercial and institutional uses), the Consultant Team has upwardly adjusted the land area shortfall to account for additional lands to accommodate these uses. Additional land is provided to account for other Community Area uses required to support the function of residential uses. This upward adjustment is referred to as a “net to gross ratio factor.” The net to gross ratio factor is 50%. It is important to ensure that while housing development lots are getting smaller on average, the City accommodates an adequate amount of parkland and non-residential lands to support the development of complete communities, which is one of the six critical public interests to be met through the new O.P. project. The net to gross ratio also considers the additional land required (approximately 15 hectares, or 37 acres) of commercial uses to support local residents based on the Commercial Land Review draft technical findings (prepared under a separate report cover).

The gross land area (net of environmental features) required for additional Community Area land is approximately 416 hectares of gross developable land (208 net hectares multiplied by 2 = 416 hectares (or approximately 1,028 acres)).



Step 9 – Land Needs Adjusted for Vacant Lands within the Designated Greenfield Area with No Application

Vacant lands within the D.G.A. with no active planning applications comprise five sites that total approximately 73 hectares (180 acres) of gross developable land area based on data from the City of Kingston’s planning department staff. Since there are no applications for these sites, the housing unit yield of these lands is unknown. The shortfall of Community Area land identified in Step 8 was reduced by 73 hectares. Further details on vacant lands with no applications on D.G.A. lands with no applications can be found in subsection 6.2.3.

The adjusted land area **shortfall is at least 340 hectares** (416 hectares minus 73 hectares = 340 hectares) of gross developable land area. As a result, the City will need to expand the urban boundary by at least 340 hectares (840 acres) of gross developable land area to accommodate the housing growth forecast to 2051. This excludes lands with environmental features. It is important to recognize that this represents a minimum land need and additional land area may be required to allow for flexibility in planning for new neighbourhoods and other site factors, such as creating neighbourhoods that follow logical boundaries for urban development. Furthermore, the actual extent of the gross developable land area of the urban expansion areas will be further explored as part of the City of Kingston O.P. project and may differ from the outcome identified in this report, based on a series of planning considerations. The land needs identified in this report are considered a conceptual starting point, recognizing that further work will be carried out by City of Kingston staff to determine the location of Community Area expansion lands.

3. City of Kingston Population and Housing Forecast to 2051

3.1 Population and Housing Forecast to 2051

The City of Kingston’s permanent population is forecast to grow at an annual rate of approximately 1.2% under the Medium Growth Scenario. As previously discussed, the Medium Growth Scenario is the growth scenario endorsed by City of Kingston Council



on December 5, 2023.^[26] Under that growth scenario, the City's permanent population is expected to reach 197,000 by 2051, representing an increase of approximately 60,000 people from 2021 to 2051. The City's permanent population, including the student and non-permanent population is anticipated to reach a population of 220,900 by 2051, an increase of 66,800 population over the 2021 to 2051 period. Total households, including student housing units are forecast to increase by 29,200 over that same period, or 1.3% annually, reaching a total of just over 92,000 households by 2051.

In developing the City's long-term population forecast, consideration was given to the long-term population, housing, and employment growth outlook for the surrounding market area, as well as national immigration trends and local and regional demographic trends. Further details on the population and housing forecast can be found within the City of Kingston Growth Forecast Update, Summary of Draft Findings Memorandum dated November 23, 2023, and presented to City of Kingston Council on December 5, 2023.^[27] It should be noted that some of the figures discussed below have been prepared in accordance with Census periods to align with historical demographic figures on migration and population by age structure that is only available for these periods.

3.2 Housing Forecast by Housing Unit Structure Type to 2051

Over the 2006 and 2021 period, the City averaged 600 housing units annually.^[28] As summarized in Figure 3, over the 2021 and 2051 period, the City is forecast to average 900 units annually, representing a 50% increase compared to the 15-year historical average. Of the 900 units forecast annually over the 2021 and 2051 period, 54% are projected to be high-density housing units (486 housing units), followed by medium-density housing units at 26% (234 housing units) and low-density housing units at 20%

^[26] City of Kingston Staff Report to Council, Population, Housing and Employment Growth Forecast Update to 2051, Report Number 24-016, December 5, 2023. Exhibit A attachment dated November 23, 2023, prepared by Watson & Associates Economists Ltd.

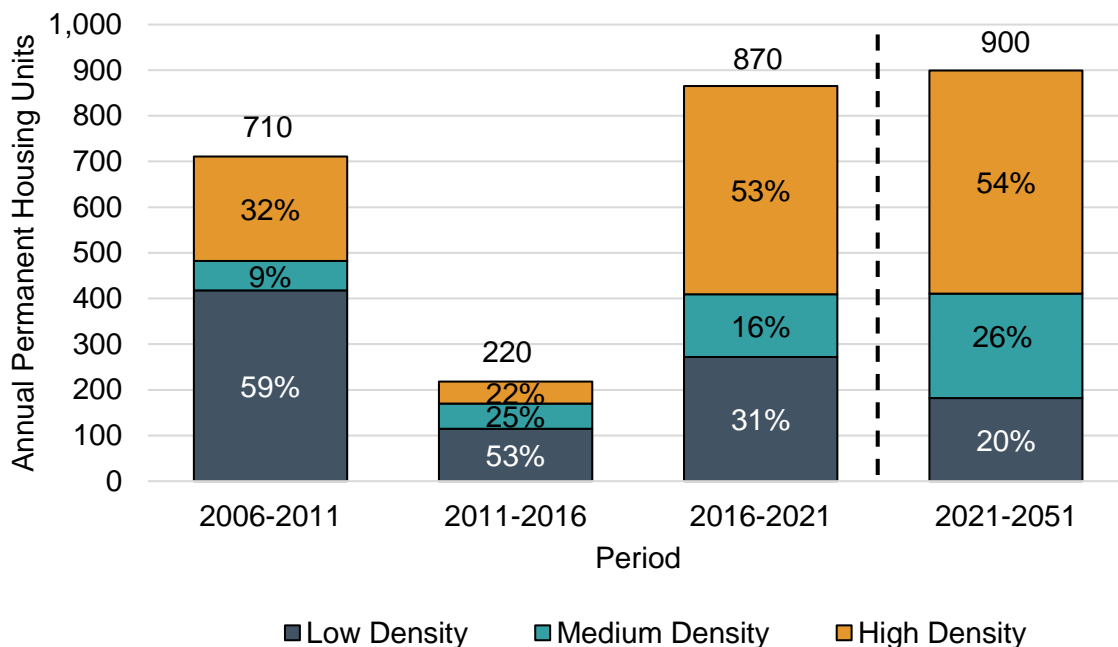
^[27] City of Kingston Staff Report to Council, Population, Housing and Employment Growth Forecast Update to 2051, Report Number 24-016, December 5, 2023. Exhibit A attachment dated November 23, 2023, prepared by Watson & Associates Economists Ltd.

^[28] Based on Statistics Canada, 2006 to 2021 Census.



(180 housing units). As a result, the City is forecast to double the average annual amount of high-density housing units and more than double the average annual amount of medium-density housing units, compared with the historical 15-year average observed. Furthermore, housing preferences by structure type are anticipated to gradually shift towards medium- and high-density housing forms over the long-term due largely to the aging of the population and the continued upward pressure on housing prices.

Figure 3
City of Kingston
Annual Permanent Housing by Structure Type, 2021 to 2051



Note: Low density includes single detached and semi-detached units; medium density includes row housing units; and high density includes apartments and stacked townhouse units.

Source: 2006 to 2021 derived from Statistics Canada Census data; 2021 to 2051 forecast by Watson & Associates Economists Ltd.

It is important to note that the permanent housing forecast excludes student housing needs not captured in the Statistics Canada Census. The City of Kingston has a very large student population with three post-secondary institutions. As previously discussed, the Consultant Team conferred with representatives of Queen’s University, St. Lawrence College, and the Royal Military College of Canada in the development of the



post-secondary student forecast and to understand the unique housing needs of its students. These housing needs are generally in the form of high-density housing (refer to Figure 4).

Additional housing needs have also been identified in the near term to address existing housing deficiencies in the rental housing market and current non-market housing needs. As a result, it is forecast that the City will require an additional 180 high-density units annually from 2021 to 2051 for the following:

- Student households (not considered permanent population); and
- Existing household structural deficit.

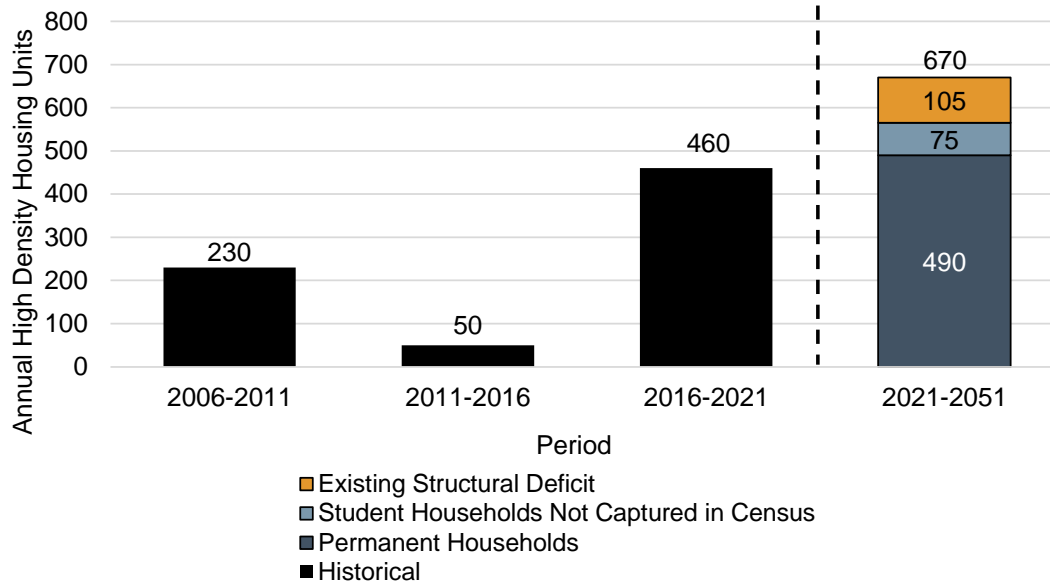
The City's existing household structural deficit is estimated at 3,200 housing units. This includes an approximate shortfall of 500 rental market units, roughly 400 non-market rental housing units to address the households that are currently homeless and not captured in the Census data, and the approximately 2,300 households that are in severe core need, as identified through the 2021 Census data.^[29]

When considering forecast demand for high-density housing associated with both permanent residents and students, and the additional high-density housing needs associated with existing shortfalls in the City's housing market, the total forecast demand for high-density housing types is anticipated to average approximately 670 housing units per year. Comparably, this represents a 45% increase relative to recent annual housing demand experienced between 2016 and 2021 (refer to Figure 4).

^[29] City of Kingston Housing Needs Assessment prepared by Watson & Associates Economists Ltd., July 31, 2023.



Figure 4
City of Kingston
Annual High-Density Forecast, 2021 to 2051



Source: 2006 to 2021 derived from Statistics Canada Census data; 2021 to 2051 forecast by Watson & Associates Economists Ltd.

Taking into account the City’s total housing needs, including student housing needs not captured in the Census, the City’s 10-year annual housing forecast is just over 1,400 units per year, or 14,000 total housing units. Comparatively, the total 10-year housing forecast exceeds the 10-year housing target of 8,000 housing units, as set out in the Bill 23 Municipal Housing Pledge by the Province for the City of Kingston.^[30] It is important to note that this additional housing need does not have a direct impact on Community Area land requirements, as most of these additional units are expected to be accommodated within the B.U.A.

3.3 Net Migration Trends by Age Group

The City’s population base is getting older, largely driven by the aging of the Baby Boom population (people born between 1946 and 1964). These demographic factors have generated a steady decline, and now negative trend, in the City’s population

^[30] City of Kingston Staff Report to Council, 2031 Housing Pledge, Report Number 23-063, February 21, 2023.



growth from natural increase (i.e., births less deaths). From 2006 to 2021, the City of Kingston experienced average net migration of 5,100 people annually. Net immigration is anticipated to be the primary source of population growth for the City over the next 25 years.

Net migration impacts the population age structure. As the existing population ages, the City of Kingston will become increasingly dependent on net-migration to maintain its existing share of younger age groups. The population age structure is forecast to remain relatively younger (compared to previous forecasts) due to higher net-migration levels associated with working-age residents and their families. As summarized in Figure 5, it is anticipated that the City will accommodate an increase in the primary family age group (20 to 54 years of age), from 37% historically (over the 2006 to 2021 period) to 66% through net migration from 2021 to 2051.

Figure 5
City of Kingston
Net Migration Forecast, 2021 to 2051

Age Group	Annual Average 2006 to 2021	Annual Average 2021 to 2051	Share 2006 to 2021	Share 2021 to 2051
0-19	420	480	40%	22%
20-34	420	1,010	40%	47%
35-44	-40	320	-4%	15%
45-54	10	80	1%	4%
55-64	30	60	3%	3%
65-74	110	120	11%	6%
75+	80	100	8%	5%
Total	1,040	2,170	100%	100%

Source: Historical derived from Statistics Canada Demography Division data, 2006 to 2021; 2021 to 2051 forecast by Watson & Associates Economists Ltd.

3.4 Population and Housing Forecast Allocation by Planning Policy Area to 2051

As previously discussed, population growth in the City is anticipated to be driven by a broader range of demographic groups, including young adults and students, families with children, empty nesters, and seniors. To accommodate these broad demographic groups, the City will require a range of housing options, including at-grade low- and



medium-density and high-density housing options. Almost all new low-density housing and most of the new medium-density housing will be accommodated in the D.G.A., while most of the new high-density housing will be accommodated within the B.U.A., specifically within the Strategic Growth Areas where growth will benefit from access to public transportation.

Figure 6 provides a summary of the housing forecast by planning policy area, including the B.U.A., the D.G.A., and the Rural Area. As summarized, 60% of the City's housing growth is planned for the B.U.A., primarily comprising high-density housing units (approximately 78% of the total units in the B.U.A.). Targeting an intensification rate of 60%, the City is anticipated to achieve a higher intensification rate than the current intensification target rate of 40% identified in the City of Kingston O.P.^[31] This high rate of housing growth recognizes the intensification levels the City of Kingston has experienced over the past 18 years. Over the 2006 and 2023 period, approximately 55% of the City's housing growth has been accommodated through intensification.^[32] Achieving an intensification rate beyond 60% would require an adjustment to the City's housing forecast by structure type, as the B.U.A. has limited opportunities to accommodate at-grade housing (i.e., low-density and medium-density housing). Any adjustment to the housing forecast to include additional high-density housing growth would not align well with the diverse housing needs of the broader range of demographics the City is anticipated to accommodate through forecast net migration.

It is important to note that the annual housing intensification forecast over the 2024 to 2051 period is anticipated to average 540 housing units. As a comparison, over the 2006 to 2051 period, the City averaged just over 370 housing units annually through intensification. Comparatively, annual housing units accommodated through intensification over the next 27 years is anticipated to be 46% higher than historical levels. Furthermore, it is important to stress that the intensification forecast will provide a significant amount of growth to meet the City's objectives in developing transit-supportive communities, including the development of the M.T.S.A.s.

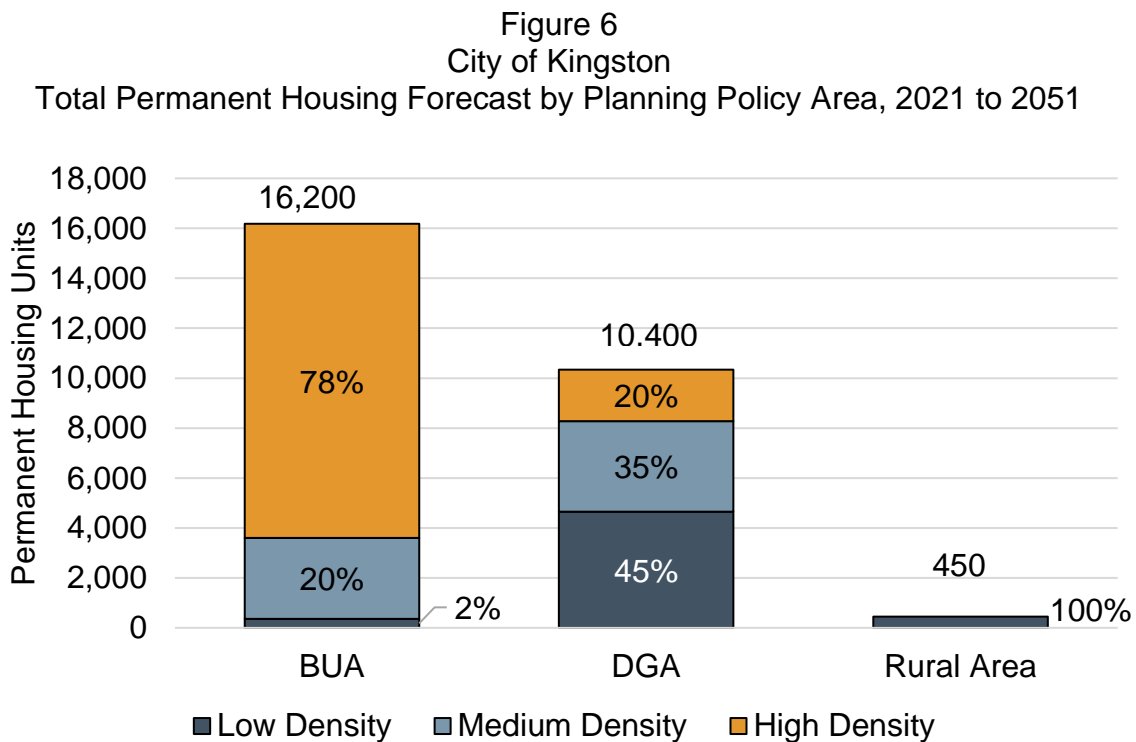
^[31] City of Kingston Official Plan, Consolidated as of December 1, 2022, Policy 2.4.5 (a), p. 56.

^[32] The City's intensification rate has been measured based on City of Kingston residential building activity from 2006 to 2023 in accordance with the delineation of the B.U.A., by Watson & Associates Economists Ltd.



Within the D.G.A., approximately 80% of the housing units are anticipated to comprise at-grade housing units, including low-density (45%) and medium-density housing units (35%), as summarized in Figure 6. High-density housing units are anticipated to represent 20% of the housing growth within the D.G.A. As discussed in Chapter 4, the D.G.A. has experienced a shift towards a wider range of housing options, particularly more medium-density housing units (i.e., row houses), largely due to pressures for more affordable at-grade housing units.

Also summarized in Figure 6, the Rural Area is anticipated to accommodate 2% of the City’s housing unit growth (450 housing units in total) which will consist of low-density housing units (i.e., primarily single detached housing units).



Note: Low density includes single detached and semi-detached units; medium density includes row housing units; and high density includes apartments and stacked townhouse units.
D.G.A. = designated greenfield area; B.U.A. = built-up area
Source: Watson & Associates Economists Ltd.

For the purposes of the land needs assessment provided herein, the housing growth increment has been updated for the 2024 to 2051 period. Figure 7 provides a summary of the housing forecast over the 2024 to 2051 period by planning policy area. The



forecast has been provided for the 2024 to 2051 period for the purposes of the land needs assessment. It should be noted that the previous figures discussed have been prepared in accordance with Census periods due to demographic data availability.

Figure 7
City of Kingston
Housing Forecast (Occupied by Permanent Residents)
by Planning Policy Area, 2024 to 2051

Planning Policy Area	Low Density Units	Medium Density Units	High Density Units	Total Housing Units	Share of Housing Units (%)
Built-up Area	290	3,170	11,190	14,640	60%
Designated Greenfield Area	4,380	3,530	1,650	9,560	39%
Rural Area	370	-	-	370	2%
City of Kingston	5,040	6,700	12,840	24,570	100%

Note: Figures have been rounded and may not add up precisely.
Source: Watson & Associates Economists Ltd.

4. Housing Trends by Planning Policy Area

4.1 Annual Housing Growth by Planning Policy Area, 2006 to 2023

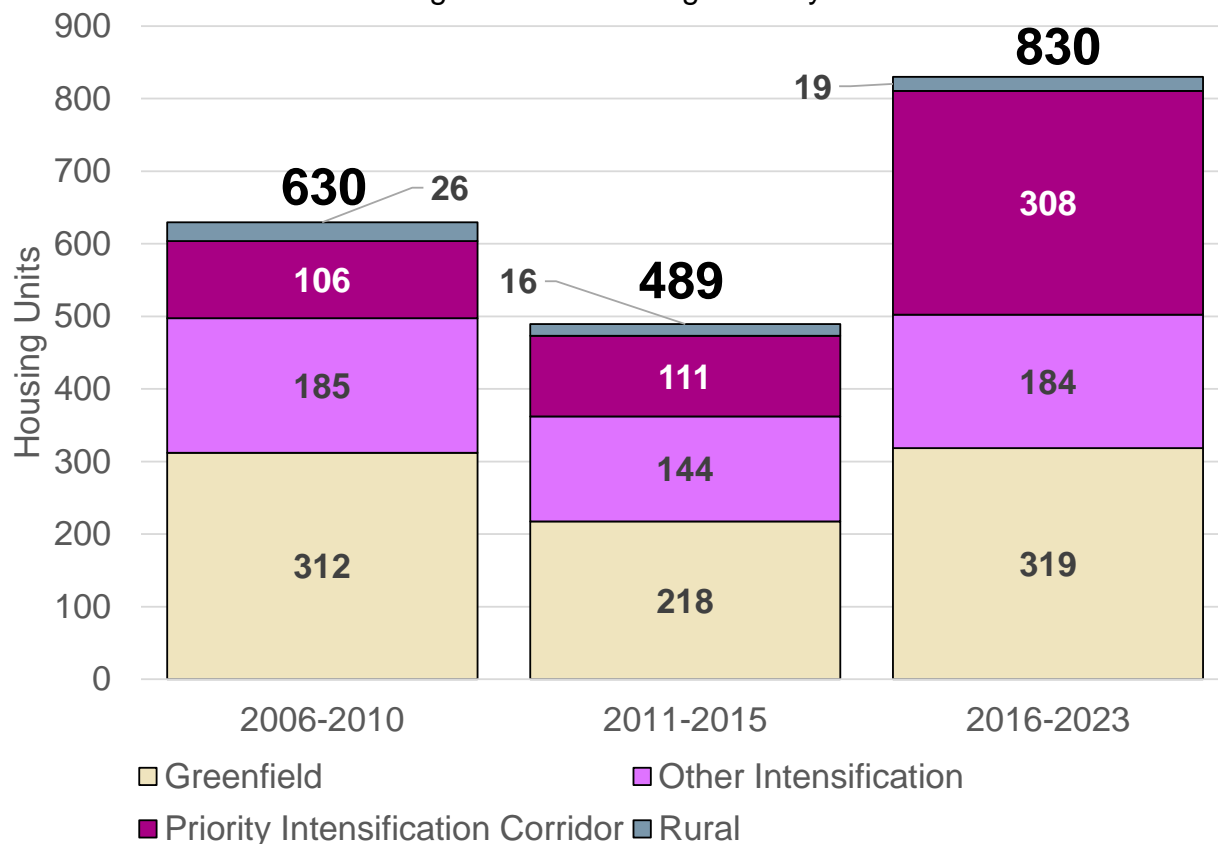
Figure 8 summarizes historical trends in annual housing units by planning policy area over three historical time periods, including 2006 to 2010; 2011 to 2015; and 2016 to 2023. As summarized, annual housing growth in the City increased significantly over the 2006 to 2023 period, rising from an average of 630 units annually over the 2006 to 2010 period to an average of 830 units over the 2016 to 2023 period. This represents an increase of 24% in annual housing units (or 200 additional housing units annually).

The increase in annual housing unit activity over the most recent period, 2016 to 2023, was driven largely by the housing activity within the Strategic Growth Areas. Housing activity within the Strategic Growth Areas increased from an annual average of 106



housing units from 2006 to 2010 to 307 housing units over the 2016 to 2023 period. Furthermore, total residential intensification activity (Strategic Growth Areas and the remaining B.U.A.) averaged 492 housing units annually over the 2016 to 2023 period compared to an annual average of 291 housing units over the 2006 to 2010 period. Over the 2006 to 2010 period, housing activity within the City’s D.G.A. averaged 312 units annually, similar to the annual average of 319 units over the 2016 to 2023 period.

Figure 8
City of Kingston
Average Annual Housing Units by Area



Note: D.G.A. = designated greenfield area; B.U.A. = built-up area

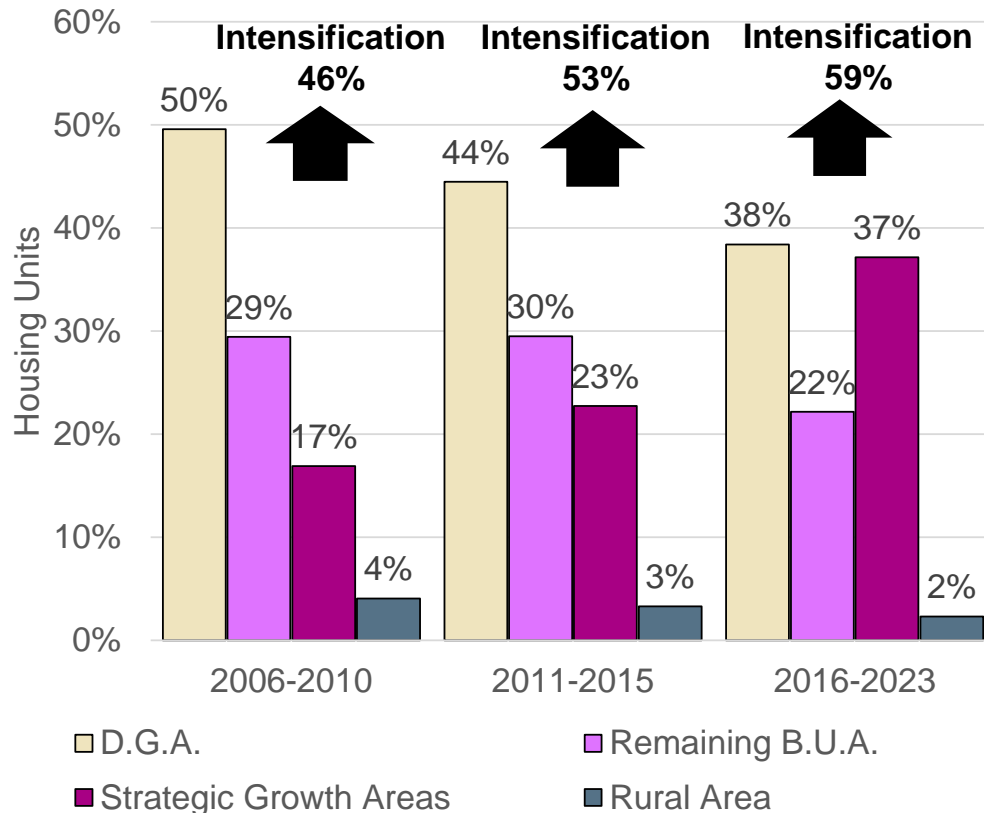
Source: Derived from the City of Kingston’s residential building permit activity by Watson & Associates Economists Ltd.

Figure 9 summarizes the share of housing unit activity by planning policy area between 2006 and 2023. As summarized, the City’s intensification rate progressively increased from 46% over the 2006 to 2010 period to 59% over the most recent period, 2016 to 2023. Conversely, the share of housing unit development dropped within the City’s



D.G.A., decreasing from 50% over the 2006 to 2010 period to 38% over the 2016 to 2023 period. In addition, the share of housing unit activity in the City's Rural Area declined in terms of its share of the City's housing activity, as shown in the figure below.

Figure 9
City of Kingston
Housing Unit Share by Area, 2006 to 2023



Note: D.G.A. = designated greenfield area; B.U.A. = built-up area

Source: Derived from the City of Kingston's residential building permit activity by Watson & Associates Economists Ltd.

Figure 10 summarizes the housing unit mix within the B.U.A. over the 2006 to 2023 period, while Figure 11 summarizes the housing unit mix within the D.G.A. over the same period. As summarized, housing unit activity within the B.U.A. has been progressively more oriented towards high-density housing. Within the D.G.A., the housing unit mix included a more balanced distribution of low-, medium- and high-density housing units over the most recent period (2016 to 2023) compared to the 2006 to 2010 period.



Figure 10
City of Kingston
Housing Unit Mix by Structure Type in the Built-up Area, 2006 to 2023

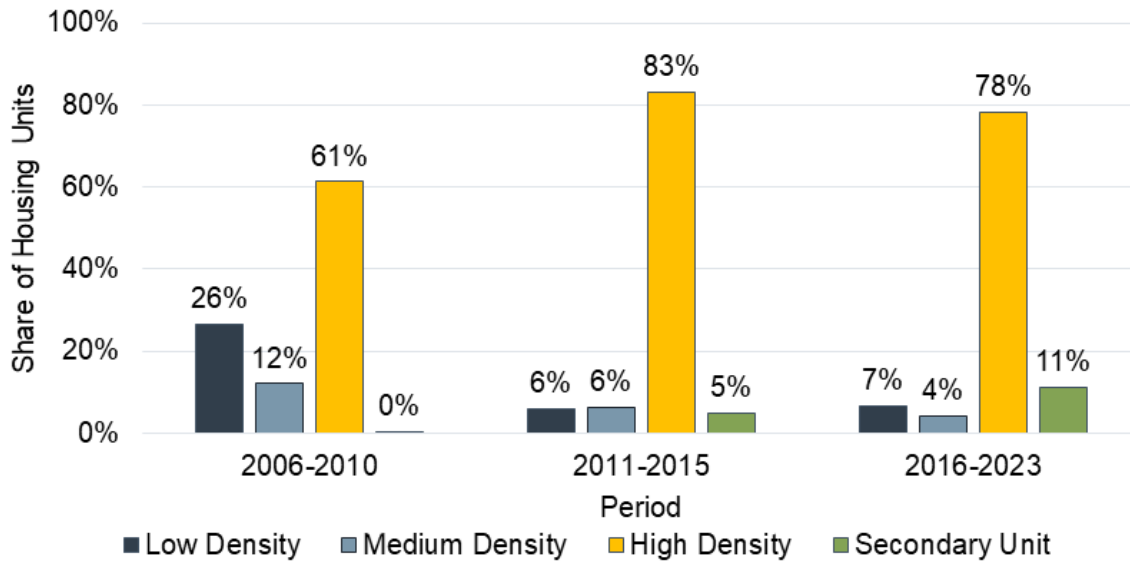
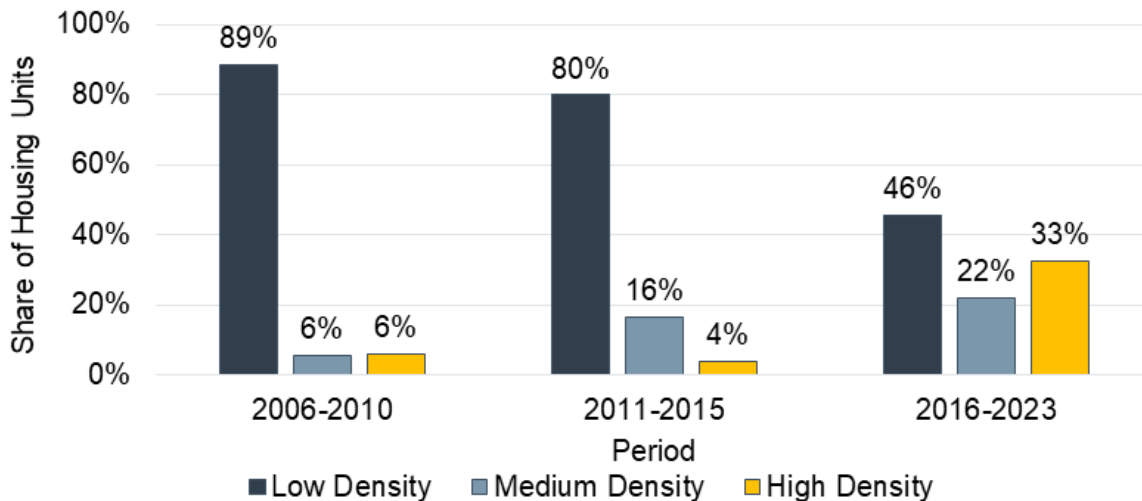


Figure 11
City of Kingston
Housing Unit Mix by Structure Type in the Designated Greenfield Area, 2006 to 2023



Note: Low density includes single detached and semi-detached units; medium density includes row housing units; and high density includes apartments and stacked townhouse units.

Source: Derived from the City of Kingston's residential building permit activity by Watson & Associates Economists Ltd.



5. Residential Intensification Supply Analysis

5.1 Overview

The purpose of this chapter is to describe the approach and methodology used to identify the priority intensification areas, including M.T.S.A.s, and to estimate the potential housing unit yields over the period to 2051. The key finding of this analysis is that there is a more than sufficient supply of housing to accommodate forecast demand for residential intensification throughout the long-term planning horizon. Preliminary M.T.S.A. density targets and other policy directions to be considered in the next phase of the study process are also briefly discussed.

5.2 Approach

Priority areas for intensification within Kingston were identified in consultation with City staff based on previous work undertaken to date. While intensification is encouraged throughout the B.U.A., the priority Strategic Growth Areas are the key arterial corridors along Gardiners and Bath Road between Cataraqui Centre and Kingston Centre, and Princess Street between Cataraqui Centre and the Downtown, anchored by the Downtown, Kingston Centre, and Cataraqui Centre transit stations. The Strategic Growth Areas also include an area of older industrial and other under-utilized parcels along Montreal Street within the North King's Town Secondary Plan area, which is under review.

Currently, the priority areas for intensification do not include any surplus federal lands within the community. These lands are not currently owned by the City or by private landowners so they are not considered vacant, designated, and available to receive development applications within the meaning of provincial guidance considering standard practices for urban land needs assessment in Ontario.^[33] The federal government has recently announced an intention to provide lands for housing, including

^[33] A Place to Grow: Growth Plan for the Greater Golden Horseshoe Land Needs Assessment Methodology for the Greater Golden Horseshoe (2020). While intended to be used by municipalities within the Greater Golden Horseshoe, the 2020 methodology is the standards and most commonly used approach to assessing urban land needs broadly across large urban centres in Ontario.



surplus lands in Kingston.^[34] It is our experience that the disposition of federal lands occurs through the transfer of custodianship from the active department (e.g., Correctional Services Canada) to Canada Lands Company, being the agency responsible for the re-planning/re-development of federal landholdings. In other situations, lands are transacted by Public Services and Procurement Canada for outright divestiture. A change in custodianship has not occurred to Canada Lands Company or Public Services and Procurement Canada based on our research, and the timing for any change in custodianship is unknown, therefore the timing of the lands turning over is also unknown. Due to this uncertainty, the surplus federal lands are not included in the land supply for redevelopment at this stage of work.

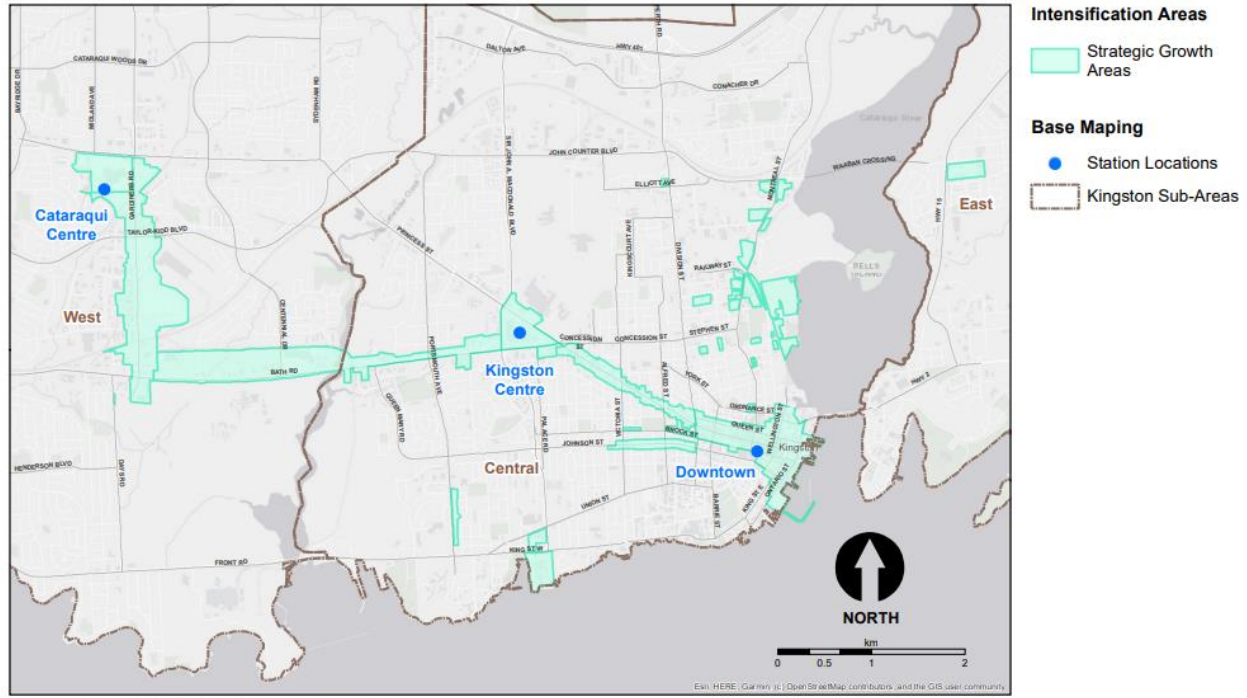
Notwithstanding this, some intensification is likely to occur in other areas throughout the community, especially by way of “gentle densification” within existing residential communities, including attached, interior, and stand-alone accessory units (sometimes referred to as “laneway houses” or “garden suites”) and other forms of “Missing Middle” housing.^[35] Some higher-density units are also allocated to the new greenfield areas, in accordance with the forecast demand by housing unit type within these areas and to recognize that a diversity of housing types is supportive of City goals regarding complete communities across the municipality. Otherwise, from a residential intensification perspective, most of the future growth is envisioned to occur in the Strategic Growth Areas, as illustrated in Figure 12.

^[34] Kingstonist news article – *Feds Announce Ambitious Plan to Build 250k Homes on Public Lands*, April 24, 2024, retrieved online: <https://www.kingstonist.com/news/feds-announce-ambitious-plan-to-build-250k-homes-on-public-lands/>

^[35] The “Missing Middle” refers to the range of housing types between traditional single detached homes and high-rise apartments that have gone “missing” from many large cities in Ontario. Missing Middle housing is typically defined to include a range of house-scale buildings with multiple units – compatible in scale and form with detached single-family homes – located in a walkable neighbourhood.



Figure 12
City of Kingston
Strategic Growth Areas



Source: Dillon Consulting Limited.

5.3 Delineation of Major Transit Station Areas

Within the Strategic Growth Areas are three M.T.S.A. locations, which have previously been identified conceptually in the Downtown, Kingston Centre, and Cataraqui Centre. M.T.S.A.s typically encompass lands within a 500- to 800-metre radius (about a 10- or 15-minute walk) of a transit station or stop and tend to be primarily located along existing or planned transit corridors.

Planning for M.T.S.A.s is important to support increased intensification around rapid transit infrastructure to ensure new residents can live and travel to their places of work, recreational activities, and educational institutions, and have access to nearby shopping and entertainment. The approach to delineating the M.T.S.A. boundaries is summarized below.



1. Initial Boundary Review

The initial M.T.S.A. boundaries were delineated through a two-step approach using a geographic information system framework to map and quantify the results.

1. **Buffer Creation:** An initial boundary was created by generating 500- and 800-metre radius buffers around each higher-order transit station within Kingston. As noted above, the three key transit nodes include:
 - a) Cataraqui Centre Terminal;
 - b) Kingston Centre Terminal; and
 - c) Downtown Terminal.

2. **Parcel Fabric Overlay:** The initial radius buffers were then overlaid with existing City datasets to inform subsequent refinement of the M.T.S.A. boundaries. These datasets included:
 - a) Transit Bus Stops and Routes;
 - b) Official Plan Land Use including Natural Heritage Systems;
 - c) Secondary Plan Land Use;
 - d) Zoning By-law;
 - e) Active Development Applications;
 - f) Property Parcels; and
 - g) Road Network.

The result of this approach was to create a draft or “working version” of the M.T.S.A. boundaries, for review, that takes into account a general expectation of size (the 500- to 800-metre radius) and local property conditions, including the current pattern of development, land use planning permissions, and key infrastructure, especially transportation.

2. Boundary Refinement

The initial boundaries were then refined based on a parcel-by-parcel review of each M.T.S.A. and the surrounding context. A range of criteria were used to ensure the M.T.S.A. boundaries were logical from a development perspective, are well-suited for pedestrian access, minimize impacts on key natural and infrastructure features, and



maximize opportunities for development, including any existing or future major trip generators.

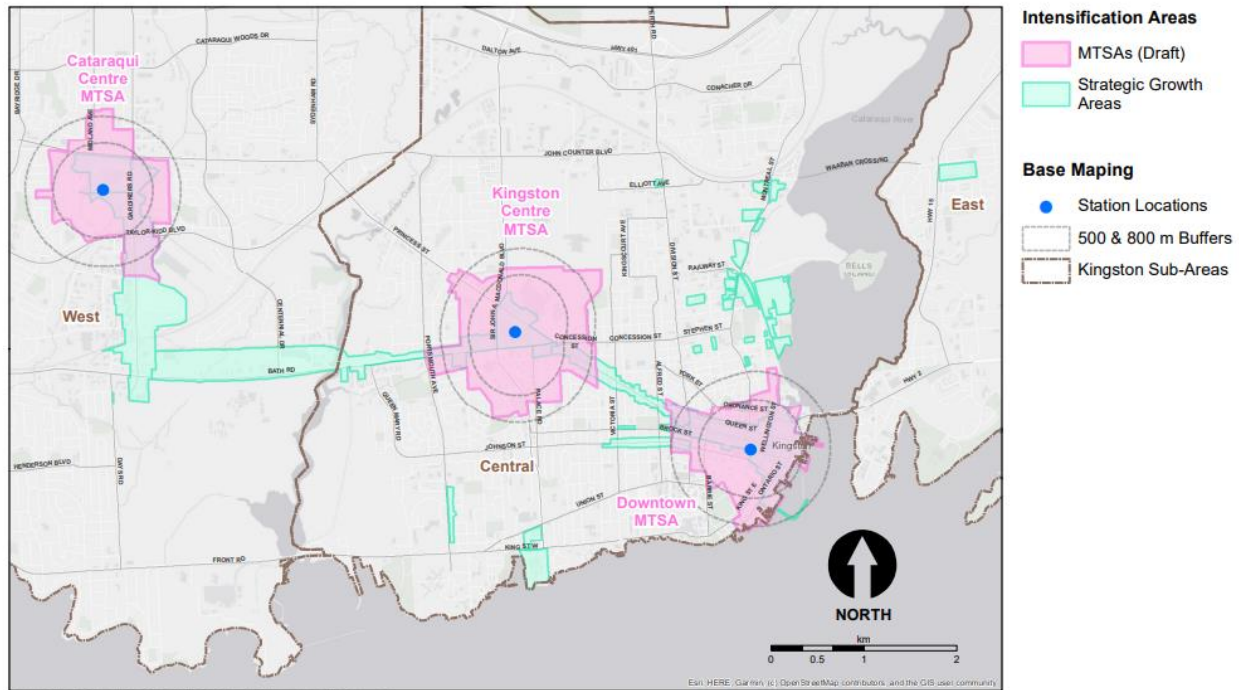
Key considerations include:

1. **Connectivity:** Boundaries were adjusted to generally prioritize whole blocks and utilize existing sidewalks and accessible pedestrian pathways whenever possible. Major roads, highways, and rail corridors were used as edges where appropriate, while areas with limited pedestrian access were excluded.
2. **Barriers/Constraints:** All lands within the 500-metre radius were generally included. No major barriers or constraints to pedestrian access such as natural features (e.g., water bodies) or significant infrastructure barriers (e.g., highways with limited pedestrian crossings or major arterial roads) were identified within the core M.T.S.A. footprint.
3. **Growth Opportunities:**
 - a) Lands within the 800-metre radius with potential for intensification were included. These included vacant lands, brownfield sites, underutilized parking lots, and sites with active development applications for higher-density development.
 - b) Existing high-density developments were recognized and incorporated where they aligned with the overall M.T.S.A. objectives.
 - c) Any major trip generators, such as the location of future major office, institutional, and sports or event spaces were also taken into account.

The results are shown on Figure 13 outlining the draft M.T.S.A. boundaries, which may continue to be refined.



Figure 13
City of Kingston Major Transit Station Areas



Source: Dillon Consulting Limited.

5.4 Identification of Development Opportunities and Constraints

A process similar to the identification of the priority intensification areas was undertaken to identify key development opportunities and constraints, whereby preliminary results were prepared for review with City staff and refined based on feedback received. The Consultant Team assessed intensification opportunities within the corridor and the M.T.S.A.s based on a range of data sources, including Google Street View, O.P. and Secondary Plan designations, information on active development applications, and other property information. As noted, City staff provided valuable feedback and insights throughout the process, as described below.

5.4.1 Screening Out Key Constraints

The first step to estimating overall intensification and redevelopment potential is to identify and initially “screen out” major development constraints, which are the



properties not considered suitable or likely to be feasible for intensification to the plan horizon. Generally, properties that are not assumed for intensification fall into the following categories:

1. **Environmental Protection Areas:** Natural heritage features designated for environmental protection, as well as parks and open spaces, are excluded to preserve ecological functions and public access to open space.
2. **Existing Development:** Properties with existing developments of three storeys or greater, or existing townhouses and other new developments that are unlikely to be redeveloped are excluded from consideration.
3. **Institutional Uses:** Lands occupied by active institutional uses such as fire stations, schools, churches, and museums were generally not considered suitable for intensification; as such, the entire parcel was initially excluded from consideration. Based on feedback from City staff, however, this approach was felt to underestimate ultimate redevelopment potential. As a result, certain portions of occupied institutional parcels were reincorporated into the estimate, including some parts of large surface parking lots, unused yard spaces, and/or landscaped areas that may have potential for intensification as surplus lands. A similar approach was taken for large commercial centres as described below in more detail in subsection 5.4.3.
4. **Infrastructure:** Properties within infrastructure rights-of-way, such as roads and railway corridors, are not suitable for development and are excluded.
5. **Recent Redevelopment:** Properties that have undergone redevelopment within the past five years are excluded, as they are considered to have a remaining lifespan that would be beyond the plan horizon.
6. **Heritage Sites:** All properties identified by the City as heritage sites were initially excluded to preserve their historic and cultural significance. Similar to institutional and commercial uses, however, and upon further review, some of these lands were later included under certain circumstances, as discussed below.



5.4.2 Categorizing Properties with Redevelopment Potential

For the remaining lands, development potential and opportunities were identified through an analysis of specific sites and locational criteria to determine their suitability to accommodate intensification. Properties assumed to potentially redevelop include:

1. **Active Development Applications:** Includes units currently under construction or approved projects anticipated to begin construction soon within the M.T.S.A.
2. **Approved Projects:** Lands with approved projects expected to contribute to future residential intensification within the M.T.S.A.
3. **Vacant and Underutilized Parcels:** Areas that offer opportunities for redevelopment due to their lack of current use or potential for higher-density development.
4. **Aging or Deteriorating Buildings:** Buildings in poor condition suggest potential for redevelopment or rehabilitation to increase residential capacity.
5. **Underutilized Retail Properties:** Small plazas and malls with vacancies or excess parking suitable for conversion into mixed-use developments with residential units.
6. **Proximity to Development:** Parcels adjacent to existing or planned developments that, over time, would likely become more attractive for redevelopment due to potential synergies.
7. **Long-Term Intensification Potential:** Lands identified for potential future development based on factors such as location and the age of existing development.

5.4.3 City Review and Feedback

The preliminary results of the analysis were assessed in consultation with City staff through an iterative process of review and feedback, with the goal of reaching consensus on the overall results. As a result, three key changes were made:

1. **Further Site-Specific Assessment:** As noted, initially some larger occupied parcels with relatively new development and large areas of surface parking or



landscaped areas were excluded entirely from the estimates. Upon further review, and based on feedback from the City, it was felt that this approach somewhat understated the potential for intensification and a more detailed evaluation was warranted. This work included a particular focus on identifying potential "surplus lands" that had been previously excluded from having intensification potential.

2. **Institutional and Commercial Parcels:** Of particular note was the potential for surplus lands within major institutional and commercial areas, given recent trends towards the redevelopment of major large-format retail development (i.e., malls) in major Urban Areas with a broader range of uses, including residential. It was felt that some older institutional and commercial centres within the community may have this type of potential, which was identified at a high-level and re-incorporated into the estimates. Examples of the type of additional intensification potential involved include portions of existing surface parking lots at the Kingston Penitentiary, Kingston Centre, and Cataraqui Centre, as well as surplus yard space and landscaped areas located at the Katarokwi Learning Centre and Kingston Seventh-Day Adventist Church.

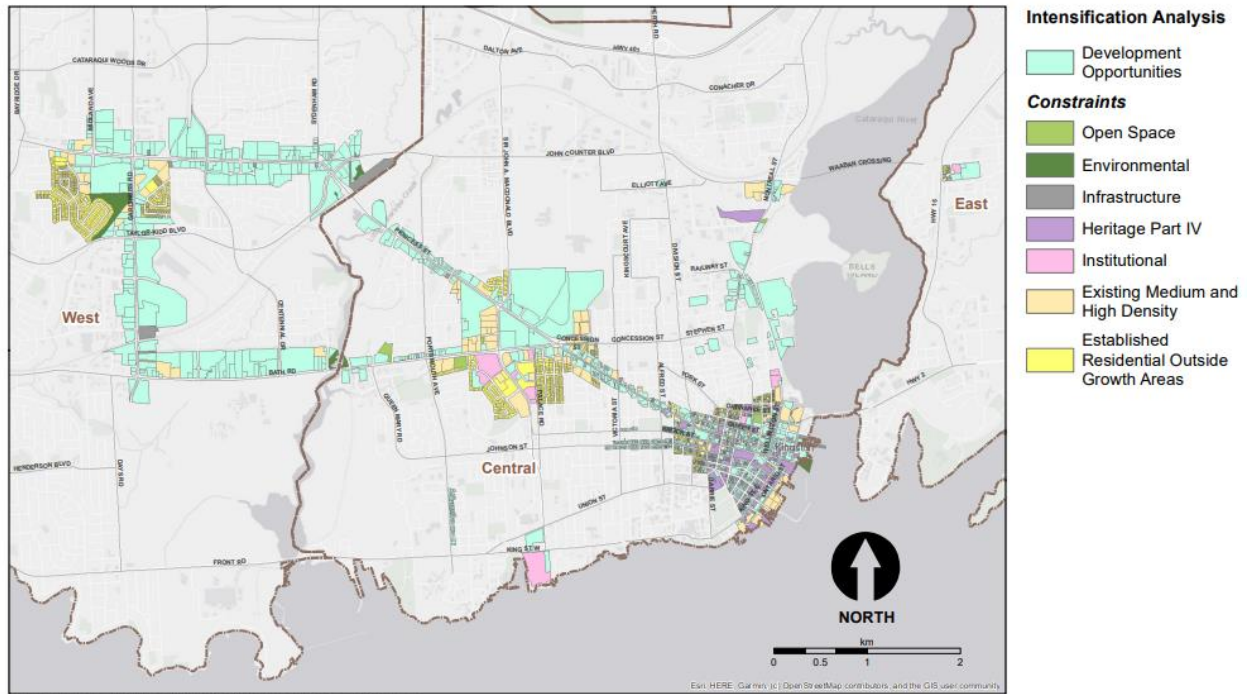
3. **Heritage Site Re-evaluation:** Initially, all heritage site properties were excluded from the estimate. Upon further review, this approach was considered to be too conservative. As such, the potential for heritage sites was re-evaluated. Properties listed and designated under Part V of the *Ontario Heritage Act* were reclassified as potential development opportunities and were evaluated on a site-by-site basis, while properties designated under Part IV remained classified as constraints.

The updated results are shown on Figure 14, incorporating the review and feedback from City staff. It is important to clarify that the estimate of intensification potential does not provide a forecast of future demand. Forecast demand for intensification is determined through the intensification target, that is, a policy objective relating to the share of new housing units that are allocated within the existing B.U.A., within the context of City-wide housing demand over the next three decades, as discussed in Chapter 3. The overall supply potential for intensification, therefore, is not an input to the forecast but rather an estimate to verify that there are no significant supply constraints to achieving the policy target and, ultimately, to provide a context and



framework for determining the appropriate density targets for the M.T.S.A.s in the next phase of the study.

Figure 14
City of Kingston
Intensification Potential
Opportunities and Constraints



Source: Dillon Consulting Limited.

5.5 Estimated Housing, Population, and Employment Yields

Based on the development opportunities previously discussed, the associated housing unit, population, and employment yields were estimated. The key steps in the analysis are outlined below, which indicates that Kingston is very well positioned from a supply perspective – a total of nearly 50,000 housing units have been identified within the areas labeled as development opportunities on Figure 14. Notwithstanding this, intensification can be a complicated process with the combined requirements of site acquisition, financing, planning approvals, and multi-year construction periods affecting both the timing and location of units in the market. This variability makes it difficult to identify all



potential supply opportunities with accuracy and is especially challenging over an extended planning horizon to 2051.

5.5.1 Higher-Density Forms Expected

For most urban intensification scenarios, the economics of redevelopment almost always lead to higher-density residential forms such as apartments and row house units and, in some cases, commercial as part of larger mixed-use developments. That is to say, on a site-by-site basis in most large Urban Areas in Canada, the redevelopment of older central city parcels almost always takes the form of higher-density apartments with associated retail because these are the uses that are required to achieve the necessary financial returns to the developer to make projects feasible.

For this reason, the redevelopment of older Urban Areas for significant new industrial uses or the addition of significant new single detached units within the context of residential intensification projects is rare. On a related policy note, the potential financial returns (and hence incentives) from the developer's perspective to redevelop older urban parcels (often designated for industrial-type use) with residential mixed-use forms is one of the key factors driving the pressure for conversion of employment lands, because the return on investment is faster and higher. The issue of employment land conversion is introduced briefly in the final section of this chapter and is being addressed in more detail in the next phase of work.

Accordingly, for the purposes of the analysis of intensification potential within the Strategic Growth Areas, a broad distribution of 80% apartments and 20% row housing is anticipated for all parcels. This approach translates into an approximately 60%/40% split on the associated land area occupied by apartments and row, respectively. The distribution of units by type is different than the resulting land areas occupied because apartments are generally developed at higher densities than row house forms, as summarized in Figure 15, below.



Figure 15
City of Kingston
Intensification Housing Unit Potential

Housing Type	Land Area Allocation	Housing Unit Allocation	Density: Units Per Hectare
Apartment Units	60%	80%	145
Row Housing Units	40%	20%	50

Figure has been rounded.
Source: Dillon Consulting Limited.

Minimal new single detached housing units are anticipated as part of future intensification, other than potential through active applications. This type of development is likely to be accommodated within the D.G.A., as addressed in Chapter 3 of this report.

5.5.2 Density Factor Applied to Estimate Unit Yields

Housing unit yields are generated by applying a density factor of 145 U.P.H. for apartments and 50 U.P.H. for row houses. These densities reflect a typical apartment and street or block row house form consistent with the type of new buildings currently being developed in central Kingston and other comparable communities in Southern Ontario. See section 6.3 – Housing Units Per Net Hectare Density Trends, 2006 to 2023 – for further analysis on how these densities were reached.

It should also be noted that the apartment density applied to the intensification estimate is somewhat higher than in greenfield areas due to a more compact urban form enabled by the provision of underground parking as opposed to surface parking. Row house density is also slightly higher to reflect a more urban form compared to greenfield areas. Other urban row house forms such as “back-to-back” and “stacked” townhouses can have much higher densities, in some cases approaching those of mid-rise apartment buildings.

5.5.3 Employment Generation

A high-level estimate of employment associated with the development of higher-density residential space has been made, mainly in the form of ground-floor retail in new



apartment buildings. An average apartment unit size of approximately 100 square metres (approximately 1,080 square feet) is used to estimate overall residential space generation, which comprises a net area of 70 square metres (approximately 750 square feet) for the actual apartment unit plus 25 square metres (approximately 270 square feet) to account for the additional space required for common areas, loading, and elevators (where applicable).

Ground-floor retail space is estimated at 10% of total gross residential space, consistent with the experience of other comparable communities. Again, these estimates are not a forecast of commercial space, but rather provided for high-level illustration purposes to ensure there are no significant supply constraints associated with future intensification. No estimates have been made in regard to the potential for major commercial or office developments, which would be in addition to any at-grade retail space added over time. This component of future development within the community will be examined as part of the Commercial Land Needs assessment along with the M.T.S.A. density targets following this report.

Figure 16
City of Kingston
Employment Density Assumptions

Overall Total	Floor Area, Square Metres
Commercial Allocation	0.1
Apartment Unit Size	100
Commercial Square Metres per Job	42

Source: Dillon Consulting Limited.

5.5.4 Population Estimates

Population is estimated through the application of persons per unit factors by unit type, adjusted upwards to account for the Census net under-coverage (the “undercount”) at a rate of approximately 4% based on Statistics Canada information. The average estimated persons per unit factor is 1.675 for apartments and 2.303 for row houses, which is applied to the estimated housing units within the identified intensification areas. The resulting household population total is adjusted upwards by approximately 4% to



estimate total population. The non-household population is not explicitly incorporated into the intensification estimate, as it is expected to be minimal and captured in the existing base of collective dwellings like nursing homes, seniors' residences, and other dwellings of a communal nature.

5.5.5 Results

As shown below in Figure 17, the residential intensification analysis discussed herein results in an estimated total potential for 47,300 units, which is more than sufficient to accommodate demand for approximately 14,600 housing units within the B.U.A., as discussed in Chapter 3.

Figure 17
City of Kingston
Intensification Analysis
Population, Housing, and Employment Potential

Housing Potential by Timing	Land Area, Hectares	Apartment Housing Units	Row Housing Units	Total Housing Units	Total Population	Total Jobs
Short Term	196	18,230	2,770	21,000	38,500	5,000
Medium Term	89	6,930	1,770	8,700	16,300	1,800
Long Term	185	14,500	3,700	18,200	34,200	3,800
Total	470	39,660	8,240	47,900	89,000	10,600

Note: Figures have been rounded.
Source: Dillon Consulting Limited.

It is important to reiterate that the estimate of intensification potential is not an input to the forecast of housing demand within the B.U.A., but rather a high level “check” to verify that no significant supply limitations exist from a development perspective. As noted previously, the amount of residential intensification that is planned to occur over the period to 2051 will be set by the intensification target that is ultimately endorsed by Council, not by the overall housing supply potential. In conjunction with this, it is important to reiterate that while there is significant potential, not all residential development will be accommodated through intensification due to the need to plan for a full range and mix of housing options.



The amount of potential intensification sites for most mid-sized to large urban communities is typically very large. The amount of intensification that **actually occurs** over the planning period, however, is driven by a range of other factors relating to the community’s ability to attract investment within the broader marketplace, as well as local conditions such as planning policy, existing or planned services (especially transportation), the property owners (who must have an interest in redevelopment), and the physical characteristics of sites, which must allow for viable redevelopment. Site size, configuration, access, and the surrounding land uses must be able to support intensification and not impede economic viability. As a result, an ample supply of potential residential intensification is typically available for most communities comparable with the City of Kingston (as well as larger urban communities) to maximize the likelihood of success in capturing future intensification opportunities.

6. Community Area Land Needs Analysis

6.1 Overview

The purpose of this chapter is to identify the Community Area land requirements to 2051 based on the previously discussed key inputs, including growth allocation to the D.G.A. Further details are provided in this chapter on key inputs to the land needs assessment, including land supply and density. The findings of the Community Area land needs assessment suggest that the City will require additional Community Area lands to accommodate housing growth even after factoring a large portion of the City’s growth to be accommodated through intensification. The methodology and approach of the Community Area land needs assessment was previously summarized in Chapter 2, section 2.2. A detailed table of the Community Area land needs assessment is provided at the end of this chapter.

6.2 Housing Unit Supply Potential in Urban Area

6.2.1 Location of Vacant Land Supply in the Urban Area

Figure 18 identifies the location of vacant land supply opportunities within the Urban Area, under the categories created by the City, including “Committed” (largely approved applications by the City); “Pending” (largely proposed applications received by City);



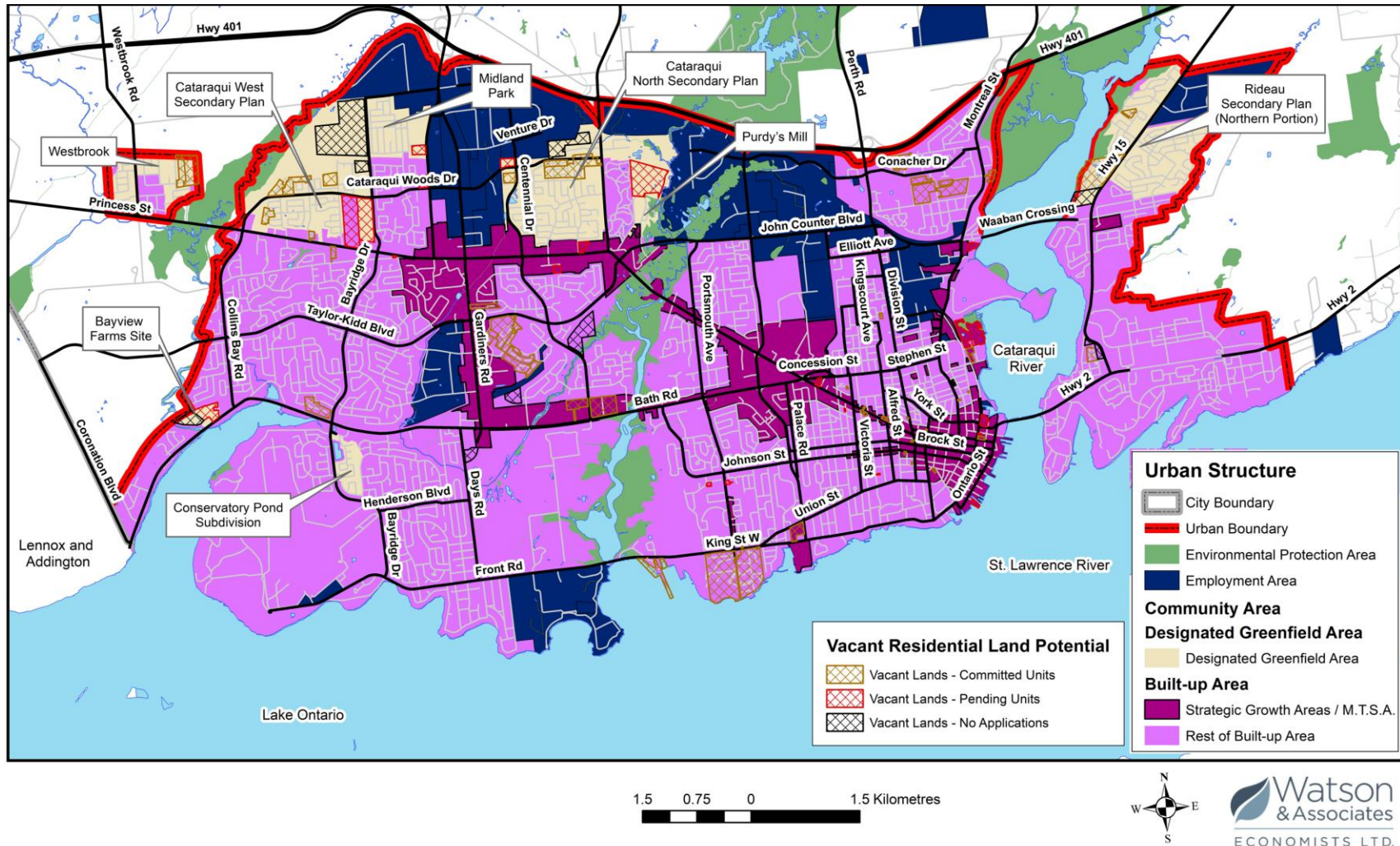
and “Currently Vacant” (lands with no active applications).^[36] Vacant residential land supply that falls within the D.G.A. is included in the urban land needs assessment, while residential land supply that falls within the B.U.A. forms part of the City’s intensification potential. The data on the City’s housing supply is derived from the City of Kingston’s most recent pending and committed residential supply as of December 31, 2023. It should be noted that the City maintains an active inventory of development applications through the City’s DASH webpage.^[37] The data contained in this report is based on information as of December 31, 2023, and includes development activity on lands that are currently designated for residential uses.

^[36] Refer to the glossary for a full definition of the City’s land supply terminology.

^[37] City of Kingston DASH webpage: <https://www.cityofkingston.ca/business/dash>



Figure 18
City of Kingston
Vacant Lands and Housing Supply





6.2.2 Housing Unit Supply Potential in Active Planning Approvals

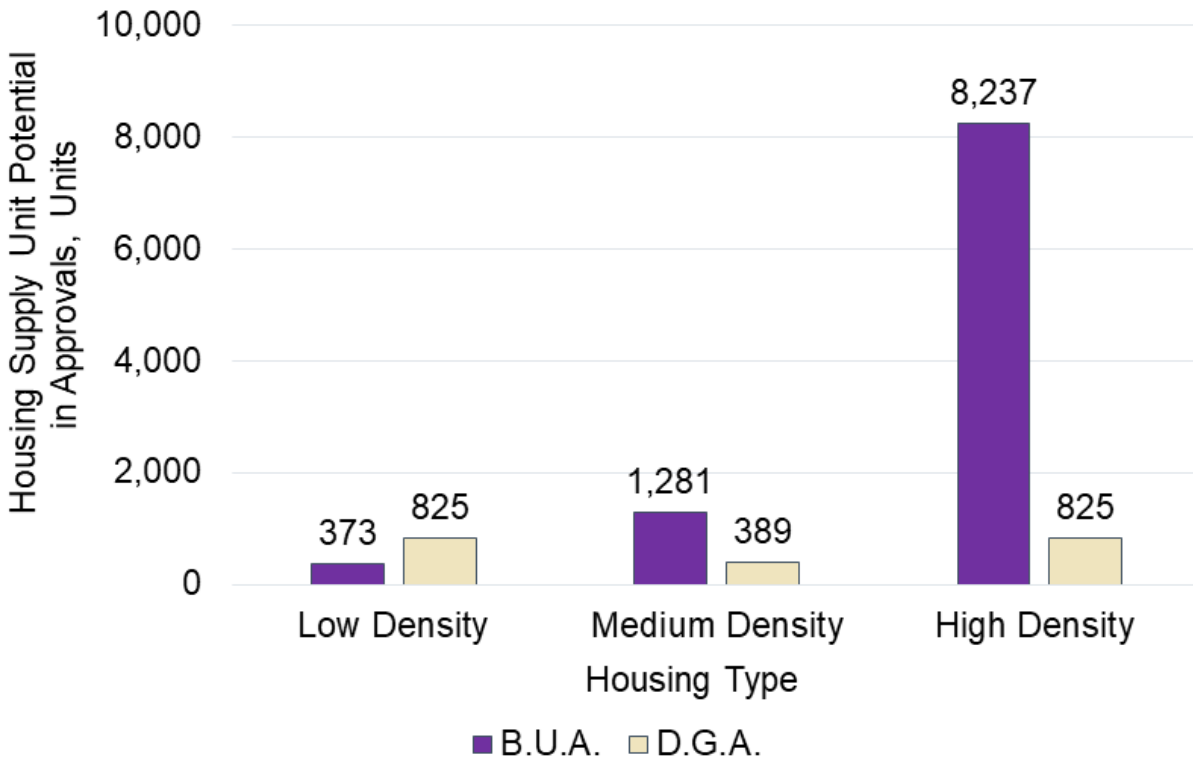
Figure 19 summarizes the housing unit supply potential in City planning approvals (approved and proposed planning applications) by D.G.A. and B.U.A. It is estimated that as of December 31, 2023, the City of Kingston has approximately 14,140 housing units in planning approvals. Most of the housing unit supply potential is within the B.U.A., representing 9,890 housing units or approximately 70% of the housing unit supply potential. The housing unit potential in the B.U.A. largely comprises high-density housing units. Applications within the D.G.A. represent approximately 2,040 housing units. The housing unit potential in the D.G.A. comprises a mix of low-, medium- and high-density housing units. The Community Area land needs assessment utilizes the housing unit potential in the D.G.A. and includes the following housing unit supply potential as of December 31, 2023, on lands that are currently designated for residential use:

- Low Density: 825
- Medium Density: 390
- High Density: 825
- Total Housing Units: 2,040

The housing unit potential in the B.U.A. within active development applications will provide a source in accommodating the City's intensification potential. Based on the housing unit supply potential in the B.U.A., active planning applications have the potential to accommodate up to 68% of the intensification housing forecast to 2051. It is anticipated that the remaining intensification demand will be accommodated through redevelopment and infill within the City's Strategic Growth Areas and A.R.U.s across the City.



Figure 19
City of Kingston
Housing Unit Supply Potential in Planning Approvals
Applications on Designated Residential Lands as of December 2023



Notes: Low density includes single detached and semi-detached units; medium density includes row housing units; and high density includes apartments and stacked townhouse units. The figure does not include housing units within the B.U.A. that require an Official Plan Amendment to allow residential use.

D.G.A. = designated greenfield area; B.U.A. = built-up area.

Source: Derived from City of Kingston Land Inventory Report of Pending and Committed Units as of year-end December 2023, provided to Watson & Associates Economists Ltd.

6.2.3 Vacant Lands with No Applications

The City of Kingston’s planning staff has identified 12 sites that are vacant across the City, totalling approximately 93 hectares (approximately 230 acres) of gross developable land area. Within the B.U.A., there are seven sites which total approximately 20 hectares (approximately 49 acres). Within the D.G.A., there are five sites, totalling 73 hectares (approximately 180 acres). The largest site within the D.G.A. measures approximately 41 hectares (101 acres) and is situated within the Cataraqui



West Secondary Plan on Creekford Road. The Community Area land needs assessment utilizes the 73 hectares in the D.G.A. along with the previously discussed active planning applications within the D.G.A.

6.3 Housing Units Per Net Hectare Density Trends, 2006 to 2023

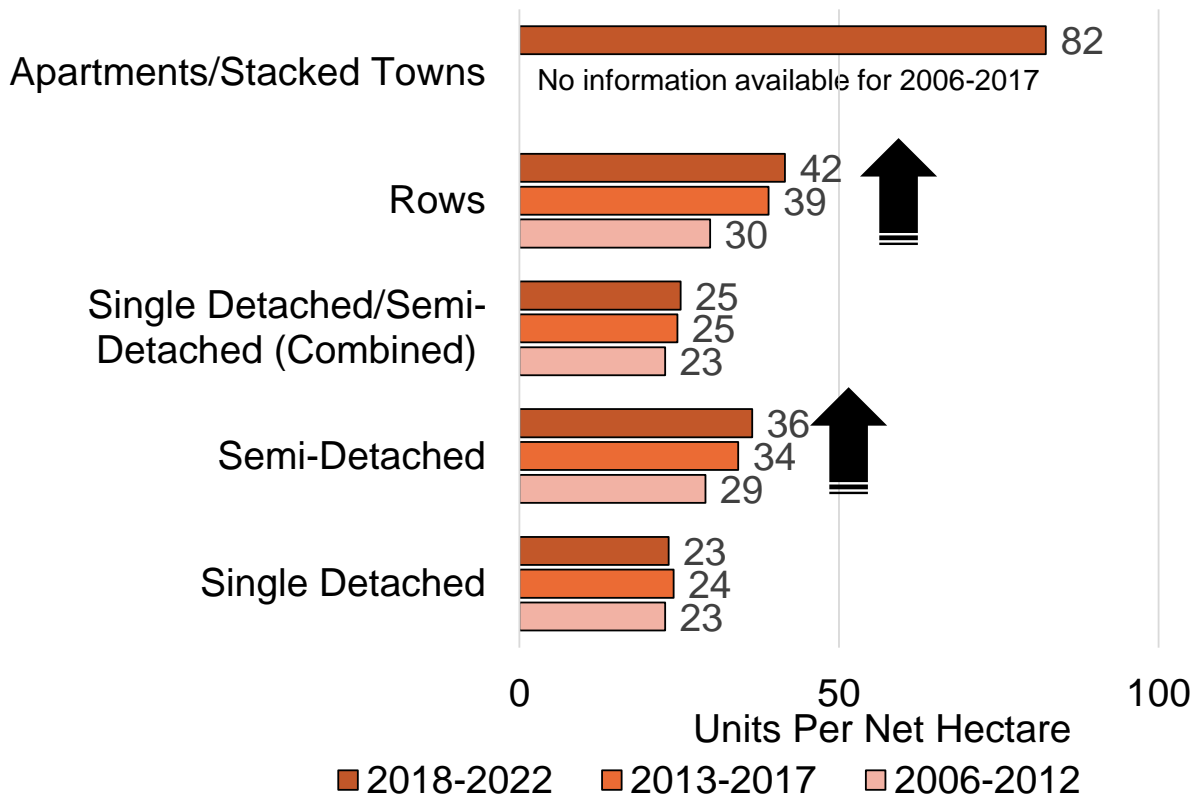
A key input in the Community Area land needs assessment is the U.P.H. assumption, a density input. Average U.P.H. assumptions are used to translate the housing forecast in the D.G.A. into an associated land area. Average U.P.H.s are calculated by dividing the number of housing units over the total land area of the building lot. Figure 20 summarizes the average U.P.H. by housing structure type in the City's D.G.A. over three time periods: 2006 to 2010; 2013 to 2017; and 2018 to 2023. Summarizing the average U.P.H. over three periods provides an opportunity to observe historical trends in density. Provided below are key highlights of Figure 20:

- The average U.P.H. increased significantly for row housing units within the City of Kingston, from 30 U.P.H. in 2006 to 2012, to 42 U.P.H. from 2018 to 2022. This is consistent with urban housing trends observed across the Province, as row housing developments have become more compact over the past 15 years. Over the forecast horizon, it is anticipated that the City will experience an increase in more compact row housing units, including back-to-back townhouse developments that will upwardly impact the average U.P.H. Back-to-back townhouses share the back wall with another unit, eliminating the provision of a backyard, which significantly increases the yield of housing units on a development site.
- Within the low-density housing category, the average U.P.H. increased slightly, largely due to an increase in the share of semi-detached housing units. It is noted that the average U.P.H. of single detached housing units within the City largely remained stable over the 2006 to 2023 period at an average of 23 U.P.H. Over the forecast horizon, it is anticipated that semi-detached housing will represent a larger share of the low-density housing category. A larger share of semi-detached housing units will have a slight upward impact on the average U.P.H. in the low-density housing category.
- Over the 2018 and 2023 period, high-density housing units averaged 82 U.P.H. Given the limited activity of high-density housing units within the D.G.A., the



sample size was insufficient for other periods. Within the D.G.A., high-density developments are typically three- to six-storey buildings with surface parking. In comparable municipalities, the average U.P.H. tends to be between 100 and 120 U.P.H. Over the forecast period, it is expected that larger-scale, high-density developments will primarily be accommodated within the B.U.A., specifically within the Strategic Growth Areas. It is important to note that high-density housing developments include stacked townhouses, which typically tend to average less than 100 U.P.H.

Figure 20
City of Kingston
Designated Greenfield Area Units Per Hectare Density Trends, 2006 to 2023



Source: Watson & Associates Economists Ltd., based on the City of Kingston's residential building permit activity and City of Kingston geographic information systems MPAC parcel fabric data.



Based on the previously discussed trends and outlook on U.P.H., the following assumptions are utilized in the Community Area land needs assessment, as summarized in Figure 27.

Figure 21
City of Kingston
Designated Greenfield Area Units Per Hectare Density Assumptions
Compared to Historical Trends

Housing Type	Historical Units per Hectare, 2018 to 2023	Forecast Units per Hectare, 2024 to 2051	Increase in Average Units per Hectare
Low Density (single detached/semi-detached)	25	27	8%
Medium Density (row housing)	42	45	7%
High Density (apartments and stacked townhouses)	82	100	22%

Source: Watson & Associates Economists Ltd.

Figure 22 provides a comparison of the average U.P.H. density assumptions utilized in the D.G.A. compared to the B.U.A. The U.P.H. density assumptions in the B.U.A. were discussed previously in Chapter 5. As summarized in Figure 22, the average U.P.H. of medium-density housing units in the D.G.A. is anticipated to be lower in the D.G.A. at 45 U.P.H. compared to 50 U.P.H. in the B.U.A. A lower density is assumed for the D.G.A. compared to the B.U.A., given that medium-density housing units in the D.G.A. are anticipated to require a greater provision of land for driveways and lot areas. The average U.P.H. for high-density housing is also anticipated to be higher in the B.U.A. given that high-density buildings in the B.U.A. are anticipated to have a greater number of storeys, as well as opportunities for underground parking or a lower provision for land required for parking.



Figure 22
City of Kingston
Designated Greenfield Area and Built-up Area
Units Per Hectare Density Assumptions to 2051

Housing Type	Built-up Area Units per Hectare Assumptions	Designated Greenfield Area Units per Hectare Assumptions
Low Density (single detached/semi-detached)	n/a	27
Medium Density (row housing)	50	45
High Density (apartments and stacked townhouses)	145	100

Note: Units per hectare assumptions are based on net land area (i.e., lot area of housing unit) and do not include the average after including parks/trails, local roads, stormwater ponds, and non-residential uses that tend to require a greater provision of land within the designated greenfield area compared to the built-up area.

Source: Watson & Associates Economists Ltd.

Figure 23 provides recent visuals of density by housing structure within the City. Except for the apartment example at 127 U.P.H., all examples are within the D.G.A. Figure 23 provides an example of a single detached housing unit at an average of 24 U.P.H. which represents the higher-end range of U.P.H. for single detached housing units built in the City on D.G.A. lands. As previously discussed, single detached housing units have averaged 23 U.P.H. since 2018. The semi-detached example in Figure 23 at 36 U.P.H. is reflective of the average of semi-detached housing units in the City since 2018. This represents the densest form of low-density housing. Single detached housing units have represented a large component of the low-density housing units and have averaged 24 U.P.H. since 2018. The examples provide a means of comparison with the previously discussed U.P.H. averages. As shown in Figure 23, high-density housing, for example, can range from 80 U.P.H. in a stacked housing development to 127 U.P.H. in a five-storey apartment building.



Figure 23
City of Kingston
Recent Visual Density Examples



Note: Density estimates by Watson & Associates Economists Ltd.
Source: Images are from Google Earth and Realtor.ca.



6.4 Community Area Land Needs

Figure 24 provides a detailed table of the Community Area land needs to 2051. As summarized in Line A, the D.G.A. housing unit demand forecast is approximately 9,600 housing units over the 2024 to 2051 period and is based on the following housing units by structure type:

- Low Density: 4,380 (46%)
- Medium Density: 3,530 (37%)
- High Density: 1,650 (17%)
- Total Housing Units: 9,560 (100%)

Line C of Figure 24 identifies the housing unit potential on vacant land in active applications within the D.G.A. As previously noted, it is estimated that the City has the potential to accommodate approximately 2,040 housing units on vacant lands in the D.G.A. based on active applications on lands that are designated for residential use.

The City's D.G.A. housing unit supply^[38] is then compared to the housing forecast by housing unit structure type in Line D. Adjusting for the remaining housing potential in active development applications in the D.G.A., it is estimated that the City has a shortfall of approximately 7,520 housing units to 2051 (demand of 9,557 units minus supply of 2,039 units = 7,518 units). As identified in Line D, the City has a D.G.A. land shortfall across all housing types.

To convert the housing shortfall to a net land area, Watson has applied a U.P.H. assumption to the housing shortfall by structure type, as identified in Line E. The total net residential land area shortfall is approximately 208 net hectares (approximately 514 net acres), as identified in Line F. This represents the additional land area needed to accommodate housing development (i.e., the lot area of each new housing unit); however, this land area excludes roads, stormwater ponds, parks/trails, and non-residential uses such as schools, community centres, and commercial uses which is referred to as the gross developable land area. As previously discussed in Chapter 2, when planning for an outward expansion of the urban boundary, it is important to factor

^[38] Based on housing supply in planning applications that are identified by the City of Kingston staff as of December 31, 2023, that is "Committed" and "Pending," excluding applications that are proposed to be re-designated for residential use. Refer to the glossary of terms for further information.



in the additional lands required for complete communities to support the housing growth. Providing an adequate amount of parkland and non-residential lands to support the development of complete communities is one of the six critical public interests to be met through the new O.P. project.

Recognizing that planning for residential uses includes the need for infrastructure such as local roads, stormwater ponds, parkland/open space, and select non-residential uses, Watson has upwardly adjusted the land area shortfall to account for additional lands to accommodate these use, as illustrated in Line G. This upward adjustment is referred to as the “net to gross ratio factor” and the net to gross factor is 50%. As previously discussed, the net to gross ratio considers the additional land required (approximately 15 net hectares or 37 net acres) of commercial uses to support local residents based on the Commercial Land Review draft technical findings. As illustrated in Line G, the gross developable land area (net of environmental features) required for additional Community Area land is approximately 416 hectares (208 net hectares multiplied by 2 = 416 hectares (or approximately 1,028 acres)).

Vacant lands within the D.G.A. with no application comprise five sites that total approximately 73 hectares (180 acres) of gross developable land area, as summarized in Line H. Since there are no active applications for these sites, the potential housing unit yield on these lands is currently unknown. The shortfall of the Community Area land need identified in Line G was deducted by 73 hectares of gross developable land area. As a result, the adjusted land area **shortfall is at least 340 hectares** (416 hectares minus 73 hectares = 340 hectares) of gross developable land area to accommodate forecast Community Area population and employment growth within the City to the year 2051.

It is important to recognize that the required 340 gross developable land area (approximately 840 acres) for Community Area uses is a minimum land need and additional land area may be required to allow for flexibility in planning for new neighbourhoods and other site factors, such as creating neighbourhoods that follow logical boundaries for urban development. Furthermore, the actual extent of the gross developable land area of the urban expansion areas will be further explored as part of the City of Kingston O.P. project and may differ from the outcome identified in this report, based on a series of planning considerations. The land needs identified in this report are considered a conceptual starting point, recognizing that further work will be carried out by the City of Kingston staff to determine the location of Community Area expansion lands.



Figure 24
City of Kingston
Community Area Land Needs Assessment, 2024 to 2051

Land Needs	Calculation	Low-Density Units	Medium-Density Units	High-Density Units	Total Households
Designated Greenfield Area Housing Unit Forecast, 2024-2051	A	4,376	3,530	1,651	9,557
Housing Unit Mix (%)	B	46%	37%	17%	100%
Housing Unit Potential in Approvals (Approved/Proposed) ^[1]	C	825	389	825	2,039
Housing Unit (Shortfall)/Surplus	$D = C - A$	(3,551)	(3,141)	(826)	(7,518)
Units Per Hectare (U.P.H.), net hectares assumption	E	27	46	100	-
Net Residential Land Required, hectares	$F = U.P.H. \div D$	(132)	(68)	(8)	(208)
Net to Gross Ratio Factor for Other Community Area Lands (local roads, parks, trails, stormwater ponds, and non-residential uses) – Additional 50%	$G = F \times 2$	-	-	-	(416)
Vacant Land Supply with no Approved or Proposed Applications, hectares (deduct from deficit) ^[2]	H	-	-	-	73
Total Land Needs, gross hectares (rounded)	$I = G - H$	-	-	-	(340)

^[1] Based on active applications within the designated greenfield area provided by the City of Kingston's planning staff.

^[2] Based on vacant lands identified by the City of Kingston's planning staff that currently have no applications; includes five sites within the designated greenfield area.

Total land needs in Line I has been rounded.

Source: Watson & Associates Economists Ltd.



7. Strategic Directions and Policy Recommendations

This report has highlighted key themes related to growth and change agents that have implications for the future of land use planning and the phasing of hard and soft infrastructure for the City of Kingston over the next three decades. A number of broader strategic recommendations are provided below which relate to the long-term management of growth and development within the City of Kingston. These recommendations are intended to inform the City's new O.P. project and on-going efforts with respect to growth monitoring and growth management. These strategic recommendations are provided within the context of an evolving provincial and local planning policy framework.

7.1 Long-term Population, Housing, and Employment Forecasts

The City is projected to experience strong population and housing growth over the long-term planning horizon. The in-effect O.P. establishes specific policy direction regarding housing projections by structure type over the long-term planning horizon. The current in-force P.P.S., 2020 and the proposed P.P.S., 2024 require planning authorities to provide for an appropriate range and mix of housing options to meet projected housing needs, including affordable housing needs.

Recommendations:

- Update the growth management policies in the City of Kingston O.P. that establish the City's goals with respect to population, employment, and housing growth to the year 2051 to be consistent with the recommended growth projections as established through the study. More specifically, it is recommended that the City plan for a permanent and student population base of 220,900 and an employment base of 113,900 by 2051. Over the 2024 to 2051 planning period, the City will require approximately 29,300 additional housing units to accommodate the permanent and student population forecast.
- Develop a refined policy framework to provide continued direction that encourages a range of housing types and densities by tenure (i.e., ownership and rental) in consideration of the updated housing projections to the year 2051.



7.2 Residential Phasing and Supply of Urban Land

A significant amount of growth is expected in the City of Kingston and not all of it can or will happen at the same time from a practical perspective, primarily because of the time it will take to extend infrastructure in a logical and efficient manner. As a result, a key deliverable of this study is the identification of priority growth areas that are best suited to proceed earlier versus later over the next three decades. In doing so, the City of Kingston can achieve numerous policy objectives that best support the development of complete communities.

Kingston's Strategic Growth Areas, including M.T.S.A.s and other developed lands, provide a supply opportunity for intensification within the City; however, capacity and market demand for intensification within these areas is not homogenous. Certain areas have the capacity to play a more significant role in accommodating growth and intensification. In accordance with anticipated market demand, key investment decisions should prioritize the achievement of intensification and higher densities within the areas identified under the intensification hierarchy. On the other hand, the City should consider planning policies and tools to stimulate development within identified areas that are considered slower growth areas. Furthermore, the City should identify infrastructure projects and investments that can unlock or remove barriers to achieve forecast growth potential in Strategic Growth Areas and other priority growth areas.

Recommendations:

- Add growth management policies in the new City of Kingston O.P. that establish the City's goals with the phasing and supply of urban land from 2021 to 2051 by policy area in accordance with the results of the growth forecast allocation.
- Ensure consistency with the applicable provincial policy regarding the minimum supply of land available for residential development. Consider establishing further principles and criteria to inform recommendations on where development should be prioritized in designated growth areas.
- Update policies that support investment to enable growth, specifically recognizing the important roles of M.T.S.A.s and Strategic Growth Areas, which will be key to accommodating growth, achieving intensification targets in the City, and encouraging compact built form. This will require refinements to policies that



inform and phase investment decisions to enable growth and development in these areas.

- Update the O.P. to include the geographic boundaries of the M.T.S.A. and other Strategic Growth Areas identified, as discussed in Chapter 5.

7.3 Residential Intensification Target

Residential intensification contributes to building complete communities, often makes more efficient use of existing infrastructure and public services and minimizes adverse impacts to the natural environment and agricultural land. The proposed P.P.S., 2024 establishes clear policy direction to encourage that sufficient land within settlement areas is made available through intensification and redevelopment. Based on an assessment of the intensification opportunities, the City has significant possibilities for utilizing intensification sites to meet a broad range of future housing needs within developed areas.

Recommendations:

- Based on the analysis of intensification drivers and present infill opportunities, aim for a **minimum** intensification target of 60% (i.e., 60% of housing growth to be accommodated in the B.U.A.) and continue to track development within the geographically defined B.U.A. as established in this report.
- Stress in the O.P. that the intensification target is a minimum with aspirations for the City to exceed the intensification target.
- Monitor residential intensification activity on an annual basis against the O.P. target.

7.4 Planning for Community Area Expansion Lands

As identified in this report, the City requires an estimated 340 hectares of gross developable lands (approximately 840 acres) to accommodate a shortfall of housing and support Community Area uses (e.g., parkland/recreational lands, local infrastructure, institutional, and commercial lands). In identifying Community Area expansion lands, the City will need to ensure that the lands added to the City support complete communities' principles.



Recommendations:

- Adjust the urban boundary to accommodate at least 340 hectares of gross developable Community Area land.
- Plan for a Community Area land expansion that considers opportunities to add additional Community Area lands that are a logical extension to the existing Urban Area and also offer the potential to leverage existing infrastructure, parkland/recreational lands, and public facilities (e.g., schools, recreational centres, etc.).
- Ensure that the Community Area expansion lands will provide future residents with adequate access to commercial and institutional uses.
- Continue to monitor residential land absorption on an annual basis to ensure that sufficient Community Area lands are provided over the long term.

7.5 Planning for Higher Density on Community Area Lands

Increasing the yield of housing units on designated residential lands provides the opportunity to build more compact communities that are transit-supportive and ensures a more efficient use of the land. This report has utilized U.P.H. assumptions by housing type on D.G.A. lands that are higher than historical trends and consider the outlook for more compact built forms. Over the long term, the City is anticipated to accommodate more dense and compact developments on D.G.A. lands compared to the developed D.G.A. lands today. The following U.P.H. averages are utilized in this report:

- Low Density (single detached/semi-detached): 27 U.P.H.
- Medium Density (row housing units): 46 U.P.H.
- High Density (apartments and stacked townhouses): 100 U.P.H.

The proposed P.P.S., 2024, encourages large and fast-growing municipalities (includes the City of Kingston) to plan for a target of 50 residents and jobs per gross developable hectare in designated growth areas.^[39] A density of residents and jobs is based on the total population in housing units and employment accommodated in commercial and institutional uses, and is divided by the gross developable land area. Based on the housing mix, U.P.H. assumptions, and the net to gross ratio on Community Area expansion lands (as discussed in Chapter 6), the average density on Community Area

^[39] Proposed P.P.S., 2024, policy 2.3.5., p. 8.



lands is anticipated to average approximately 53 residents and jobs per gross developable hectare.^[40]

Recommendations:

- Utilize the U.P.H. assumptions as a City-wide average guideline for D.G.A. and Community Area expansion lands on a net land area basis (i.e., parcel of housing development). The City should support developments that exceed the above U.P.H. where appropriate; however, provide flexibility for developments that may require a lower average due to other considerations (e.g., site configuration). It is important to recognize that the above U.P.H. assumptions represent averages, and opportunities to increase U.P.H. may vary on a site level basis.
- Provide an O.P. policy that sets a minimum density requirement that developments on Community Area expansion lands plan for a minimum of 50 residents and jobs per gross developable hectare.

7.6 Planning for Employment in Strategic Growth Areas and Major Transit Station Areas

Workers in knowledge-intensive industries are increasingly demanding accessible and dynamic work environments that promote interaction and innovation. This underscores placemaking as an increasingly recognized and important concept in creating diverse and vibrant workplaces which, in turn, can help attract local population and job growth provided that other necessary infrastructure requirements are met. This is particularly relevant in mixed-used environments which integrate retail, office commercial, residential, and other community uses with public open spaces.

Given the strong employment growth identified for the City of Kingston that is increasingly oriented towards knowledge-based sectors, Strategic Growth Areas and M.T.S.A.s offer strong market attributes to accommodate these growing employment sectors. Considering the near- and longer-term market outlook for office and mixed-use

^[40] Based on population estimate of housing unit shortfall and assumptions on employment. The total people and jobs estimate is 18,100 and land area is 340 gross developable hectares (18,100 divided by 340 = 53). Note, this is conceptual and may vary on a site-by-site basis.



development opportunities identified within the City’s Strategic Growth Areas and M.T.S.A.s, the City of Kingston should continue to prioritize its efforts to encourage and promote office and mixed-use development where market demand potential is highest. The City should also work to identify potential gaps between planning policy objectives and market demand across each of the City’s Strategic Growth Areas and M.T.S.A.s. This will help identify where the utilization of financial tools and planning incentives to facilitate development, where fiscally sustainable, may be required to support planning policies regarding intensification within these areas.

When planning for employment in Strategic Growth Areas and M.T.S.A.s, it is important to consider the following:

- **Not all forms of office development can be accommodated in Strategic Growth Areas and M.T.S.A.s** – The provincial and local planning policy framework directs larger office developments to M.T.S.A.s, or other Strategic Growth Areas where multi-modal transportation and existing or planned frequent transit service will be available to support live/work opportunities. Certain commercial and industrial facilities (e.g., manufacturing, assembly, and warehousing) with office uses, training facilities, and showcase rooms/ancillary retail are often integrated on-site. Operations such as these can be land intensive and have unique siting requirements that are typically not appropriate in mixed-use Strategic Growth Areas or M.T.S.A.s and should be directed to Employment Areas. Furthermore, Employment Areas provide opportunities to accommodate multi-use facilities, such as larger industrial operations adopting a campus-style setting which requires surface parking and future expansion potential.
- **Office development potential outweighs demand** – In planning for office development in Strategic Growth Areas/M.T.S.A.s, the City of Kingston should be realistic about the amount of office growth that might be attracted to these areas over the planning horizon. While O.P.s have provisions in place to encourage office development, the reality is that potential supply outweighs demand. In planning for new office developments within Strategic Growth Areas/M.T.S.A.s there needs to be corresponding consideration to prioritize development to also create transit-oriented, vibrant urban centres and minimize potential competition between these locations.
- **Provide the right long-term environment** – The future success of employment uses within the City of Kingston’s Strategic Growth Areas/M.T.S.A.s is highly



dependent on their ability to provide places that offer access to both skilled and unskilled labour, vibrant spaces and places for employees, and synergies between businesses. This requires a more strategic approach to planning, one that integrates planning with the City's Economic Development Strategy. A place-based approach should allow for flexible planning frameworks, repurposing measures for older buildings and areas, investment for mixed-use, co-working, incubators/accelerator facilities for start-up businesses, and opportunities for shared spaces. With this in mind, the primary objective of planning policies should be to create high-quality, mixed-use urban environments that offer access to higher-order transit services, a walkable and cyclable public realm, services and amenities, including restaurants, cafes, shops, daycare facilities, arts and cultural activities, and indoor/outdoor recreational facilities. It should be recognized that such physical qualities are typically what drives successful office real estate markets over the long term.

- Encourage proactive planning** – It is recognized that given the comprehensive nature of the O.P. review process and the considerable changes that have been made to the provincial policy framework over the past decade, Southern Ontario municipalities have traditionally been somewhat slow to adopt flexible land use frameworks to address the structural changes in the economy identified in this report. Recent economic trends and industry disruption, however, mandates that the City of Kingston O.P., Secondary Plans, and zoning allow for opportunities, where appropriate, to encourage transformative change over the long term within Strategic Growth Areas/M.T.S.A.s. This will ensure that businesses are able to effectively respond to the changing environment, new ways of working, and innovation capabilities. Recent trends show that employment spaces and facilities are increasingly demanding the ability to integrate different functions. For example, innovation parks and mixed-use spaces integrate research, institutions, start-ups and labs, office, co-working, and production space with recreational amenities and services.

Recommendations:

- Direct major office development to Strategic Growth Areas/M.T.S.A.s that are served with existing or planned higher-order transit.
- Ensure that M.T.S.A.s retain a commercial function in supporting the needs of local residents and employees in the area by encouraging developments to



incorporate local serving retail uses, such as restaurants, food stores, drug stores, health care, and personal services. Based on the Commercial Land Review report, a significant portion of the City's commercial gross leasable area (floorspace) demand is anticipated to be accommodated in the B.U.A., specifically within the M.T.S.A.s. Applications that contemplate a major decrease in the amount of commercial floorspace in the M.T.S.A. should be reviewed within the context of the surrounding area.

- Target an appropriate level of major office development to complement residential development and other population-related functions to create complete communities.
- Accelerate infrastructure investment and capacity to facilitate development/ redevelopment efforts across Strategic Growth Areas/M.T.S.A.s with the strongest identified real estate market opportunities.
- Monitor the uptake of new O.P. policies and, where deemed necessary, prepare planning and market studies, including proformas, to assess development feasibility opportunities and challenges for office development across Strategic Growth Areas/M.T.S.A.s and the potential use of municipal financial incentives and other planning tools to help facilitate development.
- Monitor development activity and the corresponding population and employment growth within Strategic Growth Areas/M.T.S.A.s on a regular basis.

7.7 Planning for Mixed-Use Development and Building Complete Communities

The City already has supportive policies in the O.P. on active transportation, which is a foundational element to achieving a complete community where residents have easy access to amenities such as grocery stores, services, and community facilities. As the City continues to transform, there is an opportunity to look at various neighbourhoods and promote investment that strengthens and enhances the amenities offered, which in turn fosters a more equitable city.

Recommendations:

- New spatial analysis tools such as the Walk Score Toolkit are making it easier for cities to help identify these needs in their community. Incorporate policy that also



encourages complete neighbourhoods where residents, through active transportation, can have good access to a range of amenities.

- Incorporate policy that acknowledges the existence of potentially underutilized commercial sites (e.g., plazas and malls) that may be experiencing decline, and incorporate policy encouraging their revitalization through the addition of appropriately scaled and sited residential buildings on these sites.

7.8 Climate Mitigation, Adaption, and Resilience Principles

The City of Kingston has undertaken a number of initiatives to facilitate and promote sustainable development, including the City’s Climate Leadership Plan.^[41] The City’s Strategic Plan includes a number of Strategic Priorities, including lead environmental stewardship and climate action.

Recommendations:

- Through its O.P. policies, continue to guide and encourage energy efficient and climate resilient development.^[42]
- Continue to encourage sustainable design principles, use of low-impact materials, and maximize energy efficiency in development.
- Support the City’s existing Green Standard Community Improvement Plan,^[43] which incentivizes low carbon new buildings, the Savings by Design and Commercial Custom New Construction programs both offered by Enbridge Gas, as well as third party distributed generation systems.

^[41] City of Kingston Climate Leadership Plan dated December 13, 2021. The Climate Leadership Plan measures the impact of programs and actions taken by the City to reduce greenhouse gases. It also outlines steps that need to be taken to achieve the City’s goal of being carbon neutral by 2040.

^[42] Climate Change Resilience refers to effectively adapting with and managing the impacts of climate change while preventing those impacts from getting worse. A climate resilient City plans from a climate change lens and is equipped to deal with the realities of an increasingly warmer world.

^[43] The City’s Green Standard Community Improvement Plan provide incentives to builders and owners who design and construct more efficient buildings that move towards achieving the City’s goal of net zero greenhouse gas emissions.



- Enhance design policies for mid-rise and tall buildings to improve building efficiency, promote multimodal lifestyles not dependent on personal automobiles, and increase overall livability.
- Develop O.P. policies and by-laws that focus new residential growth in dense, walkable locations that are well connected to transit.
- Continue to explore intensification opportunities that support enhancing public transit.

7.9 Plan Monitoring

Throughout the City's O.P., direction is provided with respect to systematic monitoring, review, and amendment of the O.P. In this regard, the study provides critical input to long-range planning by identifying any future growth, land supply, and land demand which ultimately informs a comprehensive policy framework to manage change over the planning horizon. Policies providing direction on plan monitoring and evaluation should be considered in the City's O.P. Policies establishing direction for regular plan monitoring and evaluation may include a robust framework that enables the City to modify growth objectives based on actual supply and demand data, while contemplating a range of planning policy, demographic, and economic factors that influence growth and change over the long-term planning horizon.

Recommendations:

- Incorporate a framework to monitor housing supply and intensification targets at regular intervals in coordination with the provision of hard services and servicing allocation.
- Consider various tools for monitoring housing growth, including comprehensive and interactive web-based growth tracking models to monitor population, housing, and employment growth, as well as performance measures and benchmarking at the planning policy area and neighbourhood level, on an annual basis.



8. Conclusions and Next Steps

8.1 Conclusions

As previously discussed, population growth in the City is anticipated to be driven by a broader range of demographic groups, including young adults and students, families with children, empty nesters, and seniors. To accommodate these broad demographic groups, the City will require a range of housing options, including both at-grade housing and high-density housing forms. Almost all new low-density housing and most of the new medium-density housing in the City over the next three decades will be accommodated in the D.G.A. On the other hand, most of the new high-density housing will be accommodated within the B.U.A., specifically within the Strategic Growth Areas where growth will benefit from access to public transportation.

It is recommended that 60% of the City's housing growth is planned within the B.U.A., primarily comprising high-density housing units (approximately 78% of the total units in the B.U.A.). Based on an intensification rate of 60%, the City is anticipated to achieve a higher intensification rate than the current intensification target rate of 40% identified in the City of Kingston O.P.^[44] This high rate of housing growth recognizes the intensification levels the City of Kingston has experienced over the past two decades. A 60% housing intensification forecast will provide a significant amount of growth to meet the City's objectives in developing transit-supportive communities, including the development of the M.T.S.A.s, as previously discussed in Chapter 5.

Achieving an intensification rate beyond 60% would require an adjustment to the City's housing forecast by structure type, as the B.U.A. has limited opportunities to accommodate at-grade housing (i.e., low-density and medium-density housing). Any adjustment to the housing forecast to include additional high-density housing growth would not align well with the diverse housing needs of the broader range of demographics the City is anticipated to accommodate through net migration, or the demand from existing residents.

^[44] City of Kingston Official Plan, Consolidated as of December 1, 2022, Policy 2.4.5 (a), p. 56.



Despite a significant increase to Kingston’s residential intensification target, the City will need to expand its urban boundary by at least 340 hectares (840 acres) of gross developable land area to accommodate the housing forecast and associated Community Area lands. It is important to recognize that this represents a minimum land need; additional land area may be required to allow for flexibility in planning for new neighbourhoods and other site factors. Other site factors include creating neighbourhoods that follow logical boundaries for urban development, planning around environmental features, and the development of servicing. Furthermore, the actual extent of the gross developable land area of the urban expansion areas will be further explored as part of the City of Kingston O.P. project and may differ from the outcome identified in this report based on a series of planning considerations. The land needs identified in this report are considered a conceptual starting point, recognizing that further work will be carried out by City of Kingston staff to determine the location of Community Area expansion lands.

8.2 Next Steps

Following the review by City of Kingston Council in August 2024, additional reports will be provided, including the Population, Housing and Employment Growth Report, Commercial Lands Review and the Employment Lands Review. It is anticipated that these Reports will be provided in the fall of 2024.



City of Kingston Growth Analysis and Urban Land Needs Study – Phase 1 Draft Findings

Public Information Centre #2
April 17, 2024



Introduction

City of Kingston Growth Study

Phase 1: Technical Components

- Population, housing, and employment forecast to 2051 has been finalized – the medium growth scenario has been selected as the preferred growth scenario.
- Draft urban land needs analysis has been completed for residential and Employment Areas.
- Urban land needs analysis to be finalized after further consultation with staff, the public and City Council..



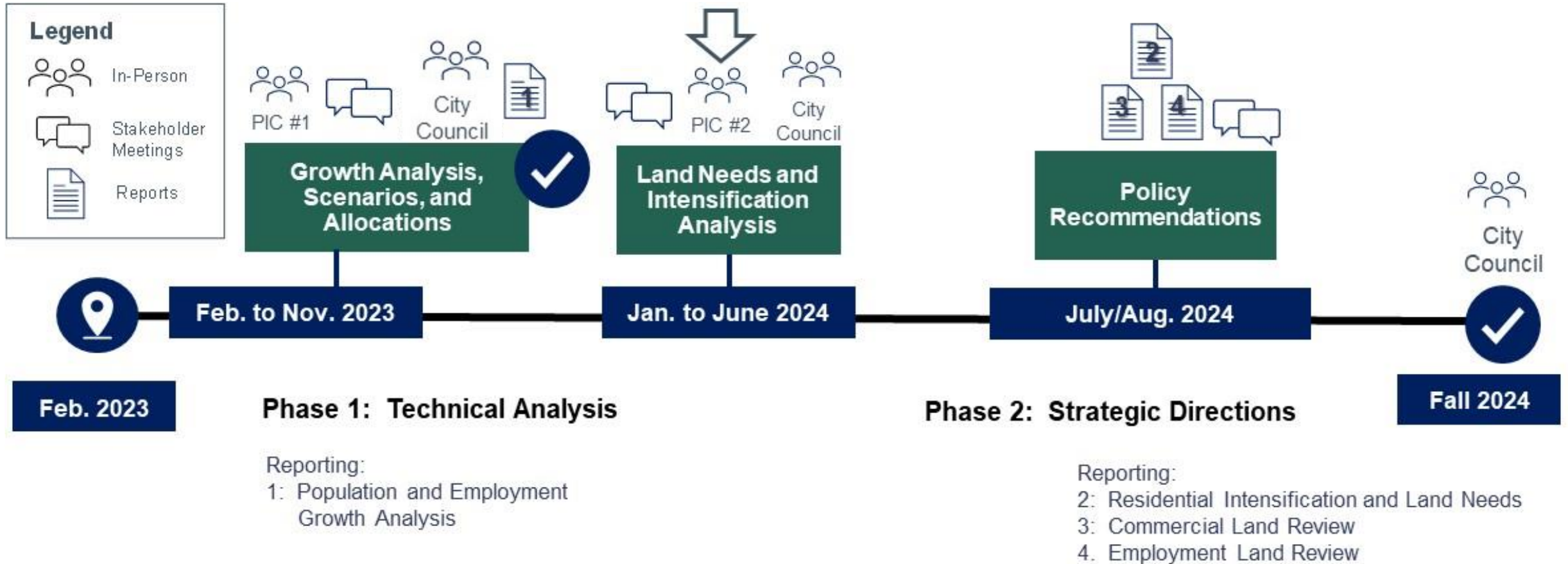
Phase 2: Strategic Directions

- The next phase of work will include policy considerations.



Schedule

City of Kingston Growth Study



Employment Area Land Needs



Introduction – Employment Lands

Employment Lands Review Land Needs Assessment

- The Employment Area Technical Analysis includes a comprehensive Employment Area supply and demand analysis (needs assessment).
- The assessment has been prepared in accordance with the Provincial Policy Statement, 2020, which requires that municipalities have sufficient urban land supply to meet projected needs for a planning horizon of 25 years.
- The assessment also considers implications of potential conversions of select sites to non-employment uses on Employment Area land needs.

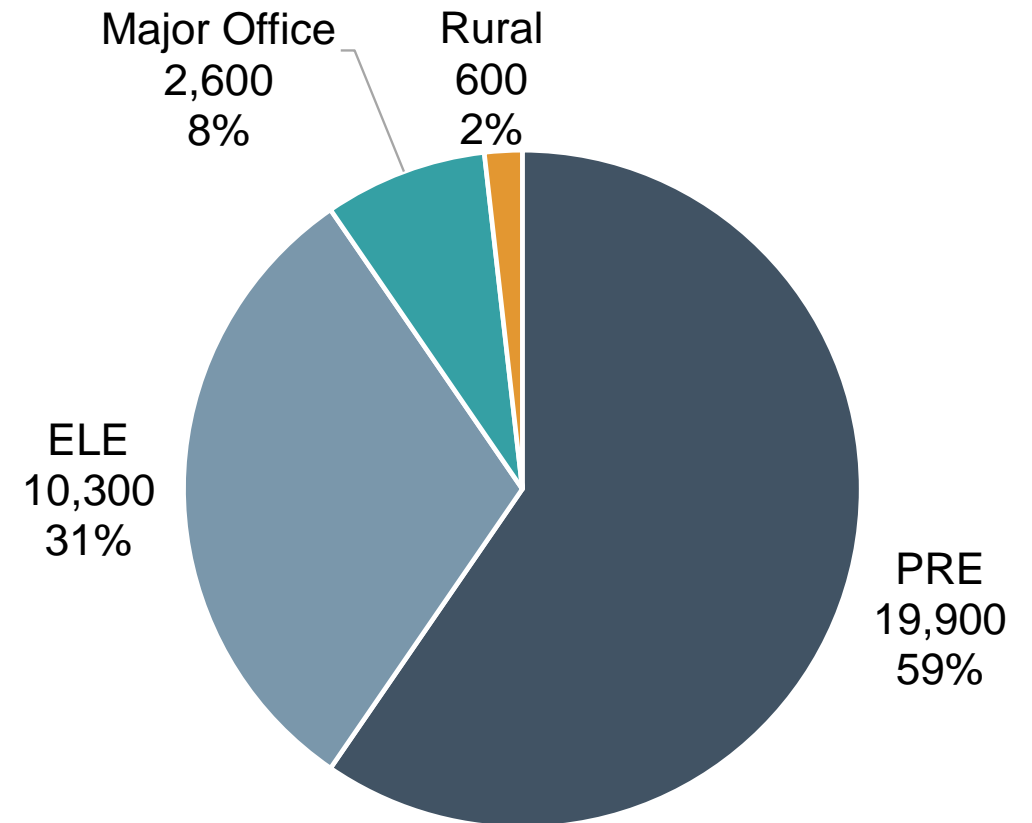


Kingston Employment Outlook

Employment Forecast, 2023 to 2051

- Over the 2023 to 2051 period, Kingston's employment base is expected to expand from 80,500 to 113,900.
- Of the incremental growth of 30,400 jobs over the period, 31% (10,300 jobs) are ELE (employment lands employment)

Employment Growth by Land Use, 2023 to 2051

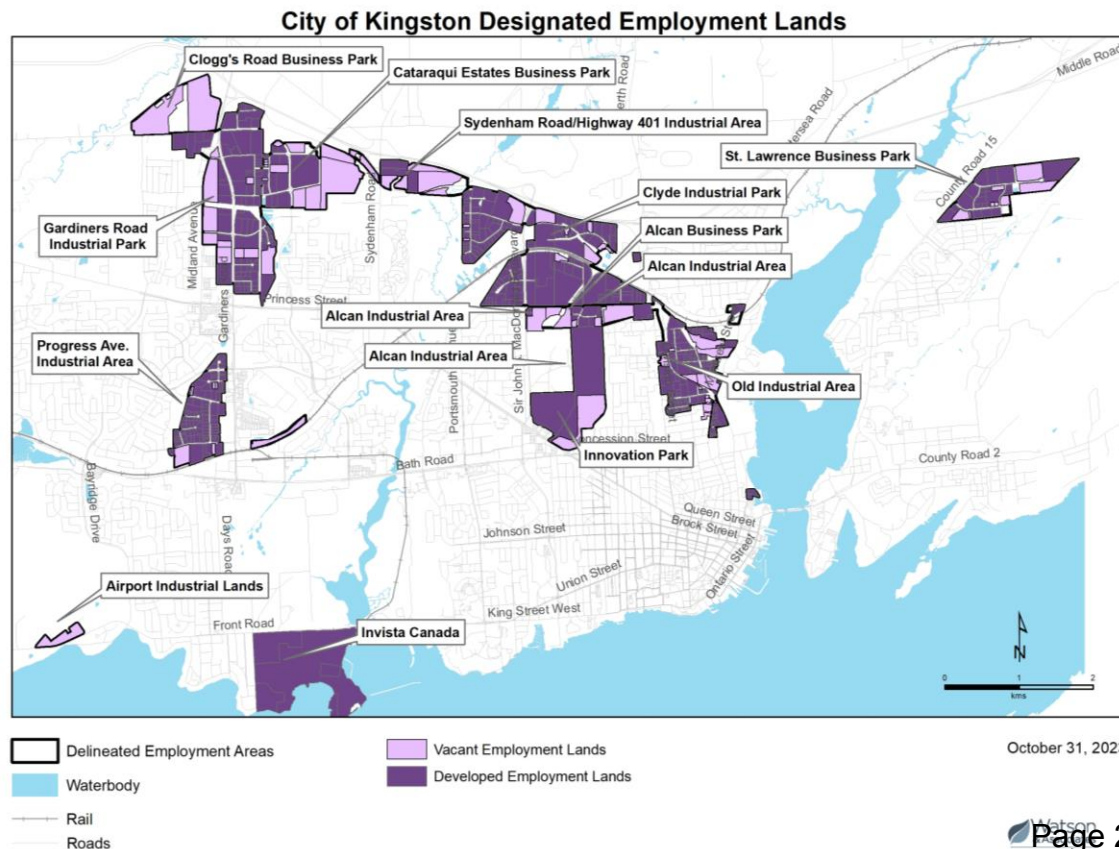




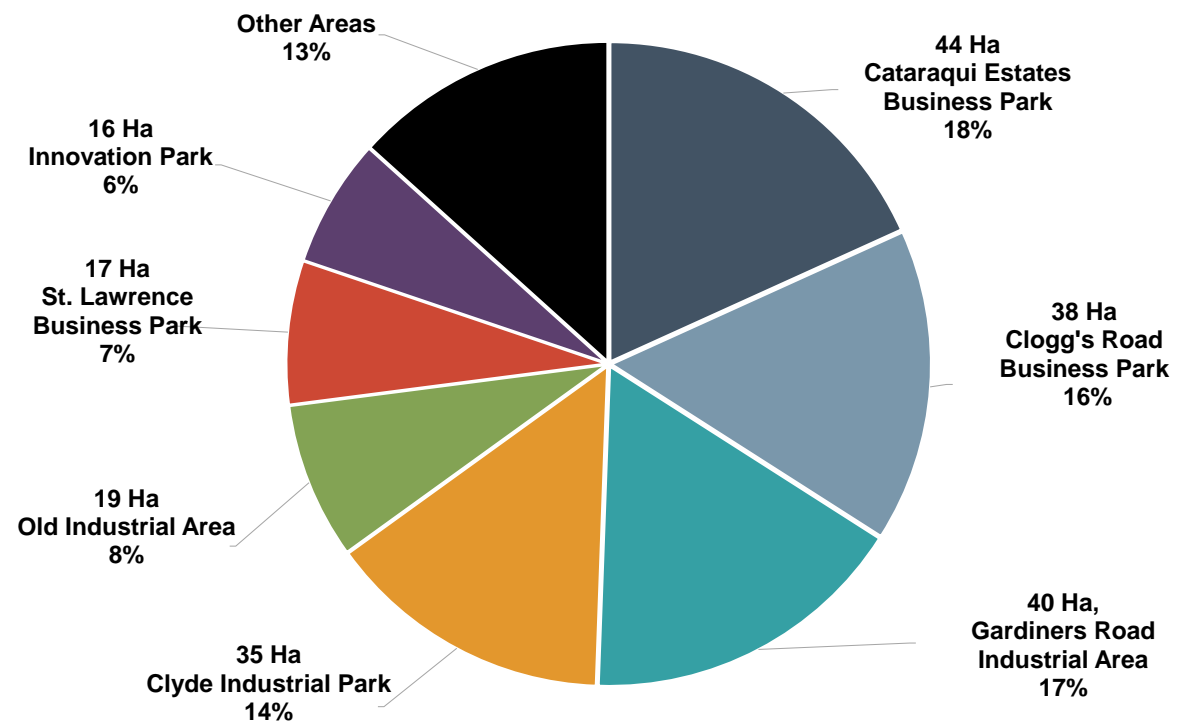
Kingston's Employment Areas

Vacant Designated Employment Lands Supply

- Kingston has approximately 240 net ha (593 net acres) of vacant designated employment land supply.



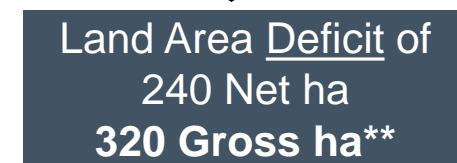
Kingston's Vacant Designated Employment Lands Supply





Employment Area Land Needs to 2051

- Over the 2024 to 2051 period, Kingston Employment Area land demand is anticipated to total 440 net ha, accommodating employment growth of 9,700 jobs.
- Kingston's overall designated supply of vacant Employment Area lands totals approximately 200 net ha,* adjusted for vacancy factor.
- Kingston has a shortfall of designated employment land to accommodate long-term growth to 2051.
- The City will need to explore urban boundary expansion options to accommodate future Employment Area lands growth.



* Excludes potential Employment Area conversions which may reduce designated employment land supply beyond what is presented here.

**320 gross hectares includes additional gross-up for roads, stormwater and other infrastructure.

Residential Land Needs and Intensification Review

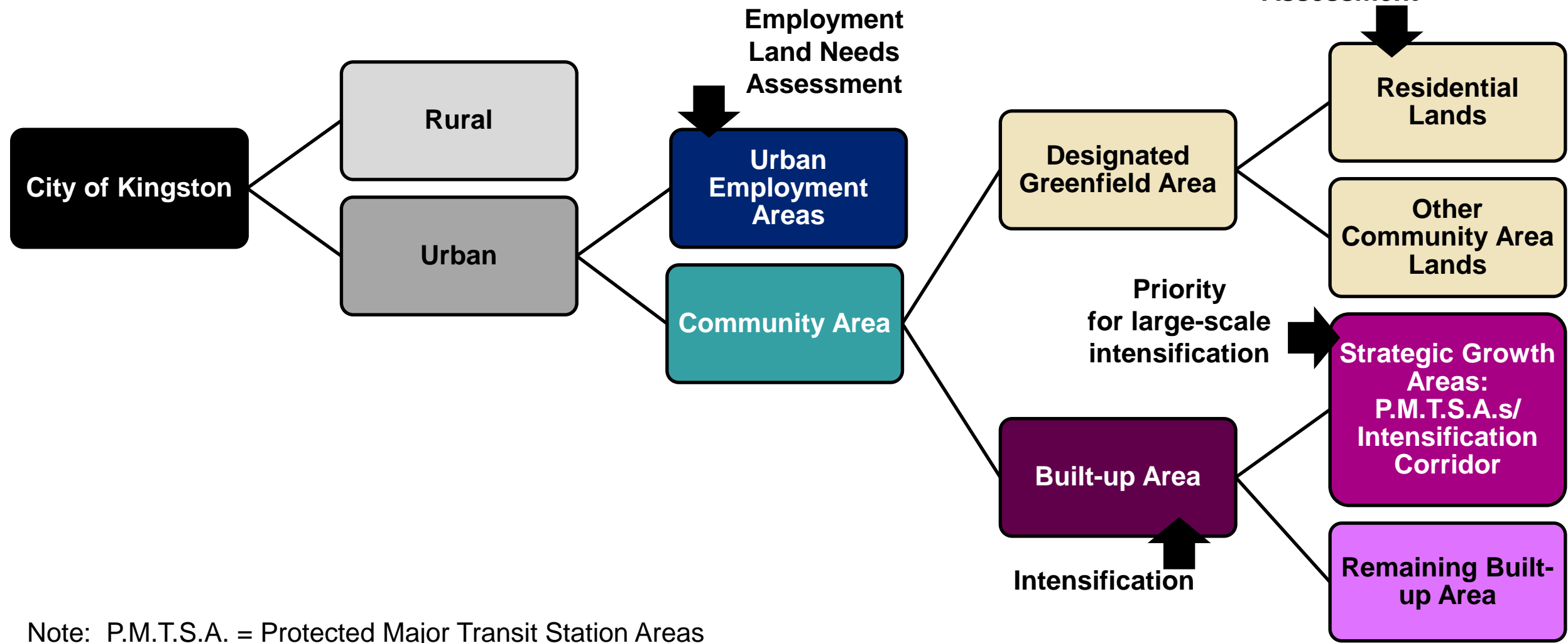
City Urban Structure

Overview

City of Kingston Draft Urban Structure Overview



Residential
Lands Needs
Assessment



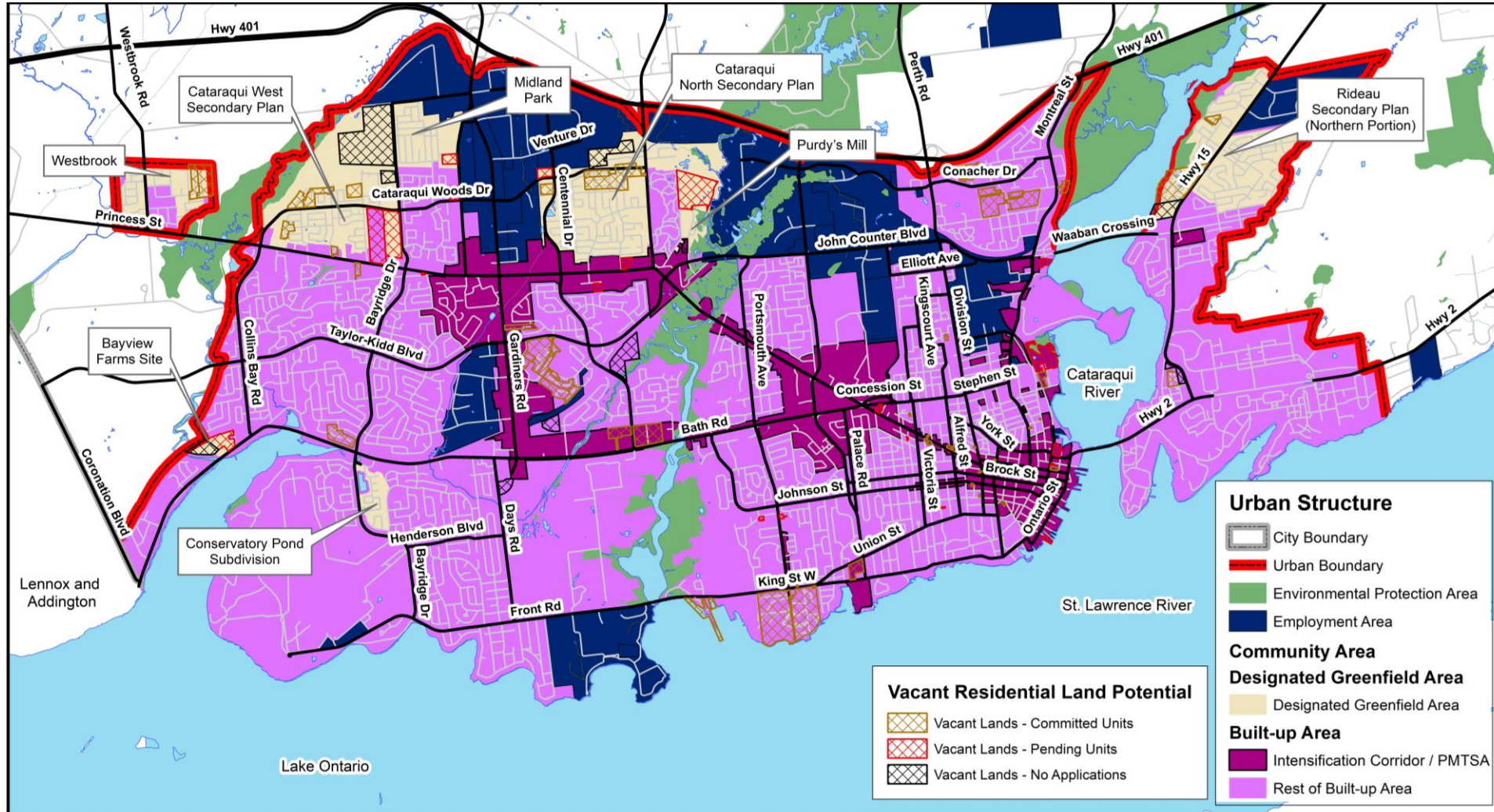
Note: P.M.T.S.A. = Protected Major Transit Station Areas

Source: Watson & Associates Economists Ltd.



City of Kingston Draft Urban Structure

Key Growth Components Assessed



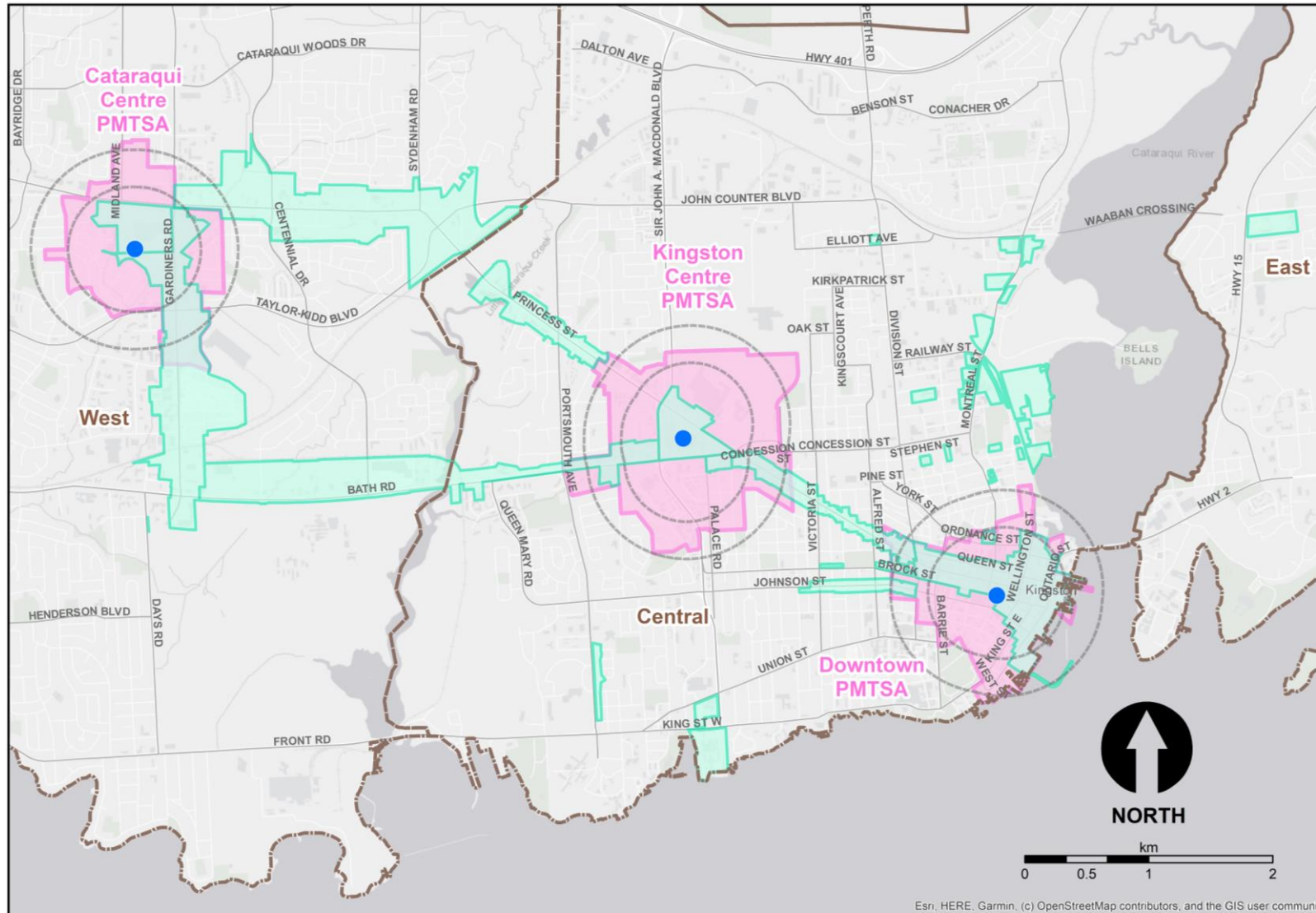
- Greenfield Includes:**
- Key Secondary Plans:**
- Cataraqui West
 - Cataraqui North
 - Rideau (northern portion)
- Large and Urban Edge Development Sites:**
- Midland Park
 - Westbrook
 - Purdy's Mill
 - Conservatory Pond
 - Bayview Farms Site

Notes: The above map is draft and is subject to change.
Vacant land supply potential as of December 2023.





Strategic Growth Area: PMTSAs and Corridor



Intensification Areas

- Planning Growth Areas
- PMTSAs (Draft)

Base Mapping

- Station Locations
- 500 & 800 m Buffers
- Kingston Sub-Areas

Total Housing Unit Potential through Intensification: 47,900

PMTSA = Protected Major Transit Station Area

Notes: The above map is draft and is subject to change.
Source: Dillon Consulting Limited



Housing Trends by B.U.A. and D.G.A.

Overview

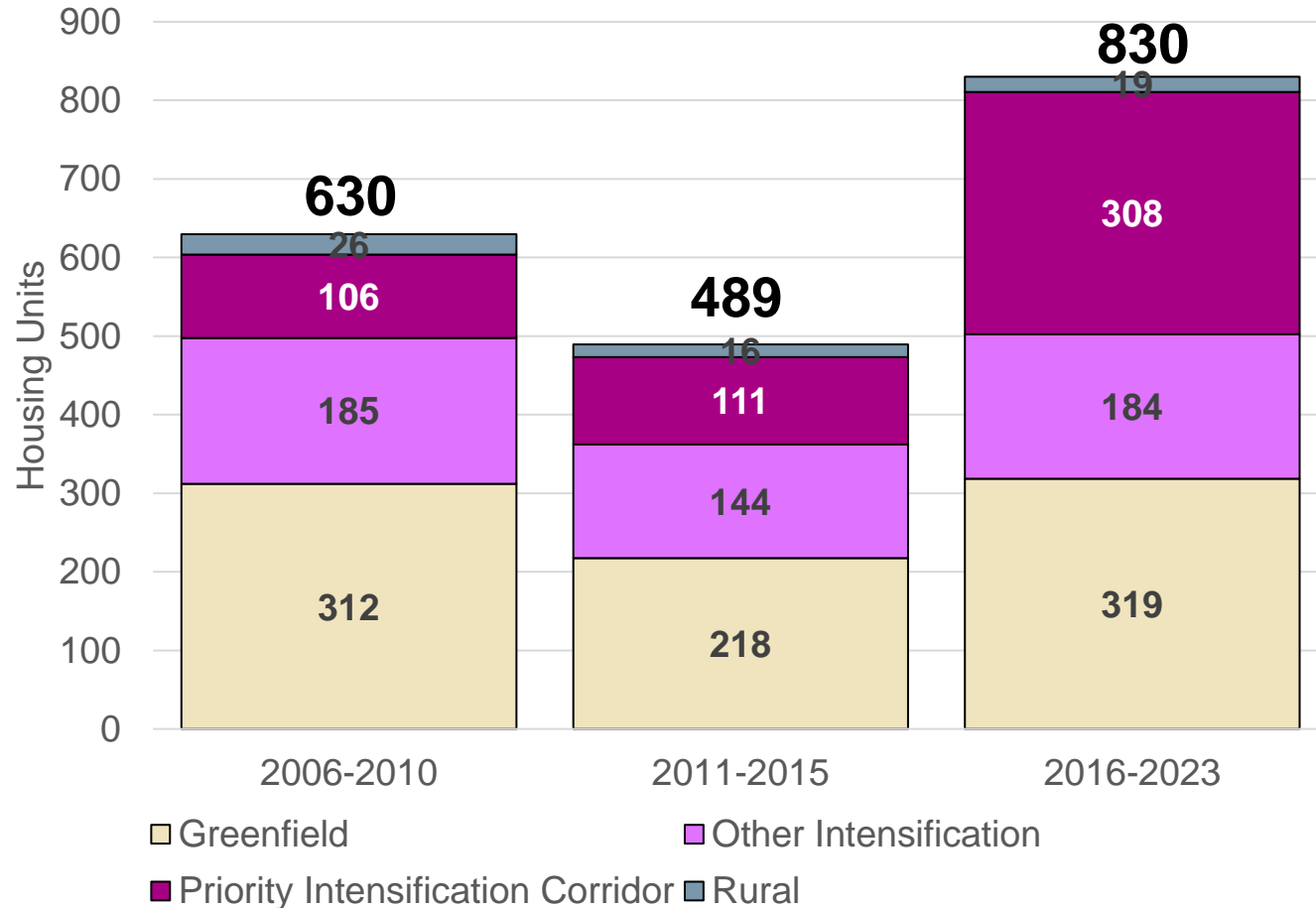
B.U.A. = Built-up Area; D.G.A. = Designated Greenfield



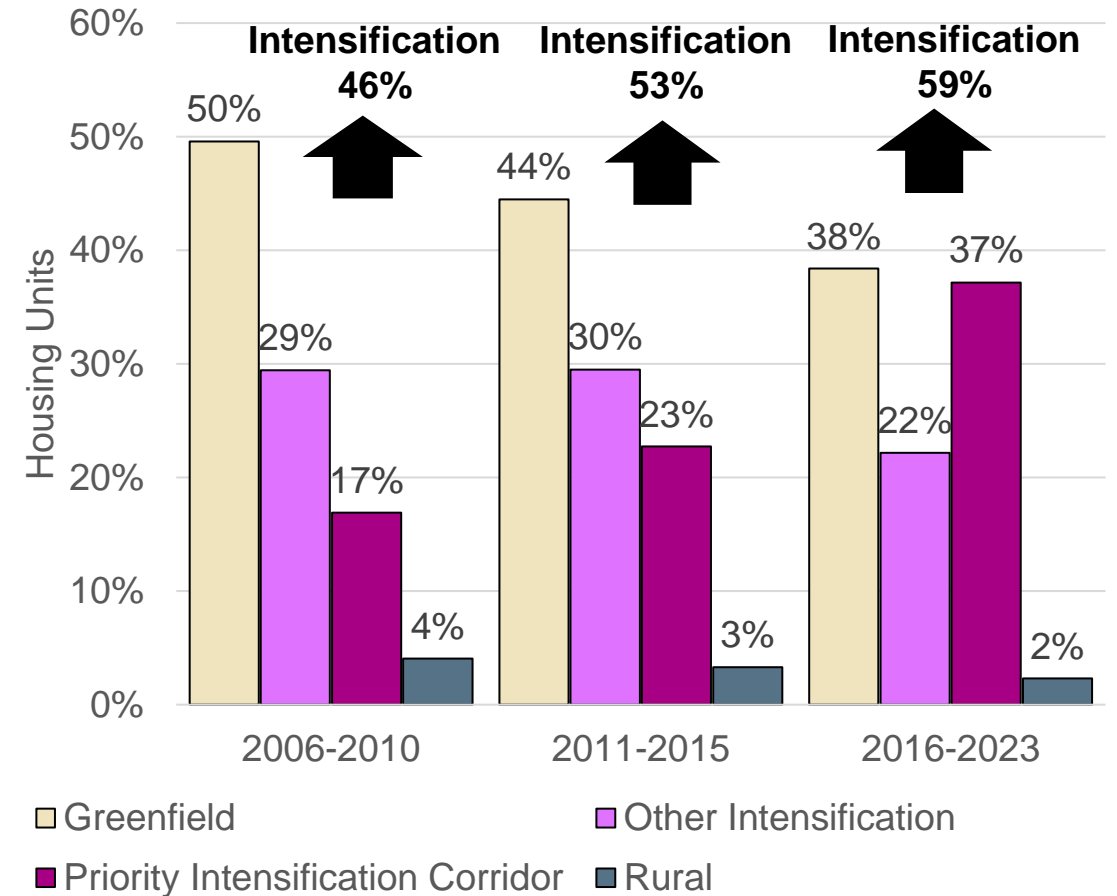
City of Kingston Historical Housing Trends by Area

2006 to 2023

Average Annual Housing Units by Area



Housing Shares by Area

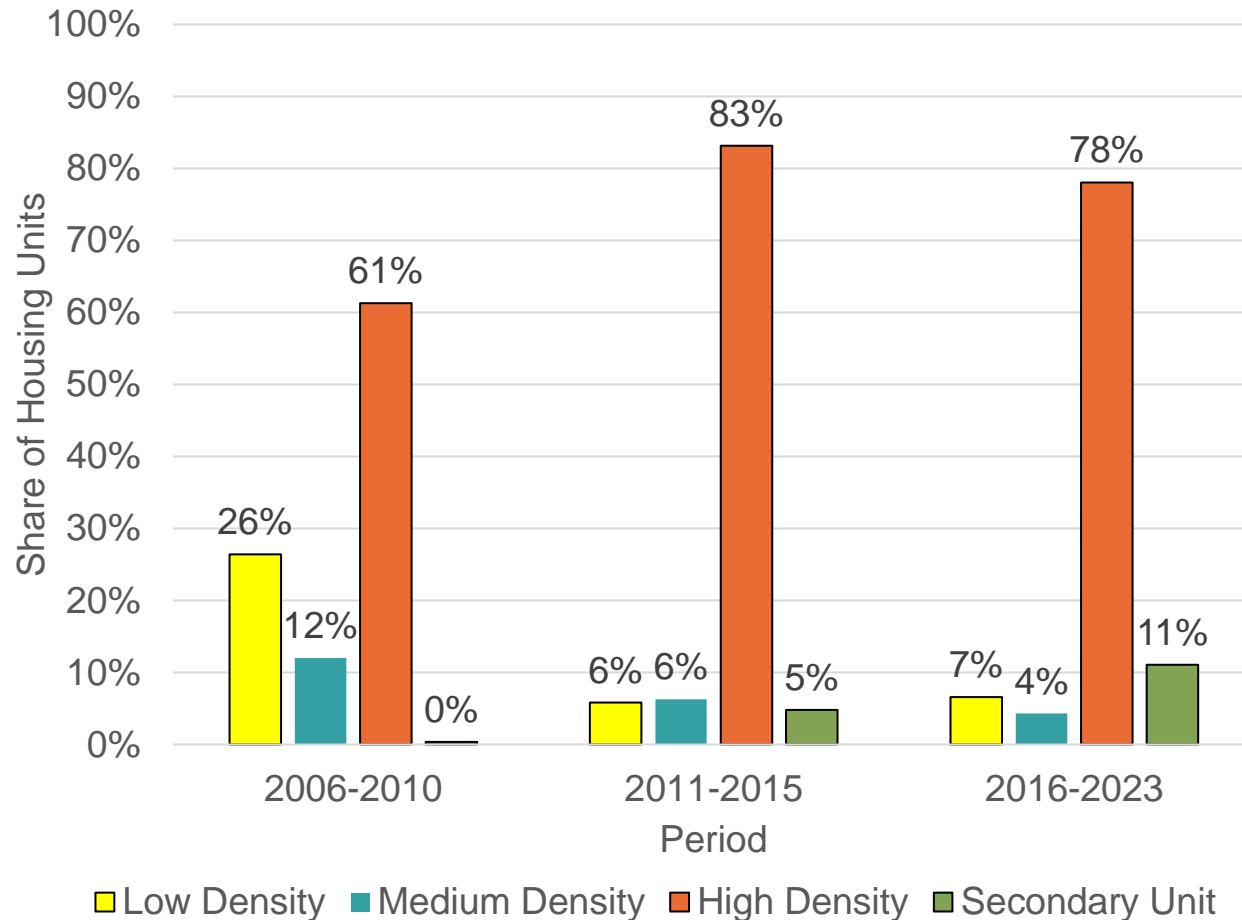


Source: Derived from City of Kingston Residential Building Permit Activity by Watson & Associates Economists Ltd.

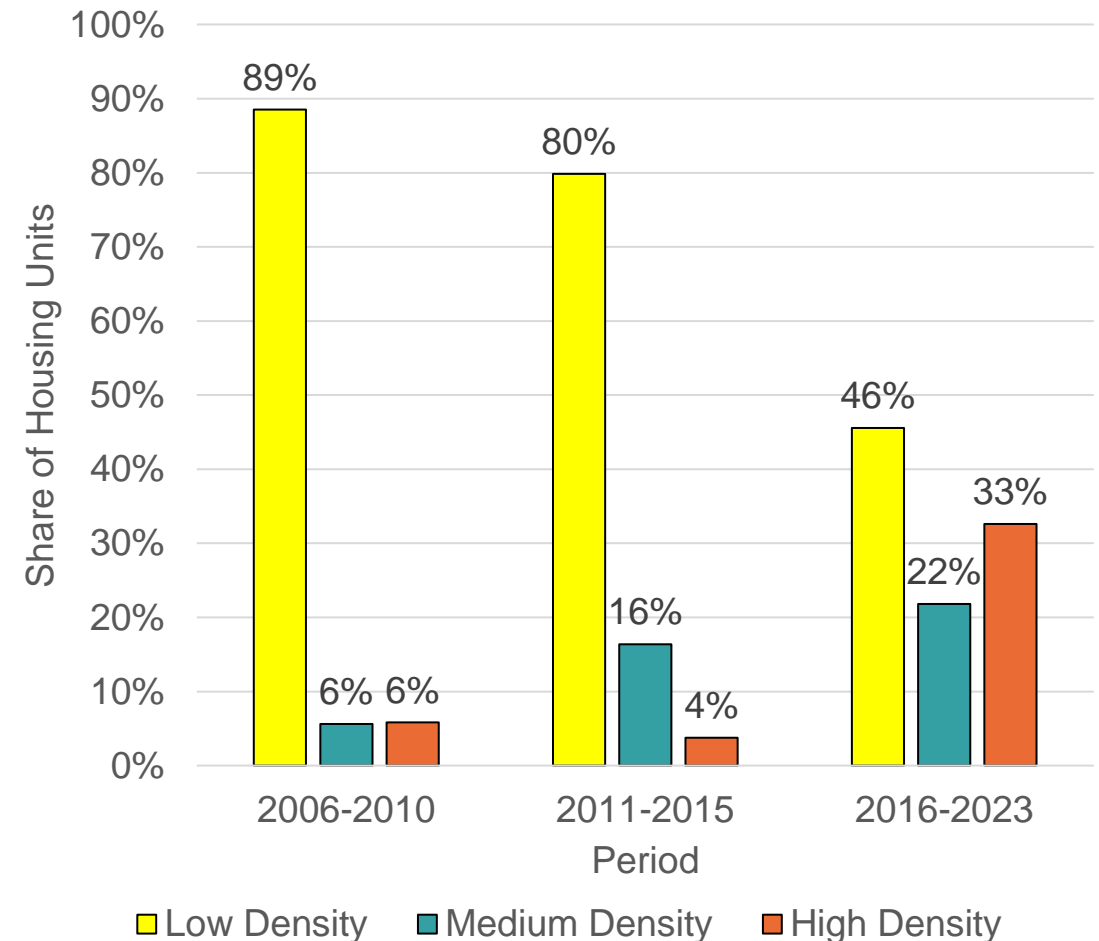


City of Kingston Housing Unit Mix in the B.U.A. and D.G.A. 2006 to 2023

Built-Up Area



Designated Greenfield Area



BUA = Built-up Area; DGA = Designated Greenfield Area

Note: Low density includes single detached and semi-detached units; medium density includes row housing; high density includes apartments and stacked townhouses.

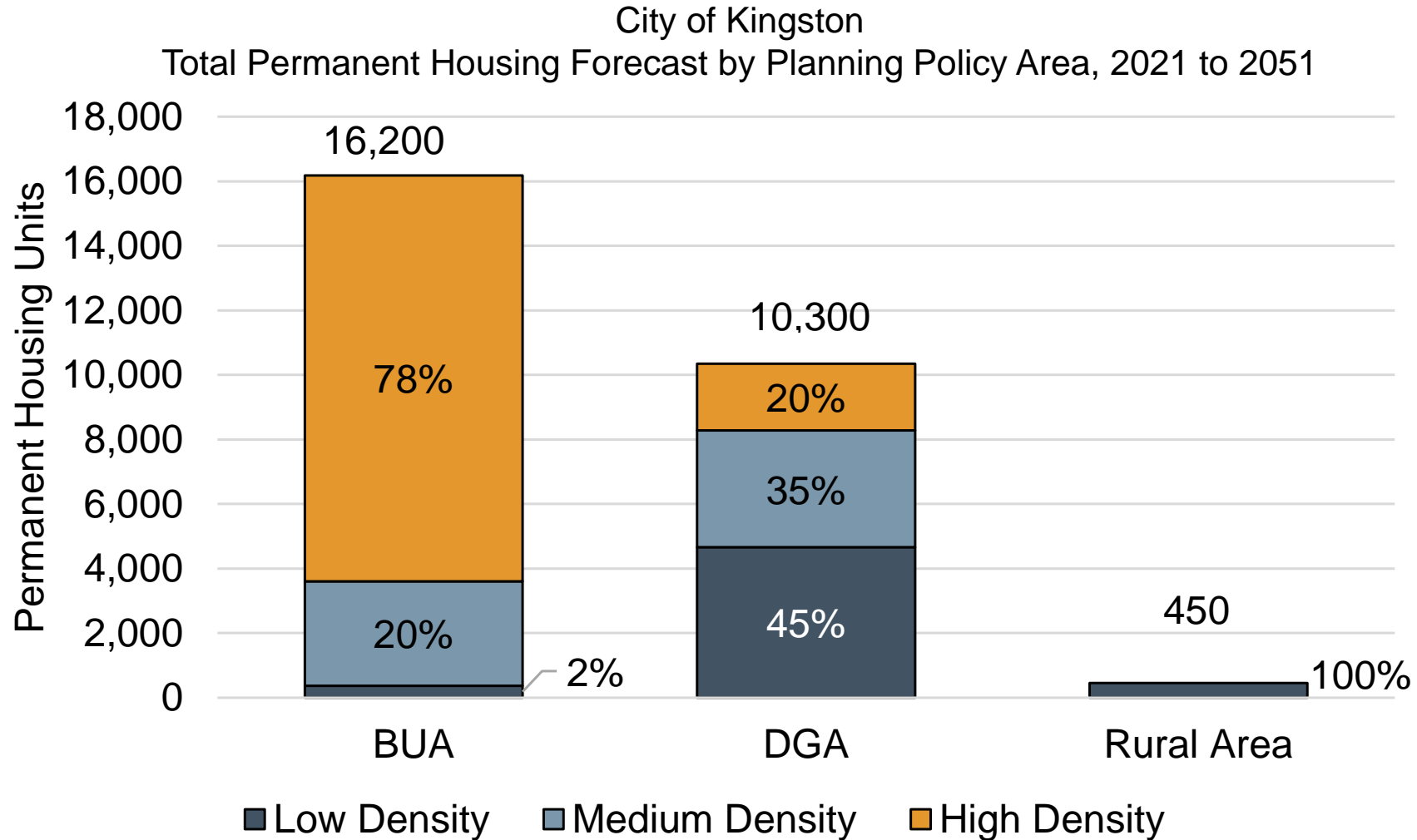
Source: Derived from City of Kingston Residential Building Permit Activity by Watson & Associates Economists Ltd.

Housing Growth Allocations

Overview



Housing Forecast by Planning Policy Area, 2021 to 2051



60% Intensification

2021 to 2051
Housing Forecast:

Low Density: **5,500 (20%)**
 Medium Density: **6,900 (26%)**
 High Density: **14,700 (54%)**
 Total: **27,000**

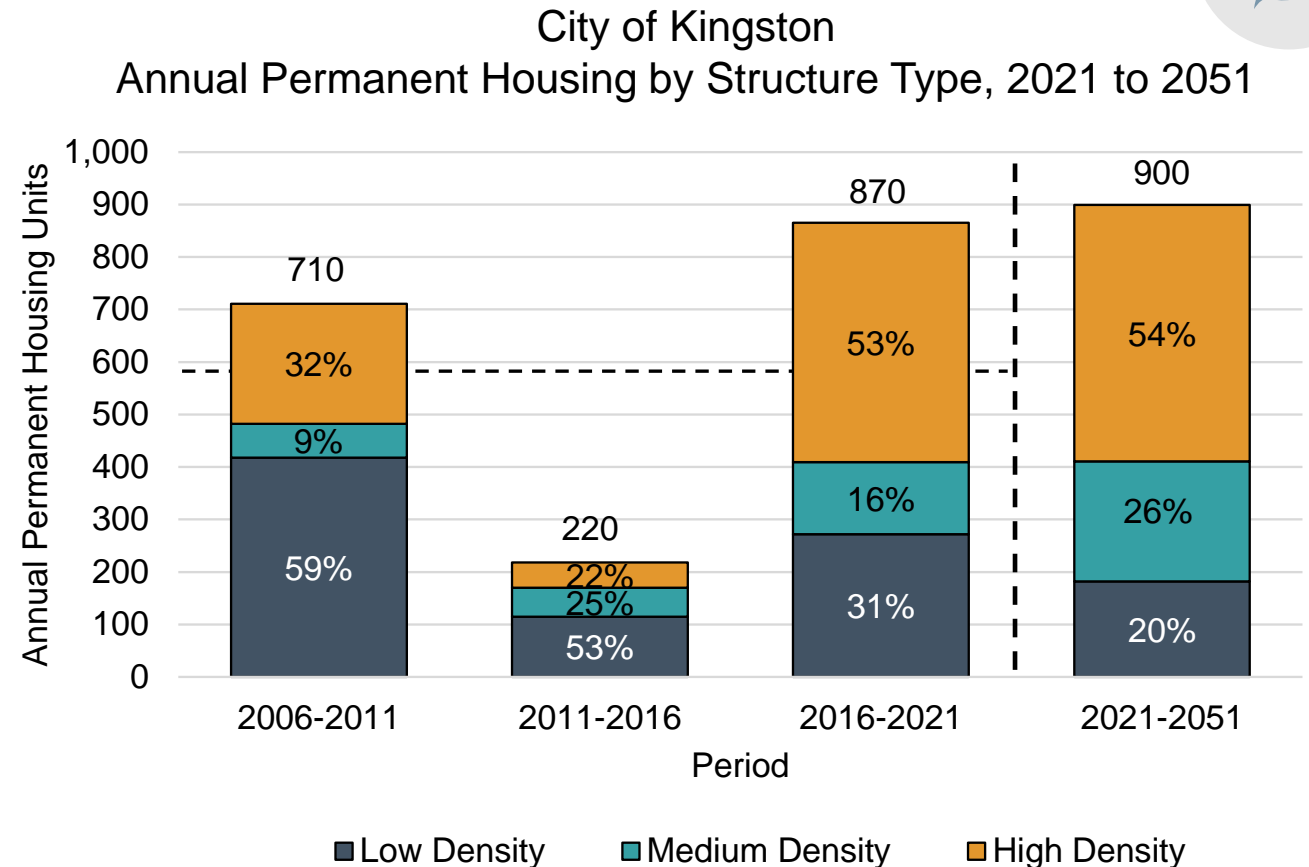
B.U.A. = Built-up Area; D.G.A. = Designated Greenfield Area

Note: Low density includes single detached and semi-detached units; medium density includes row housing; high density includes apartments and stacked townhouses.
 Source: Watson & Associates Economists Ltd.



Housing Forecast by Structure Type

- From 2006 to 2021, the City averaged 600 Census units annually.
- The 2021 to 2051 permanent housing forecast is 900 units annually, a 50% increase over the historical average.
 - 2.6x increase in medium-density units; and
 - 2x increase in high-density units over the historical 15-year average.
- The Central Area is taking on more growth now, with an increased focus on intensification.
- Additional 180 annual units identified outside the permanent housing forecast.

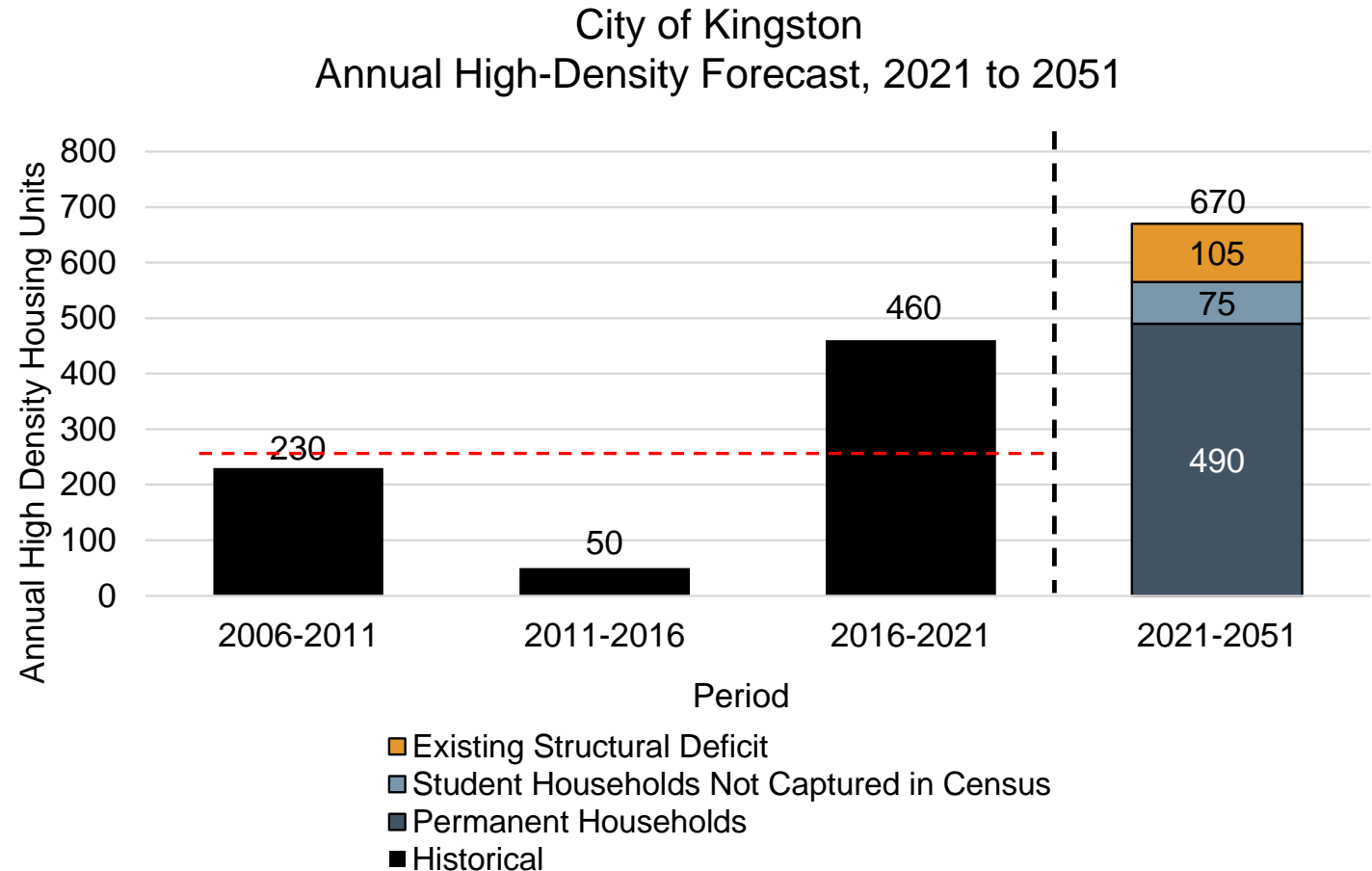


Note: Low density includes single detached and semi-detached units; medium density includes row housing; high density includes apartments and stacked townhouses.
Source: 2006 to 2021 derived from Statistics Canada Census data; 2021 to 2051 forecast by Watson & Associates Economists Ltd.



Total High-Density Forecast

- Additional 180 high-density units identified from 2021 to 2051 for:
 - Student households not captured in Census; and
 - Existing household structural deficit.
- 670 annual high-density units in total.
- Majority of these additional units are located in the B.U.A.



Source: 2006 to 2021 derived from Statistics Canada Census data; 2021 to 2051 forecast by Watson & Associates Economists Ltd.



Net Migration Trends by Age Group

- Additional growth in forecast is achieved through increased migration.
- All age groups are forecast to have higher amounts of migration.
- Strong increase in the primary family age group (20 to 54), from 37% historically to 66% from 2021 to 2051.
- Anticipating to see demand for grade-related housing to accommodate more families; however, grade-related housing forecast is increasing 11% relative to 2006 to 2021, and high density is doubling.

City of Kingston
Net Migration Forecast, 2021 to 2051

Age Group	Annual Average		Share	
	2006-2021	2021-2051	2006-2021	2021-2051
0-19	420	480	40%	22%
20-34	420	1,010	40%	47%
35-44	-40	320	-4%	15%
45-54	10	80	1%	4%
55-64	30	60	3%	3%
65-74	110	120	11%	6%
75+	80	100	8%	5%
Total	1,040	2,170	100%	100%

Source: Historical derived from Statistics Canada Demography Division data, 2006 to 2021; 2021 to 2051 forecast by Watson & Associates Economists Ltd.

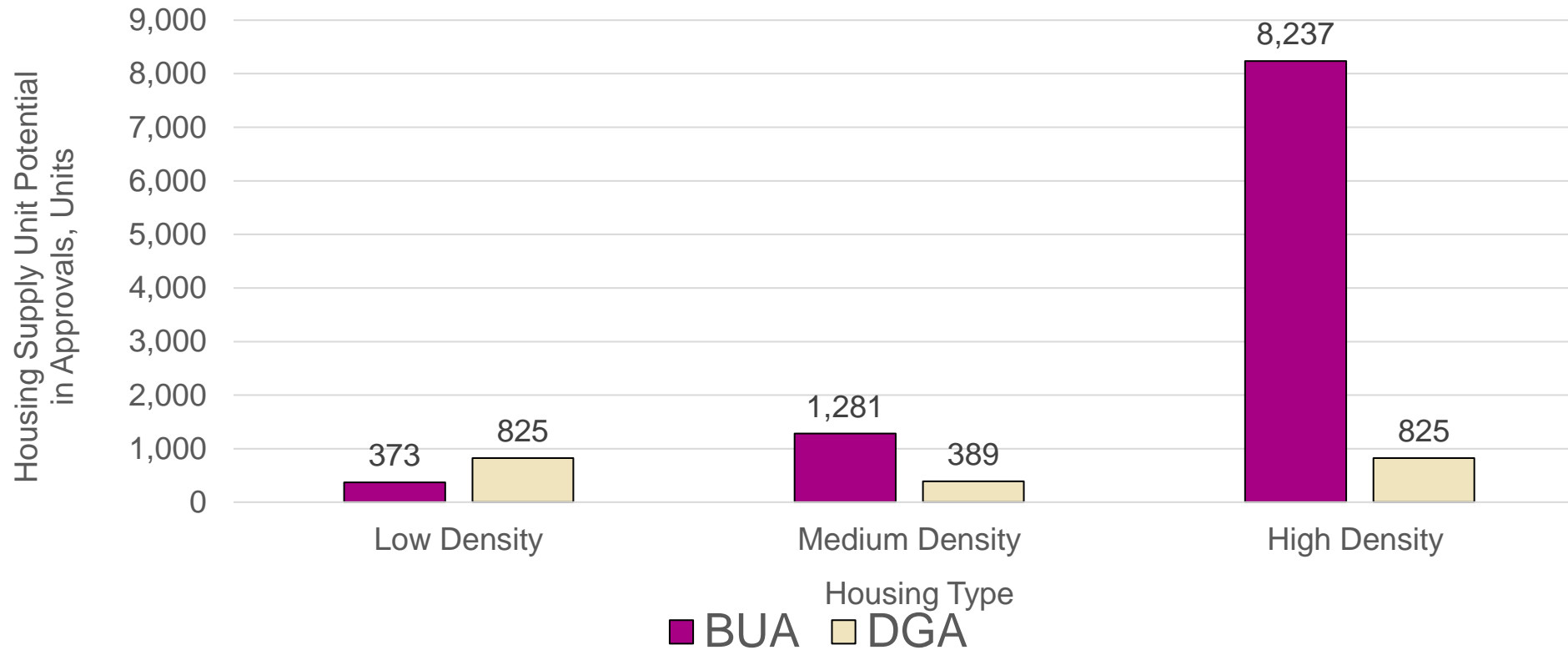
Residential Land Needs

Overview



Housing Unit Supply Potential in Planning Approvals

Applications on Designated Residential Lands as of December 2023



B.U.A.:
9,890
Units*

D.G.A.:
2,040
Units*

Total:
14,140
Units*

B.U.A. = Built-up Area; D.G.A. = Designated Greenfield Area

Notes: Low density includes single detached and semi-detached units; medium density includes row housing; high density includes apartments and stacked townhouses. Figure does not include units that require an Official Plan Amendment to permit residential use which includes approximately 2,430 proposed units that have been identified by the City.

*Figure is rounded.

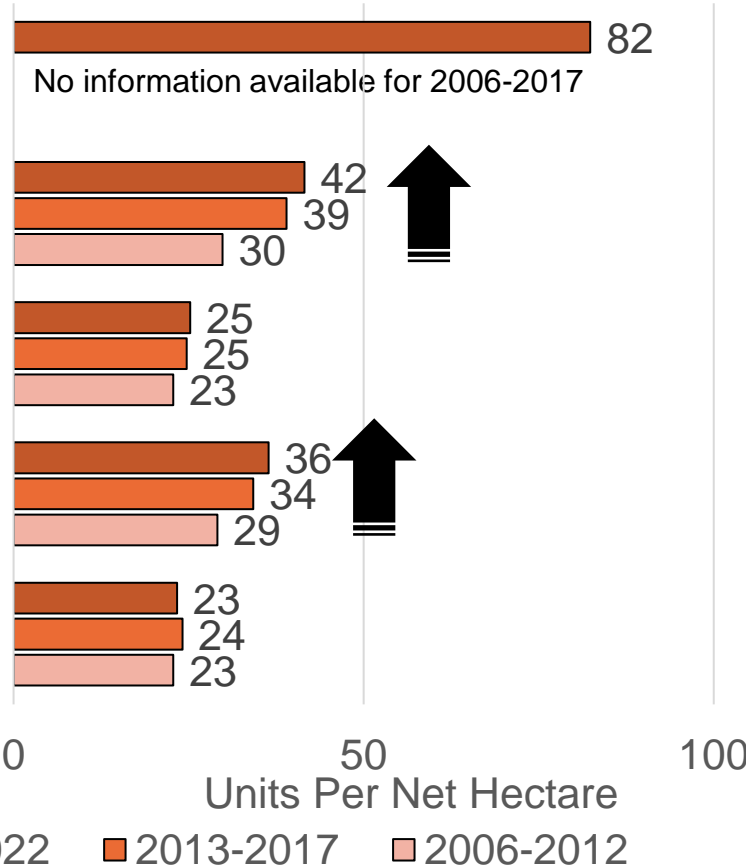
Source: Derived from City of Kingston Land Inventory Report of Pending and Committed Units as of year-end December 2023, provided to Watson & Associates Economists Ltd. Subject to change.



DGA Housing Units Per Hectare Density Trends

2006 to 2022

Apartments/Stacked Towns



Density Examples



36 units per hectare

Semi-Detached (Low Density)
Brookeday Avenue



45 units per hectare

Row Housing (Medium Density)
Tentley Drive



80 units per hectare

Stacked Towns (High Density)
Terra Verde Way



127 units per hectare

5-Storey Apartment (High Density)
Princess St./Sydenham Rd.

Source: Watson & Associates Economists Ltd.

Greenfield Assumptions to 2051:

- Single/Semi-Detached: 27 units per hectare
- Rows: 46 units per hectare
- Apartments: 100 units per hectare



Residential Land Needs to 2051

Summary

- Land needs assessment included a review of all vacant lands with active applications, as well as remaining vacant lands.
- The City has a shortfall of greenfield land to accommodate all housing types, in particular low- and medium-density housing.
- The land needs assessment utilized a gross-up factor to account for parks/trails, local roads and a provision for local serving non-residential uses (e.g., institutional and commercial).
- It is forecast that the City will require at least 340 hectares of residential lands. The actual land area of the expansion may be larger than 340 hectares to allow for flexibility in planning for neighbourhoods and other site factors.

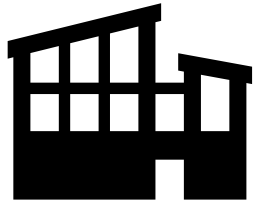


Commercial Review



Commercial Trends in Urban Areas

Transition and Innovation



Gradual retail transition towards higher-density formats and mixed-use buildings.



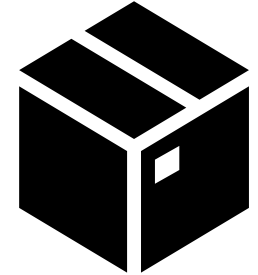
Fluctuations in the use of commercial space due to:

- Public health measures.
- Repositioning anchor tenants.
- Community and temporary uses in shopping centres.



E-retailing:

- Some categories reducing physical space.
- Increased need for distribution and warehousing.
- Need to accommodate delivery traffic.

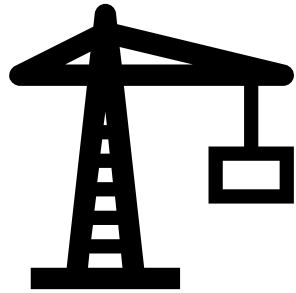


Competition for curb and sidewalk space from a widening user group.



Key Commercial Trends in Kingston

Building Up and Out



Transition of commercial properties along Princess St. into mixed-use residential buildings with ground-floor retail space.



Conversion and redevelopment opportunities on aging commercial sites



Ongoing separation of functions between Downtown and shopping centres/plazas



Commercial Review – Key Facts

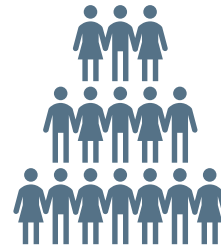


2.3 million sq.ft.

Population growth will drive demand for approximately 2.3 million sq.ft. (213,677 sq.m) of new commercial space by 2051.



+30%



+45%

This represents an approximately 30% increase in commercial space compared to a 45% forecast increase in population growth.



70 hectares

Based on typical building types, the City requires approximately 70 additional hectares of land to accommodate commercial space.



Commercial Review – Key Considerations

- Commercial space will be required:
 - To serve existing greenfield areas.
 - To serve greenfield expansion areas.
 - To serve intensification areas.
 - To provide for City-wide needs.
 - To provide for "heavy" commercial uses (e.g., automobile repair, home improvement, equipment rental, etc.).
 - To provide for land expansive commercial uses (e.g., car dealerships, hotels, motels, public storage, etc.)



Conclusions

Summary of Land Needs

Overview



Summary of Key Findings



* Commercial land needs represents 10 to 15 hectares.

** Represents a minimum; may be higher based to allow for flexibility in planning for neighbourhoods and other site factors.

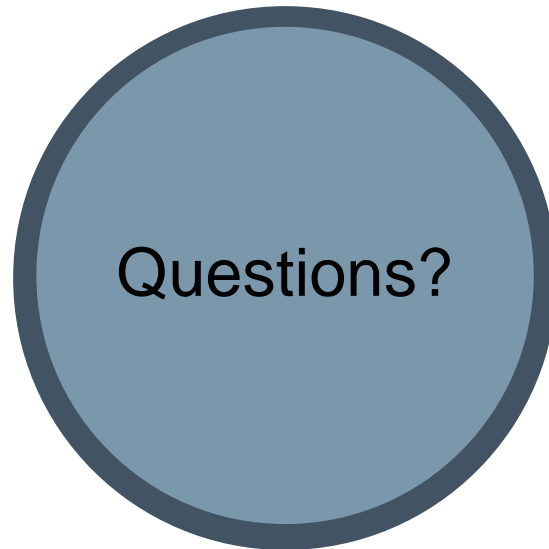
Next Steps

Overview



Next Steps

- Presentation of Draft Phase 1 Findings to Council – June 2024.
- Phase 2 – Strategic Directions/Planning Policy Considerations – May/June 2024.
- Draft and Final Reporting – June to August 2024.
- Final Presentation to Council – Fall 2024.



Supplementary Residential and Employment Area Land Needs Analysis



Residential Land Needs to 2051

Land Needs	Calculation	Low Density	Medium Density	High Density	Total Households
Greenfield Area Forecast, 2024-2051	A	4,376	3,530	1,651	9,557
<i>Housing Mix (%)</i>	B	46%	37%	17%	100%
Housing Unit Potential in Approvals (Approved/Proposed) ¹	C	825	389	825	2,039
Housing Unit (Shortfall)/Surplus	D = C - A	(3,551)	(3,141)	(826)	-
Units Per Ha (UPH), Net ha Assumption	E	27	46	100	-
Net Residential Land Required, ha	F = UPH / D	(132)	(68)	(8)	(208)
Net to Gross Ratio Factor for Other Community Area Lands (local roads, parks, trails, stormwater ponds and non-residential uses) - Additional 50%	G = F x 2	-	-	-	(416)
Vacant Land Supply with no Approved or Proposed Applications, ha (deduct from deficit) ²	H	-	-	-	73
Total Land Needs, gross ha (rounded)	I = G - H				(340)

¹Excludes applications on lands that require an Official Plan Amendment.

²Lands identified by the City that are vacant, do not have active applications and are within the DGA as identified by Watson.

Source: Watson & Associates Economists Ltd.

Land Needed:
340 ha



Kingston's Employment Area Land Needs

Based on Current Designated Employment Lands Supply

- Kingston has a shortfall of designated employment land to accommodate long-term growth to 2051 – a deficit of a minimum of 320 gross ha.

Employment Area Land Demand	
Total Employment Growth within Employment Area Lands to 2051	9,700
Intensification %	10%
Total Employment Growth Adjusted for Intensification	8,700
Net Density (jobs per net ha)	20
Net Land Requirements (net ha)	440
Employment Area Land Supply	
Employment Land Supply (net ha) - with 15% Vacancy Adjustment	200
Employment Area Land Needs	
Land Area Surplus/Deficit (net ha)	(240)
Gross Land Area Surplus/Deficit - 75% Net to Gross Ratio (gross ha)	(320)

Source: Watson & Associates Economists Ltd., 2024.

What We Heard – Urban Land Needs Public Information Centre #2 - April 17, 2024, INVISTA Centre

Thank you for your interest in the growth analysis review being undertaken by the City of Kingston. As part of this project, a public open house was held on April 17, 2024 at the INVISTA Centre. The following is a summary of the comments received at the session, along with comments received shortly thereafter.

- **Comment:** Please clarify if the land needs assessment considers lands beyond the urban boundary.
Response: As per draft land needs assessment, the 660 hectares of additional land – 340 for community lands (residential and commercial) and 320 for employment lands, are what is required beyond the existing urban area.
- **Comment:** Is the City only moving westward with no eastward expansion?
Response: At this time, only the quantity of required additional lands to be included in the urban boundary has been provided. Identification of the location of future urban boundary expansion lands will be reviewed by City as part of the Official Plan project.
- **Comment:** What are considerations regarding the effect of climate change and artificial intelligence (AI) on planning in the next 25 years?
Response: Climate change will be better examined as part of the Phase 2 work program and policy recommendations. We need to find the right balance between growing up and out. It is anticipated that artificial intelligence will continue to be a social disruptor, similar to industrial automation and work from home / hybrid working. The potential impacts on productivity and demand are being studied, and there will be both disruption and an uplift on productivity. Human labour is a key element to how we grow and function; AI will enhance this and will drive productivity. Changes will be monitored as we figure out how to accommodate new industry. In terms of impact on this growth review, this is a long-term projection, and periodic updates will be made.
- **Comment:** Why is low density development being emphasized instead of high intensity?
Response: Low density residential growth is a part of the future housing requirements. We need to accommodate a lot of growth – both overall higher rates of development and also more high-density growth. A proportionally lower amount of low-density housing is anticipated, but there will still be a significant amount of low-density growth, and not all of it can be accommodated in the built-up area.

- **Comment:** Why are both net and gross hectares being used for land needs projections?
Response: Net land area calculations apply recent development densities and include only the parcel of land that accommodates the actual buildings. Gross land area calculations use net land areas as a basis and then also include land for road and stormwater infrastructure, easements, and, in a community area, parks, schools, and other non-residential uses like retail. In this way, both net and gross estimates are needed to determine future land needs. In addition, natural heritage features and parcel boundaries will also be considered but aren't accounted for yet in this land needs summary as they will ultimately be specific to the areas being reviewed.
- **Comment:** Regarding Kingston's employment lands, is a 20- to 30-year supply of serviced land being accounted for?
Response: The 320 hectares projected for employment lands takes the City to 2051, but it doesn't incorporate a further surplus beyond that period. The available land will be reviewed at regular intervals as we approach 2051 to ensure that the land supply continues to extend to a 20-30 year horizon. If there's a change in the trajectory of growth, this can be revisited.
- **Comment:** The federal land around Collins Bay Penitentiary is our largest portion of undeveloped land within the urban area, with servicing on all four sides. Development should be considered here instead of outside the urban boundary. In addition, the federal and provincial governments also own many acres of developed land within the urban boundary. Can they be used?
Response: Federal and provincial lands could be made surplus, but this is not a City decision. The land needs assessment has considered lands within the urban boundary, including the potential for intensification. While federal and provincial sites have potential for future development, the land is not divested easily, and there are competing interests for their use. There may be federal or provincial housing initiatives whereby some or all of the land becomes available to contribute lands for growth, but the lands are not available for residential uses presently..
- **Comment:** Employment job density related to industrial land depends on the use: there are far fewer jobs in a fully automated warehouse or at a trucking facility. Also, a lot of uses could operate outside the serviced area (e.g. McAdoo's Lane), with very low amounts of water consumption. Is this considered?
Response: Employment densities by type have been considered in the land needs assessment. Provincial direction is vague regarding rural employment areas; the focus is on existing rural businesses and their expansion, not to develop new areas. We need to accommodate a range of uses, some of which will be appropriate for a

rural area, but there are also challenges such as fire protection for which a significant source of water is required even for industrial developments in rural areas with few employees.

- **Comment:** While there is pressure to expand the urban area, it could be useful to look at all the assets to find solutions within the urban boundary instead of pushing outward which provides servicing and transit challenges and ultimately comes at cost to taxpayer.

Response: The phasing of land over time is to be determined, and a pragmatic approach is required to accommodate growth over the next 25 years. A distinct urban structure has been identified with priority areas. Significant levels of growth are projected, and intensification may not serve to accommodate all forms of anticipated development, which includes ground-oriented residential as well as medium and high density forms of residential

- **Comment:** Look to brownfields and lands like the Alcan site and consider incentives to get them developed.

Response: The Alcan lands are currently not included in the City's Brownfield Community Improvement Plan (CIP) project area; however, if a future sensitive use, (e.g. residential development), were proposed in this area, they could apply for an amendment to the Brownfield CIP for inclusion as a project area to be eligible for financial incentives.

- **Comment:** Protect the employment that we have here – employers like Corrections, CFB Kingston, government institutions - that employ many people. Also, look at the zoning and the Official Plan and how they affect the growth in the city. While there's been more attention recently, it's still restrictive.

Response: The comment regarding the current employers is acknowledged. The new Kingston Zoning By-law has been a step forward in terms of making regulations clear and consistent. The Official Plan will be reviewed through the upcoming Official Plan project.

- **Comment:** Ensure an indigenous perspective is considered. Pay particular attention to climate change and preservation of natural heritage and wildlife corridors.





Response: Indigenous consultation will be undertaken as part of the Official Plan project. Natural heritage features will continue to be protected as per provincial policies and the City's Official Plan. They are taken into account as separate and above land areas that are considered for inclusion into an expanded urban boundary.

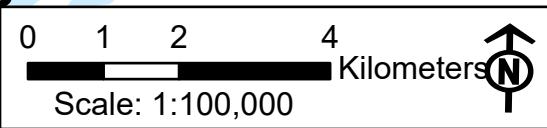
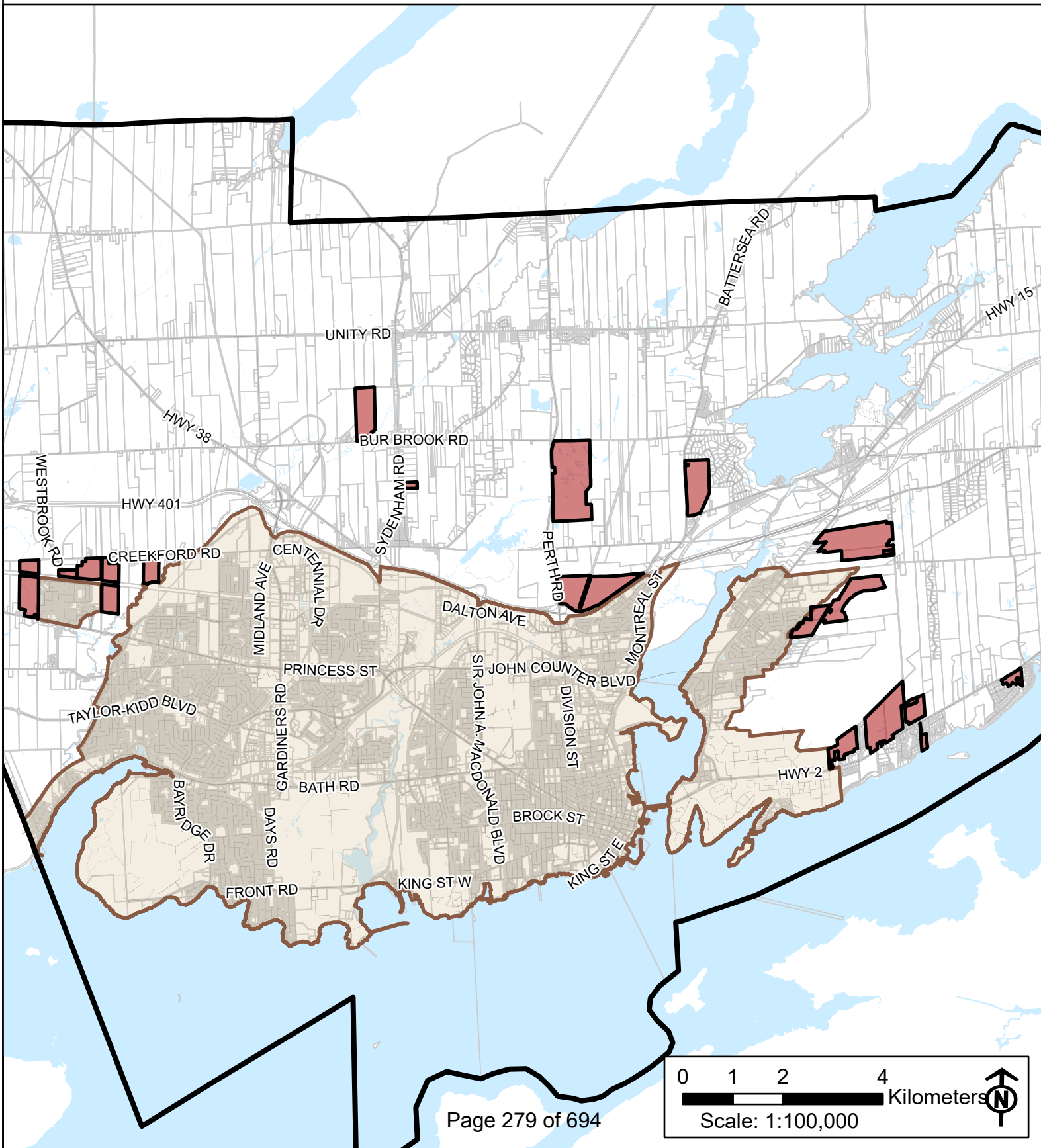


Planning Services

Urban Boundary Expansion Requests

Key Map




-  Urban Boundary Expansion Requests
-  Existing Urban Boundary
-  Property Boundaries
-  City of Kingston Boundary



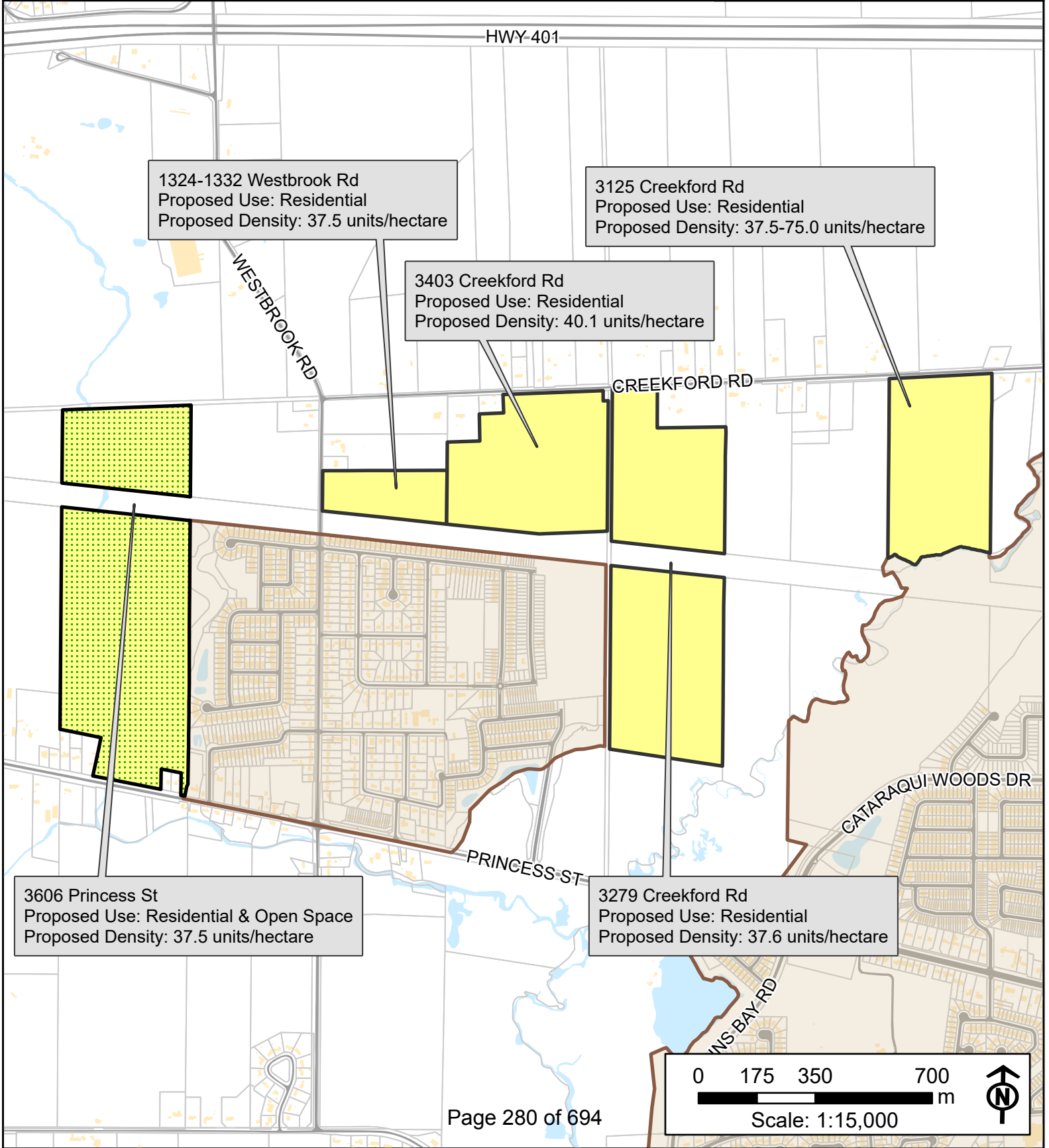
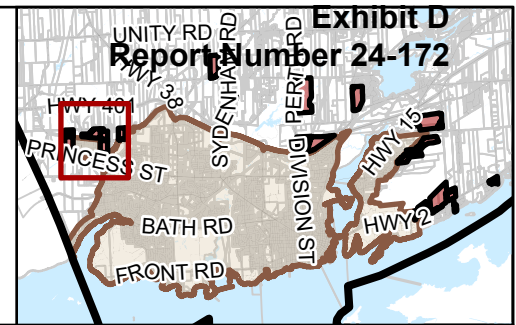


**Planning
Services**

Urban Boundary Expansion Requests

-  Existing Urban Boundary
- Proposed Uses**
-  Residential
-  Residential and Open Space

Map 1



1324-1332 Westbrook Rd
Proposed Use: Residential
Proposed Density: 37.5 units/hectare

3125 Creekford Rd
Proposed Use: Residential
Proposed Density: 37.5-75.0 units/hectare

3403 Creekford Rd
Proposed Use: Residential
Proposed Density: 40.1 units/hectare

Residential and Open Space

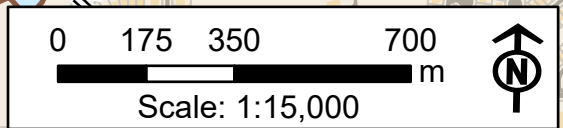
Residential and Open Space

Residential

Residential

3606 Princess St
Proposed Use: Residential & Open Space
Proposed Density: 37.5 units/hectare

3279 Creekford Rd
Proposed Use: Residential
Proposed Density: 37.6 units/hectare



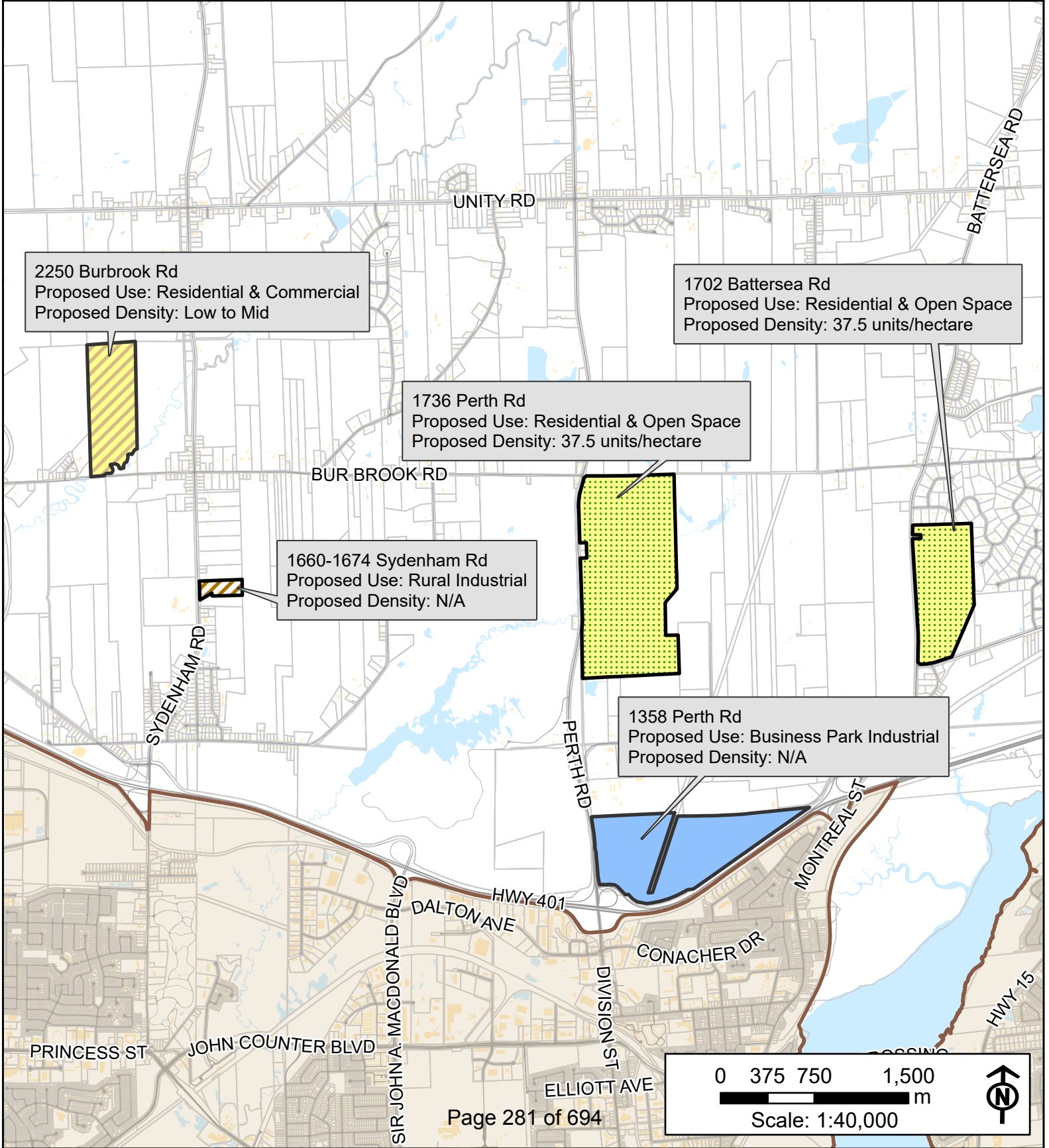
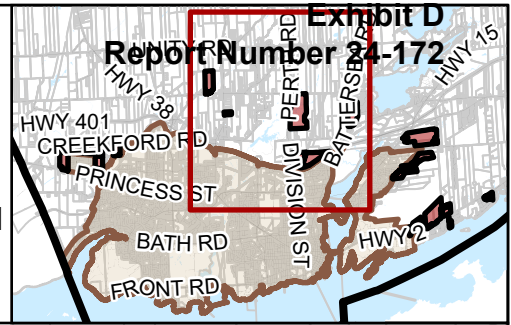


Kingston
Planning
Services

Urban Boundary Expansion Requests

Map 2

- Existing Urban Boundary
- Proposed Uses:
 - Business Park Industrial
 - Residential and Commercial
 - Residential and Open Space
 - Rural Industrial



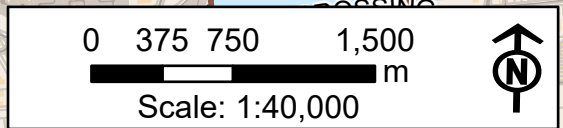
2250 Burbrook Rd
Proposed Use: Residential & Commercial
Proposed Density: Low to Mid

1702 Battersea Rd
Proposed Use: Residential & Open Space
Proposed Density: 37.5 units/hectare

1736 Perth Rd
Proposed Use: Residential & Open Space
Proposed Density: 37.5 units/hectare

1660-1674 Sydenham Rd
Proposed Use: Rural Industrial
Proposed Density: N/A

1358 Perth Rd
Proposed Use: Business Park Industrial
Proposed Density: N/A

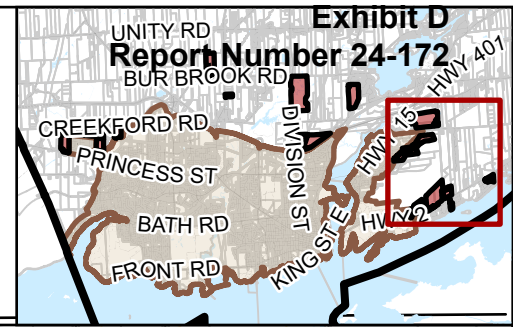








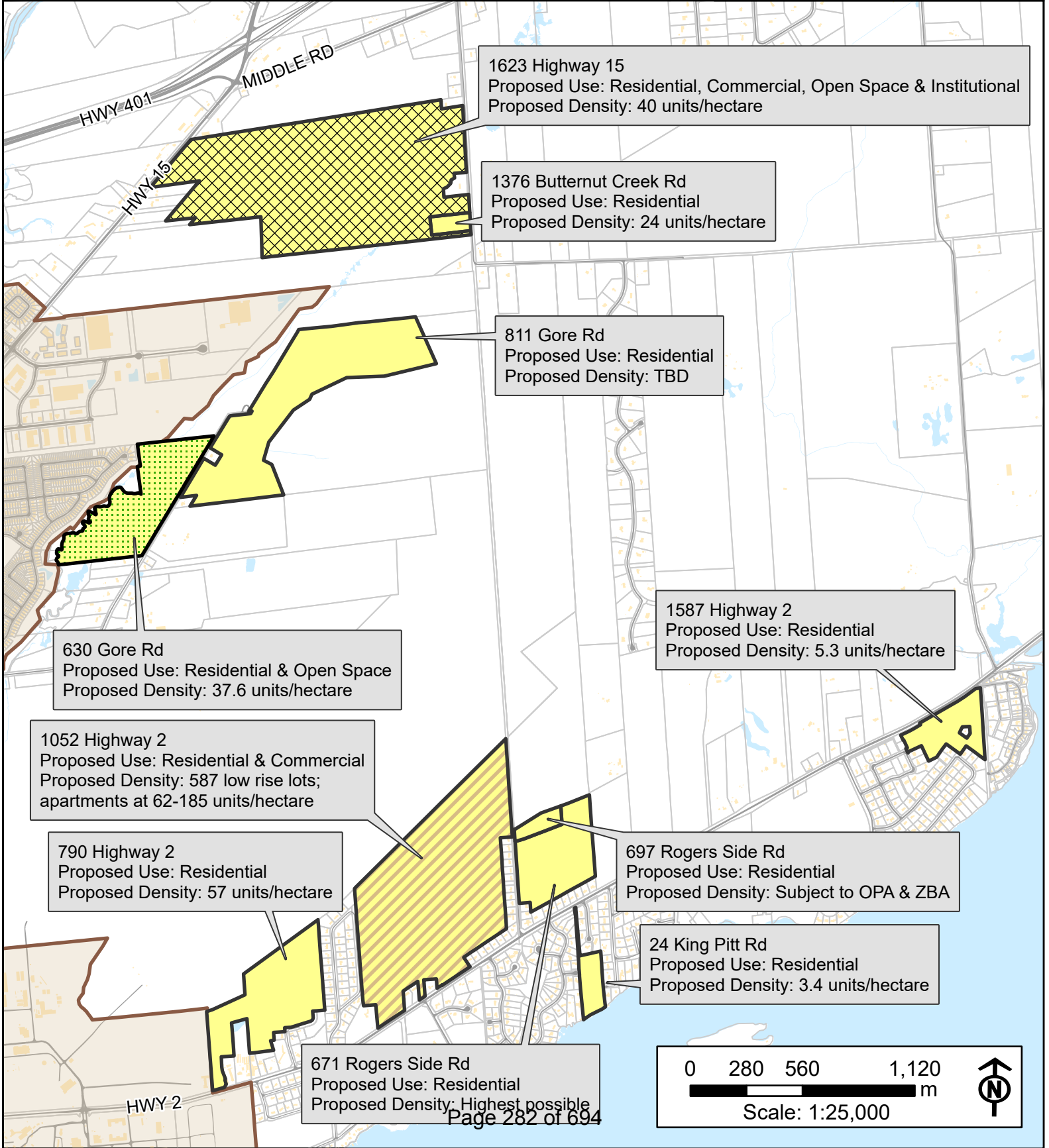
**Planning
Services**

Urban Boundary Expansion Requests

Map 3



-  Existing Urban Boundary
- Proposed Uses**
-  Residential
-  Residential and Commercial, Open Space and School
-  Residential and Commercial
-  Residential and Open Space



1623 Highway 15
Proposed Use: Residential, Commercial, Open Space & Institutional
Proposed Density: 40 units/hectare

1376 Butternut Creek Rd
Proposed Use: Residential
Proposed Density: 24 units/hectare

811 Gore Rd
Proposed Use: Residential
Proposed Density: TBD

1587 Highway 2
Proposed Use: Residential
Proposed Density: 5.3 units/hectare

630 Gore Rd
Proposed Use: Residential & Open Space
Proposed Density: 37.6 units/hectare

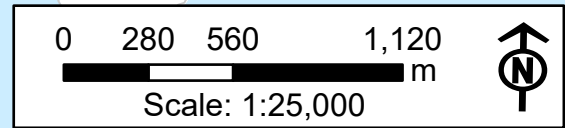
1052 Highway 2
Proposed Use: Residential & Commercial
Proposed Density: 587 low rise lots;
apartments at 62-185 units/hectare

790 Highway 2
Proposed Use: Residential
Proposed Density: 57 units/hectare

697 Rogers Side Rd
Proposed Use: Residential
Proposed Density: Subject to OPA & ZBA

24 King Pitt Rd
Proposed Use: Residential
Proposed Density: 3.4 units/hectare

671 Rogers Side Rd
Proposed Use: Residential
Proposed Density: Highest possible





**City of Kingston
Report to Council
Report Number 24-179**

To: Mayor and Members of Council

From: Jennifer Campbell, Commissioner, Community Services;
Paige Agnew, Commissioner, Growth & Development
Services

Resource Staff: Jayne Hartley, Director, Housing & Social Services
Lisa Capener-Hunt, Director, Building Services & CBO

Date of Meeting: August 13, 2024

Subject: Additional Residential Unit Housing Initiative

Council Strategic Plan Alignment

Theme: 1. Support Housing Affordability

Goal: 1.1 Promote increased supply and affordability of housing.

Executive Summary:

The City of Kingston is participating in the Canada Mortgage and Housing Corporation's (CMHC) Housing Accelerator Fund (HAF), a federal program designed to encourage municipalities across Canada to implement innovative land use planning and development approval processes to accelerate housing production.

As part of the City's HAF application and funding agreement, Kingston has committed to providing financial incentives for property owners to create Additional Residential Units (ARUs), also known as secondary suites, basement apartments or in-law suites. The ARU initiative also includes the development and promotion of plans for detached ARUs, which are self-contained dwelling units located in a standalone building typically occurring in the rear yard of an existing residential property.

August 13, 2024

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The proposed ARU incentive program features five streams to support various project types:

1. Detached ARUs: Incentive for self-contained units in standalone buildings.
2. Interior ARUs: Incentive for units within existing residential structures.
3. Accessible ARUs: Grants for projects meeting accessibility standards.
4. Rough-In Detached ARUs: Grants for initial service installation for future units.
5. Servicing Constraint ARUs: Grants for service upgrades to existing services to support an additional unit.

The ARU incentive program will be funded with \$1,250,000 from the HAF. The City seeks Council’s approval to publish the detached ARU vendor roster and release the incentive program details on the program webpage, enabling staff to begin accepting applications. It is anticipated the incentive program information and application will be available on the City’s webpage in mid-August.

The implementation of the ARU initiative aims to address the growing demand for alternative housing options and to accelerate the production of new housing supply in the community. The implementation of the ARU initiative is also in compliance with the City’s HAF application and agreement with CMHC.

Recommendation:

That Council approves a capital project with funding of \$1,250,000 from the Housing Accelerator Fund, received from the Canada Mortgage and Housing Corporation, to fund the Additional Residential Unit Incentive Program; and

The Council approves the amendments to the Capital Investment in Affordable Housing policy, as outlined in Exhibit A to Report Number 24-179, to include updated provisions for the Additional Residential Unit incentive program; and

That Council directs staff to release the Additional Residential Unit incentive program outlined in Report Number 24-179; and

That Council authorizes the Manager, Housing & Homelessness, or their delegate, to review, approve, and sign all documents and agreements related to the Additional Residential Unit incentive program as required and approved by Legal Services; and

That Council directs staff to publish the detached additional residential unit vendor roster on the City’s webpage as outlined in Report Number 24-179.

August 13, 2024

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Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

Jennifer Campbell,
Commissioner, Community
Services

ORIGINAL SIGNED BY COMMISSIONER

Paige Agnew, Commissioner,
Growth & Development Services

ORIGINAL SIGNED BY CHIEF

P.P. ADMINISTRATIVE OFFICER

Lanie Hurdle, Chief
Administrative Officer

Consultation with the following Members of the Corporate Management Team:

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

August 13, 2024

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Options/Discussion:**Background**

Additional Residential Units (ARUs), previously known as second residential units or secondary suites, offer multiple advantages for both property owners and the community. ARUs can be created through various means, including converting basements or other spaces within a primary dwelling, adding to existing residential structures, or constructing detached units in the rear or side yards. These units enable property owners to generate additional rental income, which can help offset mortgage costs, and create affordable flexible living arrangements for family members or tenants.

From a community perspective, ARUs help alleviate housing shortages, promote neighbourhood diversity, and support sustainable urban development by maximizing the use of existing infrastructure. Additionally, ARUs address the growing demand for alternative housing options. As a form of gentle intensification, ARUs increase housing density within a ground-oriented building format.

In recent years, ARUs have gained popularity in Kingston and across Ontario. Legislative changes at the provincial level and local Official Plan and zoning by-law amendments have facilitated the inclusion of ARUs in detached, semi-detached and townhouse dwellings. Planning policy and permissions surrounding ARUs have been evolving over the last 11 years, with two units (one main unit plus one ARU) permitted in the main building in some areas of the City as a pilot project since 2013, which was broadened to two units (one main unit plus one detached ARU) across the City in 2019, then expanded to three units (one main unit plus two ARUs) on residential properties in 2022. Council recently passed amendments to the zoning by-law permitting four residential units on residential properties with a single-detached, semi-detached, or townhouse dwelling, provided zoning provisions are met.

ARUs are not subject to development charges or other development-related fees which supports the development of this housing format. Building permits for 119 ARUs were issued in 2023, contributing to a total of 470 ARU permits over the past five years.

In 2023, CMHC introduced the HAF, a \$4 billion federal initiative designed to incentivize municipalities to expedite housing production through innovative land use planning and development approval processes. As part of its HAF application, the City of Kingston proposed a financial incentive program for property owners to develop ARUs and streamline the development process by collaborating with builders to create a vendor roster with pre-reviewed plans for detached ARUs.

Analysis

In June, the City issued a Request for Supplier Qualifications (RFSQ), inviting qualified builders to submit plans, specifications and estimated fixed contract pricing for detached ARU projects. The submissions, which featured various construction technologies and ARU configurations, were reviewed by Building staff for compliance with the Ontario Building Code. The pre-

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reviewed plans will be available on the City's ARU webpage, allowing property owners to compare models, technologies and pricing conveniently. This initiative aims to simplify the selection process and connect property owners with vendors, accelerating the approval and construction timeline.

This report recommends that Council authorize the publication of the detached ARU vendor roster on the City's program webpage. The webpage will note that the detached ARU plans have undergone a preliminary review for Ontario Building Code compliance, with a formal review to occur during the Building Permit process. Detached ARU projects must also comply with zoning by-law provisions, including property line setbacks, building height restrictions, parking, and rear and side yard fencing requirements.

In 2013, Council amended the affordable housing capital investment program policy to include secondary suites, offering financial incentives such as a forgivable loan of up to \$15,000 and up to \$7,000 in municipal fee rebates for required planning applications. Despite these incentives, uptake has been limited due to restrictive eligibility criteria and terms. A review of similar programs in other Ontario municipalities revealed that common challenges include requirements to rent units at below-market rates and for the property owner to occupy the primary unit, limiting eligibility for investor properties. Additionally, developing an ARU is often more complex than anticipated by homeowners.

In response to these challenges, and to simplify the development of an ARU, staff have developed a revised ARU financial incentive program supported by a detached ARU vendor roster. This report recommends allocating \$1,250,000 from the HAF to fund the ARU incentive program, aiming to support the development of 30 to 35 ARUs. Further future budget allocations may be considered based on the program's success.

The recommended ARU incentive program includes five program streams to provide flexibility in incentivizing different types of projects:

1. Detached ARU Incentive
50% of eligible project costs, up to \$40,000, for detached ARU projects.
2. Interior ARU Incentive
50% of eligible project costs, up to \$30,000, for ARU projects within the primary residential building.
3. Accessible ARU Grant
\$5,000 for ARU projects meeting Ontario Building Code accessibility requirements.
4. Rough-In Detached ARU Grant
\$5,000 for rough-in services (i.e. water, sewer and electrical services extended to the rear yard location) to support future ARU development.
5. Servicing Constraint ARU Grant
50% of eligible costs, up to \$10,000, for servicing upgrades in areas with existing half-inch water service to support the creation of an ARU.

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In the program terminology, an Incentive refers to a forgivable loan that is fully forgiven if the terms and conditions of the agreement are met during the five-year term. On the other hand, a Grant refers to a contribution to a project that does not have any ongoing terms, conditions or repayment requirements.

The table below provides an overview of the ARU incentive program’s key terms and conditions. Note that the Accessible ARU Grant, the Rough-In Detached ARU Grant, and the Servicing Constraint ARU Grant can be combined with the Detached and Interior ARU Incentive.

Program Stream	Funding Amount	Eligibility	Terms and Conditions
Detached ARU Incentive	50% of eligible project costs, up to \$40,000	Owner-occupied or investor properties	Maximum rental rate: 90% of average market rent, five-year term, tenant income limit \$48,000 for a one-bedroom unit, secured by a second mortgage, loan forgiveness after five years, one ARU per property.
Interior ARU Incentive	50% of eligible project costs, up to \$30,000	Owner-occupied or investor properties	Same as the Detached ARU Incentive.
Accessible ARU Grant	\$5,000	Owner-occupied or investor properties	Must meet accessibility requirements of the Ontario Building Code. No ongoing requirements.
Rough-In Detached ARU Grant	\$5,000	Owner-occupied or investor properties	Rough-in servicing for detached ARU must include water, sewer, and electrical services.
Servicing Constraint ARU Grant	50% of eligible costs, up to \$10,000	Owner-occupied or investor properties	Properties with existing half-inch water service to offset costs associated with upgrades to support additional unit.

August 13, 2024

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Staff have prepared a program webpage featuring the detached ARU vendor roster and program details. Upon Council approval, the incentive program and vendor roster webpage will be launched, and applications will be accepted.

Implementing the ARU initiative will ensure compliance with the City’s HAF application and agreement with CMHC.

Public Engagement

As part of the ARU incentive program’s development, staff consulted with representatives from the local building industry and real estate investors with supportive feedback for the program. It was noted that incentives encouraging ARUs enable individual property owners to create new housing units supporting housing availability and the unique needs of certain households. Specific input on the servicing of ARUs resulted in the incorporation of additional program streams for rough-in servicing and upgraded water servicing where necessary to meet the capacity requirements of an ARU. Feedback was also received on the zoning provisions which staff addressed by way of administrative amendments approved by Council in July (PC-24-041) (e.g. allowing overlap between required walkway and driveway, front yard parking expansion, and gross floor area requirements for principal units etc.).

Climate Risk Considerations

The development of additional residential units supports sustainable neighbourhood intensification which aligns with climate change objectives.

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

The development of additional residential units provides new housing supply that can accommodate the needs of certain households including low to moderate-income households, live-in caregivers, seniors, aging-in-place, multi-generation households, amongst others.

Existing Policy/By-Law:

Capital Investment in Affordable Housing Policy

Notice Provisions:

None

Financial Considerations:

Funding for the recommended Additional Residential Unit incentive program is available from the federally funded Housing Accelerator Program.

Contacts:

John Henderson, Housing Program Administrator 613-546-4291 extension 4976

August 13, 2024

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Lisa Capener-Hunt, Director of Building Services & Chief Building Official 613-546-4291 extension 3225

Other City of Kingston Staff Consulted:

Amy Gibson, Manager, Housing and Homelessness

James Bar, Manager, Development Approvals

Laura Flaherty, Project Manager, Planning Services

Troy Beharry, Manager, Partnership & Grant Development

Tim Park, Director, Planning Services

Brandon Forrest, Director, Business, Real Estate & Environment

Sukriti Agarwal, Manager, Policy Planning

Exhibits Attached:

Exhibit A Amended Capital Investment in Affordable Housing Policy



City of Kingston
Policies and Procedures
Housing Department, Community Services

**Capital Investment in Affordable
Housing Program**

Document No.	Housing-003
Effective Date	03-6-2012
Revision Date	August 13, 2024
Revision No.	3.0
Page No.	1 of 3
Approval:	City of Kingston Council

1.0 PURPOSE

- 1.1 The purpose of this policy is to establish guidelines for a municipally funded Capital Investment in Affordable Housing Program.
- 1.2 The purpose of the Capital Investment in Affordable Housing Program is to facilitate the establishment of affordable housing units in the private and not for profit sectors through municipal grants.
- 1.3 This policy will seek to implement the City of Kingston’s Strategic Plan priority of facilitating affordable housing as well as the recommendations of the Municipal Housing Strategy adopted by Council July 2011.

2.0 REVISION HISTORY

Date	Rev. No.	Change	Ref. Section
	1.0	New document	Not applicable
Aug. 08, 2013	2.0	Amendments to expand program funding to include secondary suites	4.3, 4.5, 4.8.3, 6.0
Aug. 13, 2024	3.0	Amendments to secondary suite provisions to accommodate the updated additional residential unit incentive program	3.0, 6.2, 6.3, 6.4, 6.5, 6.8

3.0 DEFINITIONS

Affordable Housing means a housing unit(s) where the monthly rent is less than or equal to 80% of the CMHC average monthly rent

Affordable Housing Land Acquisition and Disposition Fund means a fund set up by the City of Kingston to fund the purchase and disposition of lands for the purpose of the construction of affordable housing units.

Agreement means the agreement signed between the City of Kingston and the proponent which sets out the terms of the funding and may be registered on title.

Construction Costs means those costs normally related to construction such as materials, equipment and labour.

Development Related Fees means those costs required by the City of Kingston such as, but not limited to, development charges, Planning application fees, impost fees, building permits, cash in lieu of parking, and cash in lieu of parkland.

Housing & Social Services Department Funding Programs means programs administered by the City of Kingston Housing Department such as, but not limited to, the Investment in Affordable Housing Program, Affordable Housing Land Acquisition and Disposition Program, Delivering Opportunities for Ontario Renters Program (DOOR), Affordable Housing Construction Reserve, and Social Housing Capital Reserve Fund.

Locational Analysis means a document prepared with the purpose of identifying areas of the City which are underserved with regard to existing affordable housing while still containing appropriate amenities to support affordable housing.

Municipal Housing Strategy means the Municipal Housing Strategy adopted by Council July 2011

Official Plan means the Official Plan for the City of Kingston as amended from time to time.

Rent Supplement means a program administered by the City of Kingston which provides a rent subsidy directly to landlords equal to the difference between the landlord's allowable market rent and the geared-to-income rent paid by the tenant.

Strategic Plan means City of Kingston's Strategic Plan 2011-2014

Additional Residential Unit means an independent dwelling unit which is accessory to a principal dwelling unit and is located on the same lot as the principal dwelling unit.

4.0 PROGRAM GUIDELINES

- 4.1** Funds through this program shall be made available in the form of a forgivable loan. The agreement to be entered into shall include the terms of the loan. In general, it is expected that the forgiveness of the loan will be spread evenly over the agreed upon period during which housing units are required to remain affordable.
- 4.2** In the event of a default, the loan shall be paid back to the City of Kingston forewith upon demand. The basis for default and the means by which the City of Kingston can recover the funds shall be set out in the funding agreement.
- 4.3** The proponent shall be required to enter into an agreement to be registered on title or, where funding is considered to be a modest amount, such other form of security as determined to be appropriate by the Commissioner in consultation with the Legal Services Department, which guarantees the affordability of the housing units and describes the terms of the loan.
- 4.4** All loans issued under this program shall be approved by City of Kingston Council.
- 4.5** Funds from this program may be used to fund eligible projects at any time during the calendar year provided that sufficient funds are available within the program budget. Projects will be considered and reviewed for funding on an on-going basis.
- 4.6** While projects will be reviewed and considered on an ongoing basis without the issuance of a Request for Proposal, City staff shall ensure that this program is advertised in multiple formats including a Request for Information to be issued at a minimum once per year during the period of the program.
- 4.7** Projects which were acquired through the Affordable Housing Land Acquisition and Disposition Program or have received funding through other Housing & Social Services

Department funding programs are still eligible to receive funding through the Affordable Housing Capital Investment Program provided that the project meets the program guidelines and selection criteria.

4.8 Funds under this program must be used for the development of affordable housing units within the City of Kingston. This shall include the following purposes:

- 4.8.1 Acquisition of land for the purposes of affordable housing which may include the value of the land and any other costs typically associated with the purchase of land (i.e. legal fees).
- 4.8.2 Development related fees
- 4.8.3 Construction costs for both the construction of new projects with affordable housing units and the conversion of existing properties into affordable housing units including the development of Additional Residential Units in accordance with Section 6.0
- 4.8.4 Transfer to the Affordable Housing Land Acquisition and Disposition Fund if there is an opportunity to purchase lands suitable for the development of affordable housing where there are insufficient funds available in the Affordable Housing Land Acquisition and Disposition Fund to purchase the lands.
- 4.8.5 Other costs associated with the development of the affordable housing units.

5.0 PROJECT SELECTION CRITERIA

5.1 The selection of projects to be funded under this program shall be undertaken with the intent of complying with the objectives of a number of documents and approaches which should be reviewed together to determine if a project is suitable for funding. The relevant documents and approaches to be considered are as follows:

- 5.1.1 Conformity with the recommendations of the Locational Analysis completed as part of the recommendations from the Municipal Housing Strategy;
- 5.1.2 Conformity with the goals and objectives of the City's Official Plan including residential intensification and remediation of brownfields;
- 5.1.3 Maximization of the value of the program funds available;
- 5.1.4 The number of total affordable units which would be constructed. Projects with a greater number of affordable units will be given priority;
- 5.1.5 Affordable housing units shall be guaranteed to be affordable for a minimum of fifteen years. Projects guaranteeing a longer period of affordability will be given priority;
- 5.1.6 Projects guaranteeing a greater level of affordability beyond the definition in Section 3 will be given priority;
- 5.1.7 Projects which include 1- or 2-bedroom rental units available to all ages will be given priority;
- 5.1.8 A general limit of \$50,000 per unit. A greater amount may be considered under exceptional circumstances where a longer period of affordability is guaranteed or where a proponent is able to demonstrate that multiple priorities of the City's Municipal Housing Strategy or Strategic Plan are being achieved;

- 5.1.9 Projects to be funded shall be willing to enter into Rent Supplement agreements for each of the affordable units to accommodate individuals from the Service Manager's Social Housing Waiting List;
- 5.1.10 The project proponent or developer shall be required to demonstrate financial ability and experience in developing residential projects;
- 5.1.11 Projects able to demonstrate an ability to be developed within a shorter time period shall be given priority. It is expected that projects receiving funding under this program will be able to begin construction within one year of receiving funding approval. The agreement shall include a clause whereby the funds are returned to the City of Kingston if construction is not initiated by the agreed upon date.

6.0 ADDITIONAL RESIDENTIAL UNITS

- 6.1 Subsections 4.4, 5.1.5, 5.1.8, and 5.1.9 shall not apply to Additional Residential Units receiving funding through this program.
- 6.2 Signing authority for all documents related to the awarding of funding issued under Subsection 6.8 shall be as per the implementing delegation of authority by-law.
- 6.3 The Housing & Social Services Department shall prepare a program guide for the Additional Residential Unit Incentive Program to establish the terms and conditions for the program including but not limited to eligibility criteria, rent amount requirements, provisions for the forgivable loan.
- 6.4 Loans awarded under Section 6.8.2 (a) and (b) shall be advanced to the proponent upon the City's Building Division issuing an Occupancy Permit for the Additional Residential Unit. An Occupancy Permit must be issued within 12 months of the project being deemed eligible or the allocation of funding may be revoked at the discretion of the Housing & Social Services Department.
- 6.5 The proponent must enter into an agreement with the City; where determined appropriate by the Commissioner in consultation with the Legal Services Department. Contributions in an amount greater than \$5,000 shall be registered on title. The agreement shall at a minimum establish the affordability period, the initial rent charged, permitted rent increases, required documentation proving an eligible tenant occupies the unit, the maximum income criteria of a qualifying tenant, the schedule for the forgiveness of the loan and circumstances of repayment and general terms and conditions of the funding.
- 6.6 The Housing & Social Services Department shall review applications for funding and has the sole responsibility of awarding funding to qualifying projects and refusing funding to ineligible projects.
- 6.7 All projects receiving funding must comply with the Ontario Building Code, the zoning by-law, the Residential Tenancies Act, and any other applicable regulations which may apply from time to time.

6.8 Additional Residential Unit Incentive Program

- 6.8.1 All properties where Additional Residential Units are permitted by the zoning by-law shall be eligible to receive funding, subject to other program eligibility criteria.
- 6.8.2 The program shall include the following program streams:

- a) **Detached ARU Incentive**
The detached ARU incentive provides eligible property owners financial assistance of up to 50% of the project cost or \$40,000, whichever is less. Funding will be issued upon submission of the occupancy permit for the unit and submission of any other supporting documentation identified in the program guidelines.
- b) **Interior ARU Incentive**
The interior ARU incentive provides eligible property owners financial assistance of up to 50% of the project cost or \$30,000, whichever is less. Funding will be issued upon submission of the occupancy permit for the unit and submission of any other supporting documentation identified in the program guidelines.
- c) **Accessible ARU Grant**
The accessibility incentive provides a \$5,000 contribution to an ARU project that meets accessibility criteria. Funding will be issued upon submission of the occupancy permit for the unit and submission of any other supporting documentation identified in the program guidelines.
- d) **Rough-In Detached ARU Grant**
The ARU rough-in incentive provides a \$5,000 contribution to property owners that install rough-in servicing (i.e. water supply, sanitary sewer, and electrical supply) to accommodate a future detached ARU project. Funding will be issued upon completion of rough-in installation and submission of any other supporting documentation identified in the program guidelines. The Rough-In ARU Grant is limited to a maximum of ten units per project developer.
- e) **Servicing Constraint ARU Grant**
The servicing constraint incentive provides 50% of eligible costs, up to \$10,000, for servicing upgrades in areas with existing half-inch water service to support the creation of an ARU. Funding will be issued upon submission of the occupancy permit for the unit and submission of any other supporting documentation identified in the program guidelines.

6.8.3 In Section 6.8.2, incentive refers to a forgivable loan that is fully forgiven if the terms and conditions of the agreement are met during the five-year period and a grant refers to a contribution to a project that does not have any ongoing terms, conditions, or repayment requirements. The grants can be combined with the interior and detached ARU incentives.

6.8.4 For projects receiving the detached ARU incentive or the interior ARU incentive, the term of the loan shall be a minimum of five years from the date of occupancy. During this period the rent for the unit shall not exceed 90% of the average market rent for an equivalent-sized unit.

6.8.5 Loans awarded under this Subsection 6.5 shall demonstrate to the City's satisfaction that leases executed during the five-year term must be the standard form of lease entered into with an income-qualified household. Provided this condition is met, no repayment of the loan shall be required,

and the loan shall be forgiven in full five years after occupancy permit issuance of the unit.



**City of Kingston
Report to Council
Report Number 24-192**

To: Mayor and Members of Council
From: Brad Joyce, Commissioner, Infrastructure, Transportation & Emergency Services
Resource Staff: Same
Date of Meeting: August 13, 2024
Subject: Inclusive Play Project

Council Strategic Plan Alignment:

Theme: 3. Build an Active and Connected Community

Goal: 3.1 Expand parks and recreation opportunities and participation.

Executive Summary:

On September 19, 2023, Council received Report Number MAAC-23-011 'Proposed Community Led Accessible Playground Project' and passed the recommendation:

That Council direct staff to continue working with community partners to support the building of a highly inclusive playground in a City-owned park and report back to Council as required on the matter.

Since that time, work with the community partners has progressed and there have been numerous successful fundraising efforts as well as various grant application opportunities. Discussions have taken place with Canadian Tire Jumpstart Charities, a national charity committed to ensuring kids in need have equal access to sport and recreation. To date, Jumpstart has built 24 Jumpstart Inclusive Play Spaces and supported the development of an additional 19 inclusive play spaces across Canada and have been involved in multiple discussions over the past few months to discuss investment and support for the inclusive playground build at Shannon Park. The cost of this fully inclusive playground at Shannon Park is \$1.5M with construction completion in 2026. Other fundraising efforts have yielded donations and commitments of approximately \$200,000, including the Inclusive Fun Fair, an event in

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Shannon Park and at Rideau Heights Community Centre, with more events expected over the next many months. Staff are currently in advanced discussions to confirm the feasibility and timing of our playground for inclusion in the 2026 list of Jumpstart supported projects which, based on comparable builds in other communities, have been supported in the range of \$200,000 to \$500,000.

In order to move forward with a formal Gift Agreement, Jumpstart's process requires the City to commit to completing the civil site works for the playground, and staff are therefore recommending the approval of \$300,000 to complete this work, once the remaining project funding has been secured. There is potential through continued fundraising efforts and discussions with the Kingston Construction Association, that some of that civil site works may be completed as in-kind donations, thereby reducing the cost of that specific work by the City. The community has been rallied behind this project and in keeping with that spirit, the recommendation is that should the grants, donations, and the \$300,000 City contribution in total exceed the cost of the project, that any excess dollars be used directly by the City to fund other inclusive playground equipment.

Recommendation:

That Council approve an amount of \$300,000, funded from the Municipal Capital Reserve Fund, to provide partial funding for the Inclusive Play Project at Shannon Park that will enable the City to complete civil site works for the project once the remaining project funding has been secured; and

That should the total funding of the Inclusive Play Project, including grants, donations and the aforementioned \$300,000 amount, exceed the total cost of the Project, that the remaining monies be directed to fund additional inclusive playground equipment; and

That Council direct staff to waive all municipal and special event fees associated with planning and delivering the Inclusive Fun Fair in 2025 to support additional opportunities to generate community donations for the Inclusive Play Project.

August 13, 2024

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Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

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

ORIGINAL SIGNED BY CHIEF

P.P. 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	
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	

August 13, 2024

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Options/Discussion:**Background**

Since the spring of 2023, Rachel Doornekamp, a local community member, has been leading the effort with community volunteers, to advocate and raise funds for a fully inclusive playground in Kingston. Working with City staff, Shannon Park was identified as the prime location due to a number of factors such as the land attributes, its central locale in Kingston, and the appropriate close amenities offered at the Rideau Heights Community Centre.

The Municipal Accessibility Advisory Committee endorsed the concept through Report Number MAAC-23-011 'Proposed Community Led Accessible Playground Project' and Council subsequently passed the recommendation on September 19, 2023:

That Council direct staff to continue working with community partners to support the building of a highly inclusive playground in a City-owned park and report back to Council as required on the matter.

With assistance from the City of Kingston, Ms. Doornekamp set up the Inclusive Play Project, and the local charity Extend-A-Family Kingston officially signed on as partner in September 2023 to help move the project forward. City staff have established mechanisms to process donations whether financial or in-kind, including setting up online donations through the Canada Helps web portal ([Donate Now - City of Kingston \(canadahelps.org\)](https://canadahelps.org)).

Over the past year, there have been a number of activities that have taken place in support of this project including the Inclusive Fun Fair on June 8, 2024 that was held at Shannon Park and the Rideau Heights Community Centre to raise awareness and garner donations for the playground project. A total of \$10,255 was raised at the Fun Fair.

More than \$55,000 has been raised from individuals, organizations, businesses, and special events towards this Inclusive Play Project. An additional \$137,963 has been committed through letters of intent from three local businesses who will submit their donations if the project is approved by Council.

Grant & Partnership Development staff are actively working with the community partners, including Extend-A-Family and volunteers, to pursue grant opportunities to advance the Inclusive Play project. At present, \$125,000 in grant requests are pending approval, including an application submitted to the Enabling Accessibility Fund. The grant team continues to actively research and identify prospective grants through community and corporate foundations and government agencies – currently, there are five new grant applications in development totalling an additional \$160,000 in value.

Analysis

The prospect of securing grant funding will be significantly strengthened by City support of \$300,000 and a potential grant from Jumpstart combined with the \$200,000 fundraised to-date.

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The investment opportunity will be more attractive to other funding agencies and additional grants will help to bring the project to the finish line.

There is great alignment with this playground project and Jumpstart's goal to address financial and accessibility barriers associated with helping kids overcome financial and accessibility barriers in sport and recreation. Discussions ensued with Jumpstart to determine whether there would be opportunity for that organization to support the development of Kingston's fully inclusive playground, and that has advanced to the point that Jumpstart has indicated initial alignment with the playground project and associated opportunities for funding.

As part of ongoing efforts by the Inclusive Play Project to garner awareness and community donations in support of this project, and to celebrate inclusivity more broadly, the Inclusive Fun Fair is scheduled to take place again in 2025. The Inclusive Play Project group will continue to take the lead on organizing the Fun Fair, coordinating all aspects including booking parks, facilities, and confirming vendors, activities and entertainment. In 2024, the Inclusive Play Project was reimbursed for all municipal fees including insurance, park rental, city permit, handwashing station rental, and road closure permit, through a Waiver of Fees application totalling \$1,640. Given the partnership between the Inclusive Play Project and the City, staff are recommending that Council waive all municipal and special event fees associated with planning the Inclusive Fun Fair in 2025. Staff will continue to support and promote the event.

Public Engagement

Public engagement on the Inclusive Play Project will continue at the Inform Level of the IAP2 Spectrum of Public Participation. The Inform Level ensures the community remains updated on the project, including the event promotion support as defined in the Analysis section of this report.

Financial Considerations:

This report recommends the approval of \$300,000 from the Municipal Capital Reserve Fund for the inclusive playground. With a project capital budget of \$1,500,000, it is expected that fundraising efforts, including grants, will provide the remaining monies required to complete this playground. Staff will provide further updates to Council as appropriate over that timeframe.

Annual ongoing operational and maintenance costs are expected to be approximately \$10,000 and will be included in the municipal Public Works operating budget.

Contacts:

Brad Joyce, Commissioner, Infrastructure, Transportation and Emergency Services,
613-546-4291 extension 1328

August 13, 2024

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Other City of Kingston Staff Consulted:

Julie Fossitt, Manager, Marketing & Revenue Development, Strategy, Innovation and Partnerships

Troy Beharry, Partnership & Grant Development Manager, Strategy, Innovation and Partnerships

Neal Unsworth, Manager, Parks & Shoreline, Engineering Services

Danika Lochhead, Director, Arts & Culture Services

Exhibits Attached:

None



**City of Kingston
Report to Council
Report Number 24-194**

To: Mayor and Members of Council
From: Desirée Kennedy, Chief Financial Officer & City Treasurer
Resource Staff: Lana Foulds, Director, Financial Services
Christa Walsh, Manager, Financial Planning
Date of Meeting: August 13, 2024
Subject: Capital Project Status Report – May 31, 2024

Council Strategic Plan Alignment:

Theme: Financial measures/budget

Goal: See above

Executive Summary:

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

In some instances, additional funding and/or funding changes may also be required and are included in the recommendations, supported by detail in Exhibit A to this report. These changes include budget reallocations and amendments to previously approved capital budgets and related funding, and ensure that appropriate approval, tracking and monitoring processes are maintained and supported. This report is also recommending additional budget approvals for roads and recreational facility projects.

Recommendation:

That Council approve capital budget changes, as well as financing of capital projects or (return of funds), as summarized in this report and detailed in Exhibit A to Council Report Number 24-194; and

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That Council approve a budget amendment to add \$2,950,000 to the Engineering Road Reconstruction & Rehabilitation capital envelope to be funded from the Municipal Capital Reserve Fund; and

That Council approve a budget amendment to add \$510,000 the Arena Facilities capital envelope to be funded from the Arena Reserve Fund.

August 13, 2024

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Authorizing Signatures:

ORIGINAL SIGNED BY CHIEF

FINANCIAL OFFICER & CITY TREASURER

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

ORIGINAL SIGNED BY CHIEF

p.p. ADMINISTRATIVE OFFICER

**Lanie Hurdle, Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

Paige Agnew, Commissioner, Growth & Development Services

p.p.

Jennifer Campbell, Commissioner, Community Services

Neil Carbone, Commissioner, Corporate Services

David Fell, President & CEO, Utilities Kingston

Not required

Brad Joyce, Commissioner, Infrastructure, Transportation
& Emergency Services

August 13, 2024

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Options/Discussion:**Background**

Financial Services provides information on a regular basis on the status of capital works, including completed projects as well as capital works-in-process. The recommendations in this report ensure that the integrity of the budget approval process is maintained by ensuring that any changes to funding as a result of project completion and closure are documented and approved.

The capital project structure is configured to support project close outs for specific departmental strategic projects. Capital asset management envelopes are not subject to a routine close out process, but balances are reviewed and reported regularly. Staff continue to provide supplemental information as applicable on capital works-in-process, for both departmental strategic projects and funding envelopes.

Exhibit A also includes the following budget amendment and reallocation requests:

- A reallocation between Fire and Rescue capital budget envelopes to provide the municipal contribution for the grant supported NG911 communication system project.
- A budget amendment to account for the receipt of grant funding and other contributions for sports field servicing at Woodbine Park.
- A reallocation of funds between Engineering capital envelopes to manage the expansion of scope in existing roads projects.
- A reallocation of funds within the Recreation and Leisure capital envelopes to align with asset management requirements.

Budget Amendments

A capital budget request of \$2.95M is being recommended to support additional costs for various road reconstruction and rehabilitation projects as a result of the closure of the LaSalle Causeway. The John Counter Boulevard and Montreal Street intersection and Abbey Dawn Road and Highway 2 construction improvement projects have been impacted by the closure and, as a result, interim measures are required. As well, the scope of the current project at King Street East and Place D'Armes is being expanded to include new pedestrian crossings and road resurfacing, in order to take advantage of lower vehicular traffic volumes.

Also included in this report is a request for an additional \$510K to support arena related asset management activities. A comprehensive review of all Recreation and Leisure capital requirements and funding envelopes resulted in funding reallocations as detailed in Exhibit A. An additional \$510K is required to allow work to be completed this year in preparation for operations in 2025.

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The table below summaries capital budget changes, as well as financing of capital projects or (return of funds), detailed in Exhibit A to Council Report Number 24-194:

Source of Financing (Return of Funds):	Amount
Municipal Capital Reserve Fund	\$ (318,743)
Other Reserve Funds and Reserves:	
Library Steele Reserve Fund	\$ (473)
Homelessness Reserve Fund	(252,053)
Technology Reserve Fund	(62,079)
Arena Reserve Fund	202,817
Natural Parkland Reserve Fund	(12,521)
Entertainment Centre Reserve Fund	(179,667)
Marina Reserve Fund	<u>268,000</u> (35,976)
Grants and other contributions	91,000
Utilities Kingston cost recovery	<u>(2,778)</u>
Total Sources of Financing (Return of Funds)	<u>\$ (266,496)</u>

Exhibit B - Capital Works in Process

Exhibit B provides information on the capital works in process as at May 31, 2024, including information on approved expenditure budgets and actual costs to date. For reporting purposes, project numbers assigned to similarly named projects have been consolidated on Exhibit B with reference to the respective project numbers. Over the years, new project codes have been created by the financial management system for both capital envelopes and strategic projects. City staff continue to streamline processes for assigning capital project numbers in the system and as older project numbers are utilized, they are being closed and any remaining balance consolidated into the newer project number.

Existing Policy/By-Law

Capital budget by-laws for all years up to and including 2024 with capital budget amendments as approved by Council.

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

Financial Considerations

Recommendations for specific funding sources or return of funds are in accordance with the intent of the original budget approved sources of financing. It is appropriate to close capital

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projects once complete and remove them from the regular reports for capital works in process. Capital asset management budget envelopes will not be subject to a routine close out process; however, ongoing balances will be reviewed and reported on a regular basis.

Sufficient funds exist within the respective reserve funds to accommodate the budget amendments and new budget requests recommended within this report.

Contacts:

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

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

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

Other City of Kingston Staff Consulted:

Luke Follwell, Director, Engineering Services

Neal Unsworth, Manager, Parks & Shoreline, Engineering Services

Jayne Beggan-Hartley, Director, Housing & Social Services

Amy Gibson, Manager, Housing & Homelessness, Housing & Social Services

Scott Tulk, Acting Chief Information Officer, IS&T

Tim Park, Director, Planning Services

Ian Semple, Director, Transportation & Transit Services

Brent Fowler, Director, Corporate Asset Management & Fleet

Brandi Timpson, Manager of Administration & Emergency Preparedness, Fire & Rescue

Amy Elgersma, Director, Recreation & Leisure Services

Christine Ridgley, Budget/HR Analyst, Kingston Frontenac Public Library

Exhibits Attached:

Exhibit A - Closed Capital Projects and Budget Adjustments as at May 31, 2024

Exhibit B - Capital Works-in-Process as at May 31, 2024

Closed Capital Projects and Budget Amendments as at May 31, 2024

Department	Project Number and Description	Actual Expenditures	Budget	Expenditure Variance	Amount to Finance (Amount Returned)	Project Status	Municipal Capital Reserve Fund	Other Funding	Funding Description	Comments
Library	200528/201244 - LIB Materials for Sight Impaired	37,527	38,000	(473)	(473)	Close	-	(473)	Library Steele Reserve Fund	
Housing & Social Services	201010 - SOC-Business Equipment Replacement	-	15,000	(15,000)	(15,000)	Close	(15,000)			Not required
	200895 - HSG-Sleeping Cabin Program	899,917	1,151,970	(252,053)	(252,053)	Close		(252,053)	Homelessness Reserve	Modular building not required
Information Systems & Technology	100223/200519 - IST-Enterprise Content Management	1,118,113	1,132,001	(13,888)	(13,888)	Close	(11,111)	(2,778)	Utilities Kingston cost recovery	
	200173 - IST-Public Facing Sustainment	683,145	683,145	-	-	Close	-	-		Envelope funding
	200513/201193 - IST-Enterprise Resource Management Sustainment	691,600	753,679	(62,079)	(62,079)	Close	-	(62,079)	Technology Reserve Fund	
	200663 - IST-City Website Redesign	299,998	300,000	(2)	(2)	Close	(2)			
Fire & Rescue	200507/201147 - FRE-Fire Technology Communications	41,236	661,000	(619,764)	(225,000)	Reallocate portion of funds - project remains open		(225,000)	Fire Capital Reserve Fund	Revised budget \$436,000
	100098 - FRE-911 Telephone Service	1,418,525	1,583,825	(165,300)	225,000	Budget amendment		225,000	Fire Capital Reserve Fund	Revised budget \$1,808,825
Engineering	201022/201213 - ENG-Parks Capital Program - unallocated	22,534	521,275	(498,741)	91,000	Budget amendment		91,000	Grant and other contributions received	Revised budget \$612,275
	200976 - ENG-700 Princess Street	1,132,479	1,145,000	(12,521)	(12,521)	Close		(12,521)	Natural Parkland Reserve Fund	
	201132 - ENG-JCB Overpass	675,000	675,000	-	-	Close				Project complete
	200686/201207 - ENG-Bridges, Culverts & Retaining Walls	5,317,104	12,829,481	(7,512,377)	(4,000,000)	Reallocate portion of funds to envelope below	(2,000,000)	(2,000,000)	Federal Gas Tax Reserve Fund	Revised budget \$8,829,481

Department	Project Number and Description	Actual Expenditures	Budget	Expenditure Variance	Amount to Finance (Amount Returned)	Project Status	Municipal Capital Reserve Fund	Other Funding	Funding Description	Comments
Engineering	200683/201206 - ENG-Road Reconstruction & Rehabilitation	26,624,573	31,376,838	(4,752,265)	4,000,000	Budget amendment	2,000,000	2,000,000	Federal Gas Tax Reserve Fund	Revised budget \$35,376,838
Recreation & Leisure	200482 - REC-Slush Puppie Place - Facilities	1,029,833	1,035,000	(5,167)	(5,167)	Close		(5,167)	Entertainment Centre Reserve Fund	
	200485 - REC-Arena Facilities	4,885,979	4,903,442	(17,463)	(17,463)	Close		(17,463)	Arena Reserve Fund	
	200481/201158 - REC-Community Facilities	484,053	1,235,808	(751,755)	(351,650)	Reallocate portion of funds - project remains open	(177,150)	(174,500)	Entertainment Centre Reserve Fund	Revised budget \$884,158
	200483 - REC-Recreation Facilities	638,034	769,996	(131,962)	(35,000)	Reallocate portion of funds - project remains open	(35,000)			Revised budget \$734,996
	200484/201159 - REC-Aquatic Facilities	630,614	1,158,484	(527,870)	(179,450)	Reallocate portion of funds - project remains open		(179,450)	Arena Reserve Fund	Revised budget \$979,034
	200488 - REC-Portsmouth Olympic Harbour	597,700	870,908	(273,208)	(117,600)	Reallocate portion of funds - project remains open	(117,600)			Revised budget \$753,308
	200486 - REC-Market Square	226,703	226,703	-	37,120	Budget amendment	37,120			Revised budget \$263,823
	200487 - REC-Marina Facilities	593,861	1,039,148	(445,286)	268,000	Budget amendment		268,000	Marina Reserve Fund	Revised budget \$1,307,148
	201160 - REC-Arena Facilities	-	60,000	(60,000)	399,730	Budget amendment		399,730	Arena Reserve Fund	Revised budget \$459,730
Total					(266,496)		(318,743)	52,246		

Department	Project Number and Description	Actual Expenditures	Budget	Expenditure Variance	Amount to Finance (Amount Returned)	Project Status	Municipal Capital Reserve Fund	Other Funding	Funding Description	Comments
Summary										
Reserve & Reserve Funds:										
	Municipal Capital Reserve Fund						(318,743)			
	Library Steele Reserve Fund							(473)		
	Homelessness Reserve							(252,053)		
	Technology Reserve Fund							(62,079)		
	Arena Reserve Fund							202,817		
	Natural Parkland Reserve Fund							(12,521)		
	Entertainment Centre Reserve Fund							(179,667)		
	Marina Reserve Fund							268,000		
	Sub-Total						(318,743)	(35,976)		
	Grants and other contributions							91,000		
	Utilities Kingston cost recovery							(2,778)		
	Total						(318,743)	52,246		

Capital Works-In-Progress as of May 31, 2024

Project Number and Description	Actuals	Commitments	Budget	Variance	Comments
Agencies & Boards					
Library - Asset Management Envelopes					
100000/201243 - LIB-Branch Revitalization & Renewal (Shared)	245,763	-	475,000	229,237	
200526 - LIB-Branch Revitalization & Renewal (Un-Shared)	199,738	-	389,216	189,478	
200527 - LIB-Facility Repairs	760,758	48,652	1,046,319	236,909	
200529/201245 - LIB-Shared IT	358,969	-	551,000	192,031	
200531 - LIB-Unshared IS&T	39,207	-	207,000	167,793	
Total Library - Asset Management Envelopes	1,604,435	48,652	2,668,536	1,015,449	
Library - Projects					
200806 - LIB-KFPL Branch Donations	10,176	-	36,385	26,209	
Total Library - Projects	10,176	-	36,385	26,209	
Total Library	1,614,611	48,652	2,704,921	1,041,658	
Police - Asset Management Envelopes					
200533/201153 - POL-IT Projects	3,141,412	-	5,951,000	2,809,588	
200534/201154 - POL-Critical Incident Management Equipment	859,956	-	903,288	43,332	
200532/201152 - POL-Replacement Vehicles	2,963,250	-	4,042,500	1,079,250	
200535/201156 - POL-Building	338,256	-	500,000	161,744	
Total Police - Asset Management Envelopes	7,302,873	-	11,396,788	4,093,915	

Project Number and Description	Actuals	Commitments	Budget	Variance	Comments
Police - Projects					
200698 - POL-911 Upgrades	1,590,713	2,483	2,920,000	1,326,804	
201155 - POL-Protective Gear	34,627	-	200,000	165,373	
Total Police - Projects	1,625,340	2,483	3,120,000	1,492,177	
Total Police	8,928,213	2,483	14,516,788	5,586,092	
Kingston Access Services - Projects					
100089 - KAS-Facility Upgrades	10,537	-	32,000	21,463	
200972 - KAS-New Dispatch Software	-	-	121,000	121,000	
200820/201246 - KAS-Replacement of KAS Vehicles	729,973	-	1,849,032	1,119,059	
201003 - KAS-Computer Upgrade	-	-	15,000	15,000	
201247 - KAS-New KAS Vehicles	-	-	157,735	157,735	
201248 - KAS-Replacement of Server	-	-	24,000	24,000	
Total Kingston Access Services	740,510	-	2,198,767	1,458,257	
County of Frontenac - Projects					
201026 - COF-Ambulance	-	-	250,000	250,000	
201025 - COF-Ambulance Station	1,141,884	-	3,000,000	1,858,116	
Total County of Frontenac	1,141,884	-	3,250,000	2,108,116	
Total Agencies & Boards	12,425,219	51,135	22,670,476	10,194,123	

Project Number and Description	Actuals	Commitments	Budget	Variance	Comments
Infrastructure, Transportation & Emergency Services					
Transportation Services - Transportation & Transit - Asset Management Envelopes					
200449/200666 - TRP - City-wide Routes ATMP Infrastructure	3,270,168	156,638	5,195,102	1,768,296	
200451 - TRP-Active Transportation - Pathways & Trails	7,477	-	66,000	58,523	
200456/201219 - TRP-City Wide Intersection & Corridor Improvements	939,399	27,142	1,876,500	909,959	
200667 - TRP-Neighbourhood Routes ATMP Infrastructure	971,981	75,292	2,364,823	1,317,550	
200669/201216 - TRP-Intersections and Pedestrian Crossings	1,134,184	-	4,400,001	3,265,817	
200671/201218 - TRP-Traffic Management General	1,590,037	3,210	2,641,597	1,048,350	
200673 - TRP-Pathway and Trail Lighting	387,618	23,914	3,050,000	2,638,469	
Total Transportation Services - Transportation & Transit - Asset Management Envelopes	<u>8,300,864</u>	<u>286,196</u>	<u>19,594,023</u>	<u>11,006,963</u>	
Transportation Services - Projects					
100252 - TRP-Centennial Drive-2 Lane Road	5,300,588	604,685	8,113,052	2,207,779	
200668/201215 - TRP-Policies and Programs	257,989	12,078	862,150	592,084	
200670/201217 - TRP-Transportation Data Modelling and Studies	476,861	178,023	1,665,000	1,010,117	
200675/201221/201222 - TRP-KIN-02 - Enhanced Connections to Transit Stops (ICIP)	4,326,208	336,399	8,456,069	3,793,462	
200678 - TRP-KIN-04 - Enhanced Pedestrian & Cycling (ICIP)	4,007,836	3,732	13,081,463	9,069,895	
200810 - TRP-ROW-Downtown Patio Program and Design	191,253	1,047	250,000	57,700	
200987 - TRP-School Safety Zones	70,514	-	400,000	329,486	
201028 - TRP-Gardiners Centennial MTO Intersection	4,081	151,473	18,905,000	18,749,446	

Project Number and Description	Actuals	Commitments	Budget	Variance	Comments
201031/201032 - TRP-KIN-12 - Portsmouth Ave to Union St (ICIP)	-	-	1,991,458	1,991,458	
201220 - TRP-Neighbourhood Speed Limits	-	-	200,000	200,000	
201283/201284 - TRP-KIN-08 - Transity Priority (ICIP)	170,140	-	4,184,899	4,014,759	
201285/201286 - TRP-KIN-03 - King St W @ Portmsouth (ICIP)	-	-	4,497,607	4,497,607	
Total Transportation Services - Projects	<u>14,805,470</u>	<u>1,287,436</u>	<u>62,606,699</u>	<u>46,513,792</u>	
Transit - Asset Management Envelopes					
200447 - TRN-Buildings-Transit	175,777	-	500,001	324,223	
200448/201182 - TRN-Equipment	212,885	-	1,658,498	1,445,613	
200643/200934 - TRN-Bus Stops/Shelters	909,969	2,620,520	4,693,026	1,162,537	
201180 - TRN-Bus Stops/Shelters/Passenger Stations	-	-	462,000	462,000	
Total Transit - Asset Management Envelopes	<u>1,298,631</u>	<u>2,620,520</u>	<u>7,313,525</u>	<u>3,394,374</u>	
Transit - Projects					
200641 - TRN-Buildings-Bus Electrification Study	149,923	-	250,000	100,077	
200933 - TRN- Equipment-Farebox	1,414,405	21,911	1,500,000	63,684	
201179 - TRN-Technology Equipment and Communications	-	-	80,000	80,000	
201181 - TRN-Five Year Transit Plan & Organizational Review	-	-	95,000	95,000	
Total Transit - Projects	<u>1,564,328</u>	<u>21,911</u>	<u>1,925,000</u>	<u>338,761</u>	
Total Transportation & Transit Services	<u>25,969,294</u>	<u>4,216,063</u>	<u>91,439,247</u>	<u>61,253,889</u>	

Project Number and Description	Actuals	Commitments	Budget	Variance	Comments
Public Works - Asset Management Envelopes					
200425/201166 - PBW-Right-of-way Inspections/Repairs	1,050,839	6,139	2,990,000	1,933,022	
200426/201168 - PBW-Forestry	3,779,224	595,804	4,845,000	469,973	
200427/201169 - PBW-Low Volume Roads	1,606,100	189,977	2,200,000	403,923	
200429 - PBW-Technology-Research & Implementation	329,382	15,155	410,000	65,463	
200430/201171 - PBW-Parks & Sportsfields Repairs	415,696	31,733	680,000	232,571	
200646/201167 - PBW-Pavement Marking	1,399,362	912,438	2,704,000	392,200	
201004 - PBW-Winter De-icing Pilot	-	-	100,000	100,000	ECD Q3 2024
201170 - PBW- PW Building Capital	-	-	45,000	45,000	
Total Public Works - Asset Management Envelopes	8,580,602	1,751,247	13,974,000	3,642,151	
Total Public Works	8,580,602	1,751,247	13,974,000	3,642,151	
Solid Waste - Projects					
100267 - SLW-Radio Equipment	86,870	-	132,104	45,234	
100276 - SLW-Integrated Waste Management Study	136,990	-	200,000	63,010	
200638 - SLW-Drop-off Recycling Depot at KARC	39,326	-	60,000	20,675	
200807 - SLW-Groundwork Repair at Yard Waste Depot at KARC	-	-	100,000	100,000	ECD Q4 2024
201172 - SLW-2 Recycling Depots for Public Areas	-	-	30,000	30,000	
Total Solid Waste	263,185	-	522,104	258,918	

Project Number and Description	Actuals	Commitments	Budget	Variance	Comments
Engineering - Asset Management Envelopes					
200477/201211 - ENG-Existing Parks & Shoreline	6,771,565	1,018,541	15,844,327	8,054,221	
200683/201206 - ENG-Road Reconstruction & Rehabilitation	22,308,751	1,457,042	35,376,839	11,611,046	
200686/201207 - ENG-Bridges, Culverts & Retaining Walls	3,901,236	870,728	8,829,481	4,057,518	
200687 - ENG-Storm System Improvements	2,464,263	699,428	4,454,508	1,290,817	
200688/201257 - ENG-Stormwater & Combined Sewer Separation Projects	763,555	4,421,697	20,707,679	15,522,428	
200691/201209 - ENG-Asset Management & Studies	2,210,088	604,353	4,071,842	1,257,401	
200692/201210 - ENG-Engineering Capital Program - unallocated	2,554,808	8,270	3,100,825	537,747	
200705/201258 - ENG-DMAF Shoreline Projects	4,337,571	3,264,403	9,080,052	1,478,078	
200809 - ENG-Turtle Fence	866,585	778,944	1,655,000	9,471	
201022/201213 - ENG-Parks Capital Program - unallocated	22,534	109,988	612,275	479,753	
Total Engineering - Asset Management Envelopes	<u>46,200,956</u>	<u>13,233,393</u>	<u>103,732,828</u>	<u>44,298,479</u>	
Engineering - Projects					
100229 - ENG-Cataraqui Woods Extension - Sydenham	4,930,139	1,182,474	9,239,186	3,126,573	
200658 - ENG-New Parks	2,831,046	836,621	8,599,025	4,931,358	
201208 - ENG-Storm Water	218,834	-	2,904,981	2,686,147	
201212 - ENG-Confederation Basin Promenade	-	-	9,500,000	9,500,000	
201214 - ENG-Development Charges Funded Parks	169,410	-	1,229,585	1,060,175	
Total Engineering - Projects	<u>9,953,854</u>	<u>2,022,148</u>	<u>33,292,777</u>	<u>21,304,253</u>	

Project Number and Description	Actuals	Commitments	Budget	Variance	Comments
Major Projects Office - Engineering - Projects					
100245 - MPO-Highway 15 Gore Road Intersection to Lasalle School	5,257,867	4,506	7,647,761	2,385,388	
200100 - MPO-Third Crossing of the Cataraqui River	179,975,587	20,055	180,000,000	4,358	
200978 - MPO-Village Apartments Pathway Improvements	-	-	265,302	265,302	
201029/201030 - MPO-KIN-02 - K&P Trail (ICIP)	-	-	1,500,000	1,500,000	
201281/201282 - MPO-KIN-07 - JCB @ Montreal (ICIP)	386,569	-	9,990,000	9,603,431	
Total Major Projects Office - Engineering	185,620,023	24,561	199,403,064	13,758,480	
Total Engineering	241,752,300	15,170,114	336,428,670	79,361,212	
Fire & Rescue - Asset Management Envelopes					
100098 - FRE-911 Telephone Service	949,987	41,697	1,808,825	817,141	
100100/201145 - FRE-Communications Centre	104,288	124,900	517,300	288,112	
100102 - FRE-Headquarters & Stations Capital	1,376,179	-	1,404,000	27,821	
100104/201148 - FRE-Response Vehicles - Replace/Refurbish	7,062,515	2,798,400	14,854,960	4,994,045	
100111 - FRE-Planning/Studies	207,423	-	220,000	12,577	
200505 - FRE-Mobile Radio & Communications	797,341	-	1,053,500	256,159	
200507/201147 - FRE-Fire Technology Communications	36,234	-	436,000	399,766	
200509/201150 - FRE-Other Equipment	1,633,512	58,258	2,100,000	408,230	
200902/201146 - FRE-Corporate Radio System	1,330,595	-	2,304,029	973,434	
201016/201151 - FRE-Emergency Preparedness	-	34,497	175,000	140,503	
201015/201149 - FRE-Training Centre Facilities and Props	86,815	-	200,000	113,185	

Project Number and Description	Actuals	Commitments	Budget	Variance	Comments
201074 - FRE-Aerial Fire Truck	-	2,000,000	2,000,000	0	
201144 - FRE-Records Management System	-	-	25,000	25,000	
Total Fire & Rescue - Asset Management Envelopes	13,584,890	5,057,751	27,098,614	8,455,972	
Total Fire & Rescue	13,584,890	5,057,751	27,098,614	8,455,972	

Growth & Development Services

Planning Services - Projects

100037 - PLD-North King's Town Secondary Plan	914,882	65,975	981,000	143	ECD Q4 2024
100109 - PLD-Clogg's Road/Creekford Secondary	218,099	6,028	250,000	25,873	ECD Q4 2024
100110/200936 - PLD-Urban Growth Strategy Update	326,498	-	450,000	123,502	
200467/201140 - PLD-Development Review/Land Management	55,600	-	182,171	126,571	
200468/201141 - PLD-Project Costs/Long Term Plan	736,126	40,788	1,040,364	263,450	
200831 - PLD-Policy Planning Studies	229,313	108,811	650,000	311,876	
200937 - PLD-Commercial Land Use Inventory	40,586	48,745	100,000	10,669	
200938 - PLD-Employment/Industrial Land Strategy	29,930	45,070	75,000	-	
200939 - PLD-Population Model Update	289,640	29,110	340,000	21,251	
200940/201138 - PLD-Density by Design	17,711	-	300,000	282,289	
200941 - PLD-GIS Vendor Support	6,228	6,228	30,000	17,544	
200942/201142 - PLD-3D GIS Development Strategy	843	-	85,000	84,157	
200943 - PLD-Site Plan By-Law Update	17,844	-	75,000	57,156	
200944 - PLD-Community Benefits Charges Strategy	124,013	3,374	150,000	22,613	
201012/201136 - PLD-Official Plan Consolidation/ 5 Year Reviews	46,616	-	675,000	628,384	

Project Number and Description	Actuals	Commitments	Budget	Variance	Comments
201013 - PLD-Plan Review Monitors	1,282	-	15,000	13,718	
201075 - PLD-2024 DC Background Study & By-Law Development	46,192	-	150,000	103,808	
201137 - PLD-Affordable Housing Assessment Report	17,966	-	100,000	82,034	
201139 - PLD-North King's Town	29,830	15,331	150,000	104,839	
201143 - PLD-Natural Heritage Study	24,582	-	315,000	290,418	
Total Planning Services	3,173,780	369,461	6,113,536	2,570,294	
Building Services - Asset Management Envelopes					
100133 - BEN-Building Hardware	2,009	-	80,000	77,991	
200835 - BEN-Furnishings	-	-	10,000	10,000	
201188 - BLD-Building Hardware	-	-	43,000	43,000	
Total Building Services	2,009	-	133,000	130,991	
Licensing & Enforcement Services - Projects					
200834 - BEN-Accela Licensing and Code Enforcement	-	-	300,000	300,000	
200899 - BEN-Enforcement Field Hardware	83,036	9,234	100,000	7,730	
201189 - LES-Accela Licensing and Code Enforcement	-	-	50,000	50,000	
201190 - LES-Online Payment - Cityview	-	-	50,000	50,000	On hold
201191 - LES-PS Field Hardware	-	-	20,000	20,000	
Total Licensing & Enforcement Services	83,036	9,234	520,000	427,730	

Project Number and Description	Actuals	Commitments	Budget	Variance	Comments
Parking - Asset Management Envelopes					
100180 - PRK-Planning/Studies	92,234	87,235	195,000	15,531	
100181/201183 - PRK-Chown	4,363,017	50,336	4,755,146	341,793	
100182 - PRK-Bicycle Parking	44,786	-	160,000	115,214	
100183/200457 - PRK-Technology/Communications-Parking	280,123	-	660,000	379,877	
100184 - PRK-Hanson	2,170,801	32,449	2,480,000	276,751	
100186/201185 - PRK-Surface Lots	356,408	-	2,264,558	1,908,150	
100187/201187 - PRK-Pay & Display-Meters	2,061,066	-	2,989,413	928,347	
100190 - PRK-Robert Bruce	905,865	-	1,125,000	219,135	
100310 - PRK-Parking Other Equipment	78,513	-	115,000	36,487	
200460 - PRK-Parking Enforcement	70,639	-	141,948	71,310	
201002/201184 - PRK-Sheraton	-	-	476,000	476,000	
201081 - PRK-Hanson Memorial Parking Garage	300,550	2,349,730	3,700,000	1,049,720	
201186 - PRK-Internal Project Management	56,754	-	136,209	79,455	
Total Parking	10,780,756	2,519,750	19,198,275	5,897,769	
Real Estate & Environmental Initiatives - Asset Management Envelopes					
200496/201176 - REE-Employment Land Acquisition	825,970	-	11,200,000	10,374,030	
Total Real Estate & Environmental Initiatives - Asset Management Envelopes	825,970	-	11,200,000	10,374,030	

Project Number and Description	Actuals	Commitments	Budget	Variance	Comments
Real Estate & Environmental Initiatives - Projects					
100138 - REE-9 North Street (Old Imperial Oil Building)	45,487	-	100,001	54,514	
100142 - REE-Federal Divestitures	122,709	45,392	250,000	81,899	
100266 - REE-Brownfield Remediation Project	447,814	7,571	455,400	15	ECD Q4 2024
100281 - REE-Kingston East Landfill Closure	303,789	26,814	401,800	71,197	
100314 - REE-Belle Island Stabilization	5,815	-	50,000	44,185	
200870/201177 - REE-Employment Land Servicing	3,444,922	410,542	8,300,223	4,444,759	
200170 - REE-Municipal Property Environmental Remediation	129,112	3,978	230,000	96,910	
200322 - REE-Employment Land Agreement	112,972	182,516	300,000	4,512	
200337 - REE-Dredging Waterlot-1 Queen Street	73,358	-	133,358	60,000	
200493/201175 - REE-Strategic Property Land Development	714,906	250,868	1,136,165	170,391	
200497 - REE-DT Coal Tar Groundwater Monitoring	70,722	-	95,000	24,278	
200498 - REE-Belle Park Landfill	218,295	4,941	251,863	28,627	
200499/201178 - REE-EMP Remediation and Monitoring	19,270	-	360,000	340,730	
200974 - REE-Managed Forest Projects	43,078	5,877	66,400	17,445	
201005 - REE-McAdoos Landfill Cap Repairs	83,671	-	120,000	36,329	
201006 - REE-Orchard Marsh Sediment Control	-	-	250,000	250,000	
201050 - REE-Land Acquisition-Fire Station #11	3,857,996	-	4,300,000	442,004	
201069 - REE-Belle Park Emergency Repairs	1,216,264	4,600	1,500,000	279,136	

Project Number and Description	Actuals	Commitments	Budget	Variance	Comments
201079 - REE-2685 Creekford Road	1,451,910	-	1,480,000	28,090	
201263 - REE-83 Railway Street	3,694,051	-	3,700,000	5,949	
201268 - REE-Proponent Honourarium	-	-	150,000	150,000	
Total Real Estate & Environmental Initiatives - Projects	16,056,144	943,097	23,630,210	6,630,969	
Total Real Estate & Environmental Initiatives	16,882,114	943,097	34,830,210	17,004,999	
Climate Leadership Division - Projects					
200811/201173 - CLD-Climate Leadership Priorities Implementation	413,253	23,117	703,000	266,631	
200812 - CLD-Kingston Home Energy Retrofit Program	6,165,785	227,671	18,475,000	12,081,544	
200900 - CLD-Sustainable Kingston Plan Update	-	-	125,000	125,000	
200925 - CLD-GHG Inventory and Initiative Development	28,783	5,426	45,000	10,791	
Total Climate Leadership Division	6,607,821	256,214	19,348,000	12,483,965	
Community Services					
Rideaucrest - Asset Management Envelopes					
100080 - LTC-Donations, Capital Expenditures	103,694	-	222,000	118,306	
100209 - LTC-Rideaucrest Home-Facility	3,211,123	105,874	3,663,843	346,846	
201174 - LTC-Equipment and Furnishings	-	-	100,000	100,000	
Total Rideaucrest	3,314,817	105,874	3,985,843	565,152	
Heritage Services - Asset Management Envelopes					
200490 - HER-Cultural Heritage	557,815	15,361	1,667,661	1,094,485	
201130 - HER-Heritage Planning	38,449	-	213,673	175,224	
Total Heritage Services - Asset Management Envelopes	596,264	15,361	1,881,334	1,269,710	

Project Number and Description	Actuals	Commitments	Budget	Variance	Comments
Heritage Services - Projects					
200292 - HER-Engage for Change	281,046	7,846	450,000	161,108	
Total Heritage Services - Projects	281,046	7,846	450,000	161,108	
Total Heritage Services	877,310	23,206	2,331,334	1,430,818	
Housing & Social Services - Projects					
100088 - HSG-1316 & 1318 Princess Street	13,507,009	-	15,720,925	2,213,916	
100092/200472 - HSG-Affordable Housing Capital Subsidy	411,862	12,505	485,626	61,259	
200087 - HSG-Social Housing Seed Funding	150,969	-	250,000	99,031	
200199 - HSG-Rideau Heights Regeneration Phase 2	370,248	26,451	400,000	3,301	ECD Q3 2024
200343 - HSG-IAH-1 Curtis Crescent	1,496,221	14,313	1,550,000	39,466	ECD Q3 2024
200561 - HSG-27 Wright Cres Redevelopment	2,647,143	-	2,656,820	9,677	ECD Q3 2024
200639/201163 - HSG-Canada-Ontario Community Housing Initiative	3,238,517	378,834	5,476,405	1,859,054	
200640 - SOC-MFAP Modernization & Sustainment	33,178	-	100,000	66,822	
200717 - HSG-1752 Bath Road	-	-	1,400,000	1,400,000	
200727 - HSG-484-Albert Street (Home for Good Program)	2,912,100	-	23,187,818	20,275,718	
200763 - HSG-805 Ridley	2,752,016	42,385	5,733,275	2,938,875	
200817 - SOC-Furnishings - 362 Montreal Street	3,965	-	10,000	6,035	
200874 - HSG-Tiny Homes/Micro Living Spaces	28,882	-	661,000	632,118	
200894 - HSG-Rapid Housing Initiative	7,425,674	183	7,668,328	242,471	
200981 - HSG-Providence Manor	20,000	-	50,000	30,000	
201007 - HSG-Housing & Homeless System Consulting	48,285	-	100,000	51,715	
201009 - HSG-Affordable Units	1,855,219	89,177	9,622,982	7,678,586	

Project Number and Description	Actuals	Commitments	Budget	Variance	Comments
201011 - SOC-Child Care Plan	-	-	50,000	50,000	
201038 - HSG-Ryandale Transitional Housing	622,800	-	900,000	277,200	
201040 - HSG-Rapid Housing Initiative (Round Three)	2,546,002	2,643,084	6,669,918	1,480,832	
201089 - HSG-365 Nelson Street-Youth Shelter	141,425	-	141,425	-	
201161 - HSG-Affordable Housing Viability	62,074	-	148,977	86,903	
201162 - HSG-Housing & Homelessness Plan	-	-	280,000	280,000	
201164 - HSG-Ontario Priorities Housing Initiative (OHPI)	-	-	672,670	672,670	
201280 - HSG-38 Cowdy Street	-	-	500,000	500,000	
201288 - HSG-St Vincent de Paul Community Centre	-	-	2,220,000	2,220,000	
201291 - HSG-186 Hillendale Ave	-	-	445,000	445,000	
201292 - HSG-120 Compton Street	-	-	400,000	400,000	
201293 - HSG-541 Division Street	-	-	980,000	980,000	
201294 - HSG-KFHC Affordable Housing	-	-	870,000	870,000	
Total Housing & Social Services	40,273,589	3,206,931	89,351,170	45,870,649	
Arts & Culture Services - Asset Management Envelopes					
100297 - CUL-JK Tett Centre Envelope	54,655	-	132,200	77,545	
200491/201157 - CUL-Cultural Arts Programs	778,986	59,747	1,139,263	300,529	
200492 - CUL-Grand Theatre Functional Capital	598,252	48,099	682,205	35,854	
Total Arts & Culture Services - Asset Management Envelopes	1,431,893	107,846	1,953,667	413,928	

Project Number and Description	Actuals	Commitments	Budget	Variance	Comments
Arts & Culture Services - Projects					
100311 - CUL-Public Art Program (KCP)	574,716	-	978,943	404,227	
Total Arts & Culture Services - Projects	574,716	-	978,943	404,227	
Total Arts & Culture Services	2,006,609	107,846	2,932,610	818,156	
Recreation & Leisure Services - Asset Management Envelopes					
200481/201158 - REC-Community Facilities	400,119	11,290	884,159	472,750	
200483 - REC-Recreation Facilities	615,554	-	734,997	119,442	
200484/201159 - REC-Aquatic Facilities	630,614	-	979,004	348,389	
201160 - REC-Arena Facilities	-	2,652	969,730	967,078	
200486 - REC-Market Square	159,004	67,699	263,823	37,120	
200487 - REC-Marina Facilities	518,747	46,426	1,307,148	741,975	
200488 - REC-Portsmouth Olympic Harbour	569,614	7,864	753,308	175,830	
200653 - REC-Crawford Wharf	4,643	-	50,000	45,357	
Total Recreation & Leisure Services - Asset Management Envelopes	7,456,054	440,243	10,314,461	2,907,942	
Recreation & Leisure Services - Projects					
200930 - REC-Cricket Field Refurbishment	750,000	-	750,000	-	
201071 - REC-Loyalist Township Aquatics Centre Partnership	-	-	6,550,000	6,550,000	
Total Recreation & Leisure Services - Projects	750,000	-	7,300,000	6,550,000	
Total Recreation & Leisure Services	8,206,054	440,243	17,614,461	9,457,942	

Project Number and Description	Actuals	Commitments	Budget	Variance	Comments
Corporate Services					
Facilities Management & Construction Services -Asset Management Envelopes					
200574 - FAC-Building Energy Retrofit	3,337,976	493,020	3,925,001	94,006	
200650/200909 - FAC-Rideaucrest Home	4,362,350	701,671	5,408,540	344,519	
200903/201242 - FAC-Designated Substance Management	100,421	6,406	281,970	175,144	
200906/201241 - FAC-Realty Asset Management	1,111,296	801,123	6,512,574	4,600,154	
200907 - FAC-Grand Theatre Envelope	45,779	-	540,599	494,821	
200910 - FAC-Kingston Fire & Rescue	630,975	87,518	778,963	60,471	
200911 - FAC-Recreation & Leisures Services	2,080,837	7,401	2,388,506	300,268	
200912 - FAC-Slush Puppie Place	448,524	7,921	471,718	15,273	
200914 - FAC-Kingston Frontenac Public Library	640,217	239,237	995,000	115,546	
201023/201238 - FAC-Heritage Capital Envelope	4,830,792	2,286,011	11,838,076	4,721,273	
201024/201239 - FAC-Non-Heritage Capital Envelope	6,535,119	3,868,065	20,358,220	9,955,036	
Total Facilities Management & Construction Services - Asset Management Envelopes	<u>24,124,284</u>	<u>8,498,374</u>	<u>53,499,169</u>	<u>20,876,511</u>	
Facilities Management & Construction Services - Projects					
100127 - FAC-701 Division Street, Public Works/Fleet Building	4,279,461	45,066	4,427,084	102,557	
200575 - FAC-Fire Fleet Maintenance Facility-Design	4,320,943	-	4,350,001	29,058	ECD Q3 2024
200802 - FAC-Public Works Vehicle Storage Facility	8,344	-	190,000	181,656	
200803 - FAC-New Creekford Road Building	78,289	-	1,020,881	942,593	
200908 - FAC-Energy Retrofit/Efficiency Enhancements/EV	37,538	100,461	250,000	112,001	

Project Number and Description	Actuals	Commitments	Budget	Variance	Comments
200913 - FAC-610 Montreal Envelope	294,793	130,813	2,944,269	2,518,663	
200979 - FAC-Kingston Fire & Rescue, New Fire Stations	165,013	540,077	1,000,000	294,910	
201240 - FAC-Fire Facilities	-	-	650,000	650,000	
201266 - FAC-Planning/Design Aquatic Heath Centre	-	-	3,000,000	3,000,000	
201267 - FAC-Culligan Water Park enclosure	-	-	25,100,000	25,100,000	
Total Facilities Management & Construction Services - Projects	9,184,381	816,417	42,932,235	32,931,437	
Total Facilities Management & Construction Services	33,308,664	9,314,791	96,431,403	53,807,948	
Asset Management & Fleet Services - Asset Management Envelopes					
100151/201228 - FLT-Replacements-Underground	1,125,197	-	1,792,418	667,221	
100156/200439 - FLT-Replacements-City Other	3,172,395	-	3,203,886	31,492	ECD Q4 2024
100159/201227 - FLT-Replacements-Treatment	552,033	-	754,238	202,206	
200041 - FLT-Replacements-UK Other	561,821	-	678,282	116,461	
200442 - FLT-Replacements-Other	124,461	-	192,368	67,907	
200461 - FLT-Vehicle	9,362	-	80,000	70,638	
200607/201237 - FLT-Corporate Asset Management	452,763	86,315	740,000	200,922	
200695/201232 - FLT-Bus Refurbishments	1,003,538	-	1,910,675	907,137	
200821 - FLT-Replacements-Underground/Treatment	921,208	-	1,853,676	932,468	
200822/201225 - FLT-Replacements-City Other	1,384,610	5,874	1,571,531	181,047	
200823/201223 - FLT-Replacements-Public Works	5,919,661	1,411,695	10,290,319	2,958,963	
200824/201224 - FLT-Replacements-Solid Waste	38,726	1,516,958	1,712,186	156,502	
200825/201229 - FLT-Replacements - Gas	116,673	-	475,602	358,929	
200826/201235 - FLT-Additions - Public Works (Roads/Sidewalks)	689,509	69,439	2,055,000	1,296,052	

Project Number and Description	Actuals	Commitments	Budget	Variance	Comments
200828/201233 - FLT-Technology/Communications/Tooling	494,944	12,528	515,750	8,278	ECD Q4 2024
200829/201234 - FLT-Buildings/Grounds/Infrastructure	261,714	-	871,100	609,386	
200926 - FLT-Replacements - Full Size Buses (including Electrical)	2,133	6,352,004	6,390,521	36,384	ECD Q4 2025
200927/201236 - FLT-Additions - Facilities Maintenance	88,853	-	356,756	267,903	
200928 - FLT-Replacements-City Other-Airport	276,158	-	474,932	198,774	
201021 - FLT-Municipal-Additions	150,983	61,594	681,652	469,075	
201019 - FLT-Municipal-Replacements	1,148,227	3,405,470	5,790,841	1,237,144	
201020 - FLT-Utilities-Replacements	156,785	527,818	1,429,594	744,991	
201226 - FLT-Replacements - Capital Leases	62,647	68,231	1,332,242	1,201,365	
201230 - FLT-Replacements - Other	-	-	355,823	355,823	
201231 - FLT-Electric-Zero Emission Bus Replacement Cost	-	1,569,038	9,689,760	8,120,722	
Total Asset Management & Fleet Services	18,714,399	15,086,963	55,199,152	21,397,790	
Information Systems & Technology - Asset Management Envelopes					
200515/201203 - IST-Information Management	1,360,628	1,018	1,775,651	414,005	
200840/200510/201195 - IST-ICT Infrastructure	3,828,742	622,633	5,401,282	949,907	
200841/201197 - IST-Core Capability Sustainment	342,215	-	690,963	348,748	
200842/201198 - IST-Digital Workspace	1,469,964	75,106	2,618,115	1,073,045	
200843 - IST-Business Applications	2,656,902	55,968	2,841,767	128,897	
200844/200174/200512/201200 - IST-Cyber Security	1,208,581	2,418	2,043,564	832,566	
200845/201201 - IST-Digital Service Delivery	2,964,314	-	5,063,873	2,099,559	
200847/201204 - IST-Continuous Improvement & Innovation	1,452,388	3,777	1,789,279	333,114	
200929/201202 - IST-Geospatial Information Management	1,811,761	-	3,038,469	1,226,708	

Project Number and Description	Actuals	Commitments	Budget	Variance	Comments
201196 - IST-Software Subscriptions and Maintenance	6,762	274,928	2,573,000	2,291,310	
201199 - IST-Business Applications Sustainment	-	-	74,150	74,150	
201205 - IST-Core System Improvement	60,356	-	294,606	234,250	
Total Information Systems & Technology - Asset Management Envelopes	17,162,613	1,035,847	28,204,719	10,006,260	
Information Systems & Technology - Projects					
100215 - IST-Data Centre Upgrades	275,690	-	333,104	57,414	
200522/201194 - IST-DASH Improvements (minor\discretionary)	124,488	9,604	514,897	380,806	
200660/201192 - IST-Financial Management System	3,892,551	207,019	4,968,772	869,202	
201131 - IST-Payment Strategy Planning	-	-	100,000	100,000	
Total Information Systems & Technology - Projects	4,292,729	216,622	5,916,773	1,407,422	
Total Information Systems & Technology	21,455,342	1,252,469	34,121,493	11,413,681	
Chief Administrative Officer					
Chief Administrative Officer					
201265 - CAO-Large project management and support	-	-	350,000	350,000	
Total Chief Administrative Officer	-	-	350,000	350,000	
Airport - Asset Management Envelopes					
200167 - AIR-Planning/Studies	79,888	21,991	285,000	183,121	
200171 - AIR-Grounds/Underground/Fencing	364,664	30,430	896,100	501,006	
200656 - AIR-Runway Rehabilitation	-	-	250,000	250,000	
Total Airport - Asset Management Envelopes	444,551	52,421	1,431,100	934,128	

Project Number and Description	Actuals	Commitments	Budget	Variance	Comments
Airport - Projects					
100171 - AIR-Passenger Terminal Building	230,551	-	242,001	11,450	
200296 - AIR-Airport Building and Runway	42,791	-	135,000	92,209	
Total Airport - Projects	273,342	-	377,001	103,659	
Total Airport	717,893	52,421	1,808,101	1,037,787	
Strategy Innovation & Partnerships - Projects					
201135 - SIP-Physician Recruitment	-	-	1,000,000	1,000,000	
Total Strategy Innovation & Partnerships	-	-	1,000,000	1,000,000	
Total Capital Projects	468,979,684	59,934,810	877,401,700	348,831,938	



**City of Kingston
Report to Council
Report Number 24-208**

To: Mayor and Members of Council
From: Desirée Kennedy, Chief Financial Officer & City Treasurer
Resource Staff: Lana Foulds, Director, Financial Services
Date of Meeting: August 13, 2024
Subject: Audited Financial Statements and Other Financial Information
of the City of Kingston, Year Ended December 31, 2023 –
Supplemental Report

Council Strategic Plan Alignment:

Theme: Regulatory & compliance

Goal: See above

Executive Summary:

The Audited Financial Statements and Other Financial Information of the City of Kingston for the year ended December 31, 2023 were presented to the Administrative Policies Committee on July 11, 2024 as [Report Number AP-24-017](#). Subsequent to the Committee's recommendation to Council to approve these financial statements, a number of formatting and housekeeping changes were recommended by the City's external auditor, KPMG Chartered Accountants. Exhibit A to Report Number 24-208 identifies these changes in bold font.

Recommendation:

That Council approve the Audited Financial Statements and Other Financial Information of The Corporation of the City of Kingston, Year Ended December 31, 2023, attached as Exhibit A to Report Number 24-208.

August 13, 2024

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Authorizing Signatures:

ORIGINAL SIGNED BY CHIEF

FINANCIAL OFFICER & CITY TREASURER

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

ORIGINAL SIGNED BY CHIEF

p.p. 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

August 13, 2024

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Options/Discussion:

On July 11, 2024, the Administrative Policies Committee (APC) received Report Number AP-24-017 and recommended the 2023 Audited Financial Statements and Other Financial Information for The Corporation of the City of Kingston to Council for approval. The recommendation of the APC will appear on the August 13, 2024 Council Agenda for consideration. Report Number 24-208 outlines supplemental changes made to the financial statements that were attached as Exhibit A to Report Number AP-24-017. Staff are recommending that Council approve the updated financial statements attached as Exhibit A to Report Number 24-208.

Subsequent to the review of the 2023 Audited Financial Statements and Other Financial Information for the City of Kingston 2023 by APC, formatting and other housekeeping changes for improved financial statement presentation were recommended by the City's external auditors, KPMG Chartered Accountants. The information below outlines the changes made. Exhibit A to this report provides a copy of the revised financial statements with all subsequent changes noted in bold font. None of the changes impact the financial information or overall content of the document.

A few formatting modifications, such as adding note references and rounding errors, have been made to improve the overall presentation of the financial statements. Other changes are further detailed below.

- Page 15 – Note 1(j) - Asset Retirement Obligations – removal of an incorrect sentence: “The landfill ARO liability is amortized using the units of production method.”
- Page 28 – Note 13 - corrected the approved operating budget revenue and operating budget expense amounts. This resulted in offsetting changes to the sub-totals but did not change the balance reported for total net revenues before capital investment of (\$3,531).
- Page 39 – Note 19(b) - changed the title of the table to reflect “As at December 31, 2022”.
- Page 41 – Note 20 - removed the redundant sub-title “Financial risk management”.
- Page 44 – Note 21 - moved the Landfill adjustment of \$5,052,000 down one line.
- Page 44 – Note 21 - moved the accretion expenses under the Landfill column, which resulted in changes to the sub-totals in both the Landfill and Asbestos and Other Removal columns.
- Page 46 – Consolidated Schedule of Tangible Capital Assets - corrected a typo to the amount of \$11,440 for the Land category beginning cost balance.
- Page 48 – Consolidated Schedule of Segmented Information - added back amounts to the Other Revenue line, that were erroneously omitted, for Waste Water and Water of \$9,450 and \$1,655, respectively. This did not change the column totals which were correctly reported.

August 13, 2024

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Existing Policy/By-Law:

None

Notice Provisions:

Subsequent to Council approval, and in accordance with the [Municipal Act, 2001](#), sub-section 295 (1), notice will be provided to the public that the Audited Financial Statements and Other Financial Information of The Corporation of the City of Kingston, Year Ended December 31, 2023 – Supplemental Report, will be available on the City’s website.

Financial Considerations:

None

Contacts:

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

Other City of Kingston Staff Consulted:

Christa Walsh, Manager, Financial Planning, Financial Services

Exhibits Attached:

Exhibit A - Audited Financial Statements and Other Financial Information of The Corporation of the City of Kingston, Year Ended December 31, 2023

Audited Financial Statements
and Other Financial Information of

The Corporation of
the City of Kingston

Year Ended December 31, 2023

DRAFT

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Draft for discussion purposes

Management's Responsibility for the Consolidated Financial Statements

The accompanying consolidated financial statements of The Corporation of the City of Kingston (the "City") are the responsibility of the City's management and have been prepared in compliance with legislation, and in accordance with Canadian public sector accounting standards. A summary of the significant accounting policies is described in Note 1 to the consolidated financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The City's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by management.

The Administrative Policies Committee meets with management and the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to council approval of the consolidated financial statements.

The consolidated financial statements have been audited by KPMG LLP, independent external auditors appointed by the City. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the City's consolidated financial statements.

Lanie Hurdle
Chief Administrative Officer

Desirée Kennedy
Chief Financial Officer and
City Treasurer

Independent Auditors' Report

To the Members of Council, Inhabitants and Ratepayers of The Corporation of the City of Kingston

Opinion

We have audited the consolidated financial statements of The Corporation of the City of Kingston (“the Entity”), which comprise:

- * the consolidated statement of financial position as at December 31, 2023;
- * the consolidated statement of operations for the year then ended;
- * the consolidated statement of changes in net debt for the year then ended;
- * the consolidated schedule of municipal equity for the year then ended;
- * the consolidated statement of cash flows for the year then ended; and
- * notes to the consolidated financial statements, including a summary of significant accounting policies (Hereinafter referred to as the “financial statements”).

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2023, and its results of operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the “*Auditor’s Responsibilities for the Audit of the Financial Statements*” section of our auditor’s report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter – Comparative Information

We draw attention to Note 19 to the financial statements (“Note 19”) which explains that certain comparative information presented for the year ended December 31, 2022 has been restated.

Note 19 explains the reasons for the restatement and also explains the adjustments that were applied to restate comparative information.

Our opinion is not modified in respect of this matter.

Draft for discussion purposes*Other Matter – Comparative Information*

As part of our audit of the financial statements for the year ended December 31, 2023, we also audited the adjustments that were applied to restate certain comparative information presented for the year ended December 31, 2022. In our opinion, such adjustments are appropriate and have been properly applied.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- * Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Draft for discussion purposes

- * Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- * Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- * Conclude on the appropriateness of management's use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- * Evaluate the overall presentation, structure, and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- * Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.
- * Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the group of the Entity to express an opinion on the financial statements. We are responsible for the direction, supervision, and performance of the group audit. We remain solely responsible for our audit opinion.

Chartered Professional Accountants, Licensed Public Accountants

Kingston, Canada

August 13, 2024

The Corporation of the City of Kingston
Consolidated Statement of Financial Position
December 31, 2023, with Comparative Figures for 2022

In Thousands of Dollars	2023	2022 (Restated)*
Financial Assets:		
Cash and short-term investments	\$ 286,475	\$ 254,786
Taxes receivable	9,195	6,985
Accounts receivable	76,611	85,864
Inventories for resale	17,744	18,534
Notes receivable from government business enterprises (note 14(c))	18,311	18,311
Long-term investments (note 4)	174,090	172,525
Investment in government business enterprises (note 14(a))	41,466	39,917
Total Financial Assets	623,892	596,922
Liabilities:		
Accounts payable and accrued liabilities	(97,473)	(97,475)
Due to government business enterprises:		
Utilities Kingston (note 14(b))	(7,982)	(9,920)
Kingston Hydro Corporation (note 14(b))	(6,289)	(7,586)
Employee future benefit obligations (note 8(d))	(4,134)	(4,086)
Deferred revenue - obligatory reserve funds (note 10)	(81,465)	(78,237)
Deferred revenues	(29,612)	(18,981)
Accrued interest on long-term debt	(5,418)	(5,656)
Long-term liabilities (note 9)	(480,527)	(499,980)
Employee future benefit obligations (note 8(d))	(73,822)	(69,073)
Asset retirement obligations (note 21)	(24,669)	(24,197)
Total Liabilities	(811,391)	(815,191)
Net Financial Debt	(187,499)	(218,269)
Non-Financial Assets:		
Tangible capital assets (note 15)	2,025,281	1,980,274
Inventories of supplies	1,752	1,517
Prepaid expenses	5,286	4,394
Total Non-Financial Assets	2,032,319	1,986,185
Municipal Equity	\$1,844,820	\$1,767,916
Contingent liabilities (note 11)		
Commitments (note 12)		
* Change in accounting policy (note 19)		

The accompanying notes and schedules are an integral part of these consolidated financial statements.

The Corporation of the City of Kingston
Consolidated Statement of Operations
Year Ended December 31, 2023, with Comparative Figures for 2022

In Thousands of Dollars	Budget 2023* (note 13)	Actual 2023	Actual 2022 (Restated)*
Revenue:			
Property taxation	\$ 279,847	\$ 279,917	\$ 268,019
Taxation from other governments	16,971	17,493	16,888
User charges	161,618	167,913	157,748
User charges – gas commodity	25,000	16,424	15,155
Government grants	88,603	106,574	102,246
Grants from other municipalities	5,531	5,261	4,783
Investment income	9,348	17,194	10,182
Other	3,214	3,503	2,355
Transfers from deferred obligatory reserve funds (note 10)	5,215	2,414	2,138
Government business enterprises net earnings (note 14)	-	1,549	2,387
Total Revenues	595,347	618,242	581,901
Expenses:			
General government	47,570	47,787	49,078
Protection services	94,403	95,583	96,976
Transportation services	101,450	100,133	91,832
Environmental services	92,124	96,037	88,606
Health services	33,122	32,036	30,770
Social and family services	82,001	89,294	76,064
Social housing	46,857	45,761	40,224
Recreational and cultural services	56,922	57,804	54,484
Planning and development	9,511	12,758	11,756
Gas utility	34,918	28,146	26,125
Total Expenses	598,878	605,339	565,915
Net Revenues (Expenses) before the under noted items	(3,531)	12,902	15,986
Other Revenue:			
Grants and transfers related to capital:			
Government and municipal capital grants		28,763	31,421
Transfers from deferred obligatory reserve funds (note 10)		28,832	24,676
Donations and other		54	379
Contributed tangible capital assets (note 15(a))		6,352	3,359
Total Other Revenue		64,001	59,835
Annual Surplus		76,904	75,822
Municipal Equity, Beginning of Year		1,767,916	1,692,094
Municipal Equity, End of Year		\$ 1,844,820	\$ 1,767,916

* Change in accounting policy (note 19)

The accompanying notes and schedules are an integral part of these consolidated financial statements.

The Corporation of the City of Kingston
Consolidated Statement of Changes in Net Debt
Year Ended December 31, 2023, with Comparative Figures for 2022

In Thousands of Dollars	Budget 2023 (note 13)	Actual 2023	Actual 2022 (Restated)*
Annual Surplus	\$ (3,531)	\$ 76,904	\$ 75,822
Amortization of tangible capital assets	76,000	82,730	77,657
Acquisition of tangible capital assets		(134,151)	(138,198)
Asset retirement obligation addition	-	(523)	-
Loss on tangible capital assets transactions	-	6,936	8,186
Sub-total	72,469	31,897	23,467
Acquisition of prepaid expenses	-	(892)	(147)
Acquisition of supplies inventories	-	(235)	(352)
Decrease in Net Debt	72,469	30,770	22,968
Net Debt, Beginning of Year	(218,269)	(218,269)	(222,458)
Adjustment on adoption of the asset retirement obligation standard	-	-	(18,779)
Net Debt, End of Year	\$ (145,800)	\$ (187,499)	\$ (218,269)

* Change in accounting policy (note 19)

The accompanying notes and schedules are an integral part of these consolidated financial statements.

The Corporation of the City of Kingston
Consolidated Schedule of Municipal Equity
Year Ended December 31, 2023, with Comparative Figures for 2022

In Thousands of Dollars	2023	2022 (Restated)*
Current Fund Surplus (Deficit):		
General operating surplus	\$ 3,629	\$ 1,423
Accumulated operating surplus - water	1,597	4,962
Accumulated operating surplus - sewer	1,686	4,068
Accumulated operating surplus - gas	4,499	5,473
Downtown Business Improvement Area	27	(43)
Kingston & Frontenac Housing Corporation	4,228	8,215
Kingston Frontenac Public Library Board	599	361
Total Current Fund Surplus	16,265	24,459
Investment in Tangible Capital Assets:		
Tangible capital assets (note 15)	2,025,281	1,980,274
Long-term liabilities (note 9)	(480,527)	(499,980)
Unfinanced capital expenditures:		
To be financed from taxation or user charges	(4,953)	(24,821)
Unapplied capital receipts	-	136
Asset retirement obligation (note 21)	(24,669)	(24,197)
Total Investment in Tangible Capital Assets	1,515,132	1,431,412
Investment in Government Business Enterprises (note 14(a))	41,466	39,917
Unfunded Liabilities:		
Employee future benefit obligations (note 8(d))	(75,265)	(70,491)
Accrued interest on long-term debt	(5,418)	(5,656)
Total Unfunded Liabilities	(80,683)	(76,147)
Reserves and Reserve Funds:		
Reserves set aside for specific purpose:		
Operating reserves	27,266	28,241
Reserve funds set aside for specific purpose:		
Replacement of equipment	41,486	43,468
Replacement & renewal of facilities	13,898	14,933
Municipal capital replacement & renewal	38,343	41,318
Sanitary sewer system	54,204	46,934
Storm sewer system	405	390
Parks and recreation	5,863	8,510
Libraries	5,452	5,158
Waterworks system	80,231	71,178
Planning and development	430	511
Transit	27,081	23,428
Gas utility	6,804	7,378
Sick leave	13,200	13,042
Protective services	12,198	14,890
Environmental services	460	2,154
Social and family services	222	214
Social housing	4,089	5,027
Parking	21,008	21,501
Total Reserves and Reserve Funds	352,640	348,275
Municipal Equity	\$ 1,844,820	\$ 1,767,916

* Change in accounting policy (note 19)

The accompanying notes and schedules are an integral part of these consolidated financial statements.

The Corporation of the City of Kingston
Consolidated Statement of Cash Flows
Year Ended December 31, 2023, with Comparative Figures for 2022

In Thousands of Dollars	2023	2022 (Restated)*
Operations transactions:		
Annual surplus	\$ 76,904	\$ 75,822
Net change in non-cash working capital items:		
Increase in taxes receivable	(2,210)	(3,226)
Decrease (increase) in accounts receivable	9,253	(6,383)
Decrease (increase) in inventories for resale	790	(1,113)
Increase in inventories of supplies	(235)	(352)
Increase in prepaid expenses	(892)	(147)
(Decrease) increase in accounts payable and accrued liabilities	(2)	15,968
(Decrease) increase in due to government business enterprises	(3,188)	4,181
Increase in deferred obligatory reserve funds	3,228	1,361
Increase in deferred revenues	10,631	901
(Decrease) increase in accrued interest on long-term debt	(238)	2,162
Sub-total	17,137	13,352
Items not involving cash:		
Amortization of tangible capital assets	82,730	77,767
Contributed tangible capital assets	(6,352)	(3,359)
Loss on tangible capital assets transactions	6,936	8,186
Accretion expense	7	7
(Settled) incurred asset retirement liability obligations	(58)	248
Change in employee future benefit obligations	4,749	6,194
Equity in government business enterprise from net earnings	(1,549)	(2,387)
Sub-total	86,463	86,656
Net change in cash from operating transactions	180,504	175,830
Capital transactions:		
Purchase of tangible capital assets	(127,798)	(134,839)
Investment transactions:		
Purchase of long-term investments	(1,565)	(7,982)
Financing transactions:		
Proceeds from new debt issue	3,978	139,069
Debt principal repayments	(23,430)	(17,287)
Repayment of temporary loans	-	(101,500)
Net change in cash from financing transactions	(19,452)	20,282
Increase in cash and short-term investments	31,689	53,291
Cash and short-term investments, beginning of year	254,786	201,495
Cash and short-term investments, end of year	\$ 286,475	\$ 254,786

* Change in accounting policy (note 19)

The City considers cash and short-term investments to be highly liquid investments with original maturities of three months or less.

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

1. Summary of Accounting Policies:

The consolidated financial statements of The Corporation of the City of Kingston (the “City”) are prepared by management in accordance with Canadian public sector accounting standards. Significant aspects of the accounting policies adopted by the City are as follows:

(a) Reporting Entity:

- i. The consolidated financial statements reflect the assets, liabilities, revenue, and expenses of the reporting entity. The reporting entity is comprised of all organizations, committees and local boards which are accountable for the administration of their financial affairs and resources to the City and which are owned or controlled by the City. Interdepartmental and inter-organizational transactions and balances between these organizations have been eliminated.

These consolidated financial statements include:

Downtown Business Improvement Area

Kingston-Frontenac Public Library Board

Kingston & Frontenac Housing Corporation

Kingston, Frontenac, and Lennox & Addington Public Health
(proportionately consolidated)

1425447 Ontario Limited (consolidated on a modified equity basis)

Kingston Hydro Corporation (consolidated on a modified equity basis)

- ii. Consolidated by proportionate consolidation:
Kingston, Frontenac, and Lennox & Addington Public Health is accounted for using the proportionate consolidation method of accounting and reporting, whereby the City’s pro-rata share of each of the assets, liabilities, revenue, and expenses is combined on a line-by-line basis in the consolidated financial statements.
- iii. Consolidated on a modified equity basis:
The City’s investment in 1425447 Ontario Limited and Kingston Hydro Corporation is accounted for on a modified equity basis, consistent with the generally accepted accounting treatment for government business enterprises. Under the modified equity basis, the business enterprises’ accounting principles are not adjusted to conform to those of the City, and inter-organizational transactions and balances are not eliminated.

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

1. Summary of Accounting Policies (continued):

(a) Reporting Entity (continued):

The City recognizes its equity interest in the annual income or loss of 1425447 Ontario Limited and Kingston Hydro Corporation in its consolidated statement of operations with a corresponding increase or decrease in its investment asset account on the consolidated statement of financial position. Any dividends that the City may receive from 1425447 Ontario Limited and Kingston Hydro Corporation will be reflected as reductions in the investment asset account.

- iv. The charges for long-term liabilities assumed by consolidated entities or by individuals in the case of the drainage loans are reflected in the consolidated financial statements.
- v. Accounting for school board transactions:
The taxation, other revenue, expenses, assets, and liabilities with respect to the operations of the school boards are not reflected in the municipal fund balances of these consolidated financial statements.
- vi. Trust funds:
Trust funds and their related operations administered by the City are not included in these consolidated financial statements but are reported on separately on the Trust Funds Statement of Continuity and Statement of Financial Position.

(b) Basis of Accounting:

Revenue and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenue in the period in which transactions or events occurred that gave rise to the revenue; expenses are recognized in the period the goods and services are acquired and/or there is a legal obligation to pay.

(c) Deferred Revenue – Obligatory Reserve Funds:

The City receives restricted contributions under the authority of federal and provincial legislation and City by-laws. These funds by their nature are restricted in their use and until applied to applicable costs are recorded as deferred revenue. Amounts applied to qualifying expenses are recorded as revenue in the fiscal period they are expended.

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

1. Summary of Accounting Policies (continued):

(d) Deferred Revenues:

Deferred revenue represents certain user charges and fees which have been collected but for which the related services have yet to be performed. Deferred revenue also represents contributions that the City has received pursuant to legislation, regulation or agreement that may only be used for certain programs or in the completion of specific work. These amounts are recognized as revenue in the fiscal year the services are performed or related expenses incurred.

(e) Employee Future Benefit Obligations:

The City accrues for certain employee benefits which will require funding in future periods. These benefits include sick leave, life insurance, extended health and dental benefits for early retirees and benefits under the *Workplace Safety and Insurance Board Act*.

The costs of these benefits earned by employees are actuarially determined using management's best estimate of salary escalation, retirement ages of employees, accumulated sick days, expected health care costs and long term inflation rates and discount rates.

For self-insured retirement and other employee future benefits that vest or accumulate over the periods of service provided by employees, such as compensated absences and health, dental and life insurance benefits for retirees, the cost is actuarially determined using the projected benefits method prorated on service. Under this method, the benefit costs are recognized over the expected average service life of the employee group.

Any actuarial gains and losses, which can arise from changes in actuarial assumptions, are amortized over the expected average remaining service life of the employee group.

For those self-insured benefit obligations that arise from specific events that occur from time to time, such as obligations for workers' compensation and life insurance and health care benefits for those on disability leave, the cost is recognized immediately in the period the events occur. Any actuarial gains and losses that are related to these benefits are amortized over the average term of the liabilities.

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

1. Summary of Accounting Policies (continued):

(f) Tangible Capital Assets:

- i. Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development, or betterment of the asset. The City does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.
- ii. Tangible capital assets received as contributions are recorded at their fair value at the date of receipt or transfer with an offsetting amount recorded as revenue. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over estimated useful lives as follows:

Asset	Useful Life – Years
Land improvements	18 to 75
Buildings and structures	40
Vehicles, machinery, and equipment	4 to 20
Furniture and fixtures	20 to 40
Transportation:	
Roads and related	18 to 50
Bridges and structures	60
Streetlights and traffic signals	35 to 40
Storm sewer networks	50
Water and sewer facilities:	
Building structures	50
Building fixtures	15
Electrical and mechanical equipment	10 to 25
Tankage	75
Water and sewer pipes	50 to 80
Water and sewer equipment, meters, hydrants, manholes	15 to 75
Gas facilities	40
Gas mains and services	50
Gas regulator stations & other equipment	5 to 20

Assets under construction or development are classified as capital works in progress and are not amortized until the asset is available for productive use.

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

1. Summary of Accounting Policies (continued):

- iii. When tangible capital assets are disposed of, either by way of a sale, destruction or loss, or abandonment of the asset, the asset's net book value, historical cost less accumulated amortization, is written off. Any resulting gain or loss, equal to the proceeds on disposal less the asset's net book value, is reported on the Consolidated Statement of Operations in the year of disposal. Transfers of assets to third parties are recorded as an expense equal to the net book value of the asset as of the date of transfer.
- iv. When conditions indicate that a tangible capital asset no longer contributes to the City's ability to provide services or the value of the future economic benefits associated with the tangible capital asset are less than its net book value, and the decline is expected to be permanent, the cost and accumulated amortization of the asset are reduced to reflect the revised estimate of the value of the asset's remaining service potential. The resulting net adjustment is reported as an expense on the Consolidated Statement of Operations.
- v. The City has a capitalization threshold of \$10,000. Individual tangible capital assets of lesser value are expensed, unless they are pooled when, collectively, they have a significant value.

(g) Inventories:

Natural gas inventories for resale are stated at the lower of weighted average cost and net realizable value. Land held for resale is recorded at cost which includes amounts to prepare the land for sale or servicing.

Inventories of supplies held for consumption are stated at the lower of cost and replacement cost.

(h) Government Transfers:

Government transfers are recognized in the consolidated financial statements in the period in which the events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met and reasonable estimates of the amounts can be made.

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

1. Summary of Accounting Policies (continued):

(i) Use of Estimates:

The preparation of the consolidated financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements and the reported amounts of revenue and expenses during the period. Significant estimates include the carrying value of tangible capital assets, employee future benefit and asset retirement obligations. Actual results could differ from those estimates.

(j) Asset Retirement Obligations:

An asset retirement obligation (ARO) is recognized when, as at the financial reporting date, all of the following criteria are met:

- There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- The past transaction or event giving rise to the liability has occurred;
- It is expected that future economic benefits will be given up; and
- A reasonable estimate of the amount can be made.

The liability for closure of operational sites and post-closure care relating to landfill sites has been recognized based on estimated future expenses. The liability is discounted using a present value calculation and adjusted annually for accretion expense. Under the modified retroactive method, the discount rate and assumptions used on initial recognition are those as of the date of adoption in the standard. Assumptions used in the subsequent calculations are revised yearly.

The liability for the removal of asbestos in several of the buildings owned by the City and for the decommissioning of fuel storage tanks has been recognized based on estimated undiscounted future expenses. Under the modified retroactive method, the assumptions used on initial recognition are those as of the date of adoption in the standard. Assumptions used in the subsequent calculations are revised yearly.

The recognition of the ARO liability results in an accompanying increase to the respective tangible capital assets. Building assets impacted by an asbestos liability are being amortized based on the estimated useful life as per the amortization accounting policy. For sites that are inactive, the ARO liability is amortized over 25 years post closure.

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

1. Summary of Accounting Policies (continued):

(k) Financial Instruments:

On January 1, 2023, the City adopted PS 3450 Financial Instruments which establishes accounting and reporting for all types of financial instruments, including derivatives, as disclosed in Note 19. The standard requires fair value measurement of derivatives and portfolio investments in equity instruments that are quoted in an active market. All other financial instruments will generally be measured at cost or amortized cost unless management has elected to carry the instruments at fair value. Management has not made this election.

Unrealized changes in fair value are recognized in the Consolidated Statement of Remeasurement Gains and Losses until they are realized, when they are transferred to the Consolidated Statement of Operations. Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred.

All financial assets are assessed for impairment on an annual basis. Where a decline is determined to be other than temporary, the amount of the loss is reported in the Consolidated Statement of Operations and any unrealized gain (loss) is adjusted through the Consolidated Statement of Remeasurement Gains and Losses. On sale, the accumulated remeasurement gains and losses associated with that instrument are reversed and recognized in the Consolidated Statement of Operations.

A Consolidated Statement of Remeasurement Gains and Losses has not been provided as there are no significant unrealized gains or losses at December 31, 2023 or 2022.

Establishing fair value:

The fair value of guarantees and letters of credit are based on fees currently charged for similar agreements or on the estimated cost to terminate them or otherwise settle the obligations with the counterparties at the reported borrowing date. In situations in which there is no market for these guarantees, and they were issued without explicit costs, it is not practicable to determine their fair value with sufficient reliability (if applicable).

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

1. Summary of Accounting Policies (continued):

Fair value hierarchy:

The following provides an analysis of financial instruments that are measured subsequent to initial recognition at fair value, grouped into Levels 1 to 3 based on the degree to which fair value is observable:

Level 1 - fair value measurements are those derived from quoted prices (unadjusted) in active markets for identical assets or liabilities;

Level 2 - fair value measurements are those derived from inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly (i.e., as prices) or indirectly (i.e., derived from prices); and

Level 3 - fair value measurements are those derived from valuation techniques that include inputs for the asset or liability that are not based on observable market data (unobservable inputs).

The fair value hierarchy requires the use of observable market inputs whenever such inputs exist. A financial instrument is classified to the lowest level of the hierarchy for which a significant input has been considered in measuring fair value.

2. Operations of School Boards:

The Province of Ontario sets the tax rates to be applied to property assessment to generate tax levies to be collected and remitted to the school boards. The amounts collected and remitted are summarized below:

In Thousands of Dollars	2023	2022
Taxation and user charges	\$ 48,470	\$ 47,126
Payments in lieu	256	256
Amount transferred to school boards	\$ 48,726	\$ 47,382

3. Bank Indebtedness:

The City's financial agreement with its bank provides for an operating credit facility of up to \$10,000,000 to finance expenses, pending receipt of property taxes and other income. Interest on funds drawn is charged at the bank's prime rate less 0.5%. As at December 31, 2023, there was \$Nil (2022 - \$Nil) drawn on the operating credit facility.

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

4. Long-term Investments:

Long-term investments, which consist primarily of government and financial institution bonds, have a market value of \$169,521,310 at December 31, 2023 (2022 - \$161,010,859).

As at December 31, 2023, the City's investments measured at amortized cost exceed market value, representing a temporary decline in market value but no decline in the amortized cost value reported. There is no permanent impairment due to the low-risk nature of the investments, the high credit ratings of the issuers, and the City's intention to hold these investments to their maturities.

5. Trust Funds:

Trust funds administered by the municipality amount to \$168,300 (2022 - \$167,307) as at December 31, 2023.

6. Provincial Grants:

Certain provincial grants are subject to annual final reviews and approvals by the respective Provincial Ministry. Any adjustments resulting from the review will be reflected in the year of Ministry approval as an adjustment to government grant revenues on the Consolidated Statement of Operations.

7. Pension Agreements:

The City makes contributions to the Ontario Municipal Employees Retirement System Pension Fund (OMERS), which is a multi-employer plan, on behalf of its' employees. The plan is a contributory defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. Employers and employees contribute to the plan. Since any surpluses or deficits are a joint responsibility of all Ontario municipalities and their employees, the City does not recognize any share of the OMERS pension surplus or deficit in these consolidated financial statements. The latest available report for the OMERS plan was as at December 31, 2023. At that time, the plan reported a \$4.2 billion actuarial deficit (2022- \$6.7 billion actuarial deficit).

The amount contributed to OMERS for 2023 was \$14,623,069 (2022 - \$13,404,556) for current service and is included as an expense on the Consolidated Statement of Operations.

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

8. Employee Future Benefit Obligations:

(a) Extended Health Care, Dental, Life Insurance and Sick Leave Benefits:

The City pays certain life insurance benefits on behalf of the retired employees as well as extended health and dental benefits for early retirees to age 65. In addition, the City provides for an accumulated sick leave benefit plan for certain employees whereby unused sick leave can accumulate and employees may become entitled to a cash payment when they leave the City's employment. The City recognizes these post-employment and post-retirement costs in the period in which the employees rendered the services. An independent actuarial study of these benefits was undertaken at December 31, 2022, in order to determine the estimated accrued benefit liability to be reported in these consolidated financial statements. As a result of the study an actuarial gain of \$10,339,500 was realized due primarily to the increase in the discount rate assumption.

Actuarial gains and losses are amortized on a straight-line basis over the expected average remaining service life of the related employee groups, which is estimated to be 10 years (2022 – 10 years).

At December 31, 2023, the City's accrued benefit liability relating to post-retirement and post-employment benefit plans is \$58,645,247 (2022 - \$57,066,274).

The significant actuarial assumptions adopted in estimating the City's accrued benefit liability for extended health, dental, life insurance and sick leave benefits are as follows:

Discount rate	4.6% per annum
Salary escalation	3.0% per annum
Dental benefits escalation	6.50% in 2023, decreasing to 4.50% over 10 years
Health benefits escalation	6.99% per annum in 2023, decreasing to 4.50% over 20 years

An independent actuarial valuation was also completed by 1425445 Ontario Limited (operating as Utilities Kingston) for the water, sewer and gas utilities employees' post-employment and post-retirement costs as at December 31, 2021. This liability is reported on these consolidated financial statements as an amount due to 1425445 Ontario Limited (operating as Utilities Kingston) in respect of costs incurred by them to manage the City's utility services.

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

8. Employee Future Benefit Obligations (continued):

(a) Extended Health Care, Dental, Life Insurance and Sick Leave Benefits (continued):

The significant actuarial assumptions adopted in estimating the accrued benefit liability for extended health, dental, life insurance and sick leave benefits for 1425445 Ontario Limited (operating as Utilities Kingston) water, sewer and gas employees are as follows:

Discount rate	5.05% per annum
Salary escalation	3.3% per annum
Dental benefits escalation	5.1% per annum
Health benefits escalation	4.9% per annum

Consolidated information with respect to the City's post-retirement and post-employment obligations is as follows:

In Thousands of Dollars	2023	2022
Accrued benefit liability, January 1	\$ 57,066	\$ 54,351
Expense recognized for the period	5,108	5,241
Benefits paid for the period	(3,442)	(3,283)
Amortization of actuarial (gain)/losses	(87)	757
Accrued benefit liability, December 31	\$ 58,645	\$ 57,066

The accrued benefit liability at December 31 includes the following components:

In Thousands of Dollars	2023	2022
Accrued benefit obligation	\$ 51,417	\$ 49,751
Unamortized actuarial gains/(losses)	7,228	7,315
Accrued benefit liability, December 31	\$ 58,645	\$ 57,066

(b) *Workplace Safety and Insurance Board Act* ("WSIB"):

With respect to responsibilities under provisions of the *Workplace Safety and Insurance Board Act*, the City has elected to be treated as a Schedule 2 employer and remits payments to the WSIB as required to fund disability payments. An independent actuarial study of the Workplace Safety and Insurance Board liabilities was undertaken at December 31, 2022 in order to determine the estimated liability reported in these consolidated financial statements. As a result of the study an actuarial loss of \$6,741,900 was realized due to higher than expected claims and longer claim durations.

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

8. Employee Future Benefit Obligations (continued):

(b) *Workplace Safety and Insurance Board Act* ("WSIB") (continued):

Actuarial gains and losses are amortized on a straight-line basis over the average term of the liabilities which is estimated to be 9 years (2022 – 9 years).

At December 31, 2023, the City's accrued benefit liability relating to future WSIB claims is \$16,535,100 (2022 - \$13,296,600).

The significant actuarial assumptions adopted in estimating the City's accrued benefit obligation for WSIB claims are as follows:

Discount rate	4.6%
Inflation rate	3% for 2023 and 2.0% per annum thereafter
Health benefits escalation	4.0% per annum
Administration costs	19.0% of compensation expense

Information with respect to the City's Workplace Safety and Insurance Board future payments is as follows:

In Thousands of Dollars	2023	2022
Accrued benefit liability, beginning of year	\$ 13,297	\$ 10,497
Expense recognized for the period	5,688	5,902
Benefits paid for the period	(3,568)	(3,471)
Amortization of net actuarial losses	1,118	369
Accrued benefit liability, end of year	\$ 16,535	\$ 13,297

The accrued benefit liability at December 31 includes the following components:

In Thousands of Dollars	2023	2022
Accrued benefit obligation	\$ 24,184	\$ 22,064
Unamortized actuarial losses	(7,649)	(8,767)
Accrued benefit liability, end of year	\$ 16,535	\$ 13,297

(c) Liability for vacation credits:

Compensated vacation expense is accrued for employees as entitlement to these payments is earned in accordance with the City's benefit plans for vacation time. Vacation credits earned as at December 31, 2023 amount to \$2,533,918 (2022 - \$2,539,336).

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

8. Employee Future Benefit Obligations (continued):

(d) Total employee benefit obligations:

In Thousands of Dollars	2023	2022
Employee benefit obligations are comprised of:		
Health benefits and sick leave - City of Kingston	\$ 54,900	\$ 53,376
Workplace safety and insurance	16,535	13,297
Vacation credits	2,141	2,143
Pension payable	246	257
Sub-total	73,822	69,073
Health benefits and sick leave – water, sewer, and gas utilities (1)	3,741	3,690
Vacation credits – water, sewer, and gas utilities	393	396
Sub-total	4,134	4,086
Total employee benefit obligations	77,956	73,159
Amounts previously funded from operating revenues	(2,691)	(2,668)
Unfunded employee future benefit obligations	\$ 75,265	\$ 70,491
To be recovered from reserve funds	\$13,200	\$ 13,042
To be recovered from future municipal and utility revenues	62,065	57,449
Unfunded employee future benefit obligations	\$ 75,265	\$ 70,491

(1) Health benefits and sick leave – water, sewer, and gas utilities (note 14(a))

The City has established reserve funds to mitigate the future impact of certain sick leave obligations.

Employee future benefit obligations for water, sewer and gas utilities are payable to 1425445 Ontario Limited (operating as Utilities Kingston) and relate to accrued employee costs incurred by Utilities Kingston in managing these utility operations for the City.

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

9. Long-term Liabilities:

- (a) The long-term liabilities reported on the Consolidated Statement of Financial Position are made up of the following:

In Thousands of Dollars	2023	2022
Long-term liabilities incurred by the City, including those incurred on behalf of other municipalities and municipal enterprises, with varying maturities up to 2050 and a weighted average interest rate of 4.1% (2022 - 4.2%)	\$462,194	\$ 483,782
Long-term liabilities incurred by Kingston & Frontenac Housing Corporation, with interest rates ranging from 1.0% to 6.0% (2022- 1% to 6.5%) and varying maturities up to 2071	27,062	25,848
Proportionate share of KFLA Public Health long-term debt, with a current interest rate of 6.1% (2022 – 6.1%), maturing in 2029	1,779	2,070
Total long-term liabilities	\$ 491,035	\$ 511,700
Less long-term borrowings from own funds	\$ (10,508)	\$ (11,720)
Long-term liabilities to be recovered from future revenues	\$ 480,527	\$ 499,980
Of the municipal debt shown above, the responsibility for payment of principal and interest charges for the tile drainage loans has been assumed by individuals	\$ (16)	\$ (22)

- (b) Principal due on total long-term liabilities is summarized as follows:

In Thousands of Dollars	2024	2025	2026	2027	2028	2029+	Total
Tax sources	\$9,397	\$9,322	\$9,546	\$9,185	\$9,013	\$119,771	\$166,234
Utility user fees	7,659	7,636	7,914	7,837	7,658	85,643	124,347
Other user fees	4,220	4,411	4,611	4,815	5,030	148,526	171,613
Public Health	310	329	349	371	393	27	1,779
Housing Corporation	7,853	1,667	2,080	1,214	667	13,581	27,062
Total	\$29,439	\$23,365	\$24,500	\$23,422	\$22,763	\$367,546	\$491,035

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

9. Long-term Liabilities (continued):

- (c) The long-term liabilities in (a), issued in the name of the City, have been approved by either the Ontario Municipal Board or by by-law. The annual principal and interest payments required to service these liabilities are within the annual debt repayment limit prescribed by the Ministry of Municipal Affairs & Housing.
- (d) Approval by by-law has also been obtained for pending issues of long-term liabilities and commitments to be financed by revenues beyond the term of Council. The principal and interest payments required to service pending issues and commitments are also within the debt repayment limit prescribed by the Ministry of Municipal Affairs & Housing.
- (e) Total debt charges incurred during the year with respect to the long-term liabilities in (a) are as follows:

In Thousands of Dollars	2023	2022
Principal payments	\$ 23,430	\$ 17,287
Interest	19,727	14,403
Total	\$ 43,157	\$ 31,690

Interest charges are included on the Consolidated Statement of Operations, classified under the appropriate functional expense headings.

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

10. Deferred Revenue – Obligatory Reserve Funds:

A requirement of the public sector accounting standards of the Chartered Professional Accountants of Canada is that obligatory reserve funds be reported as deferred revenue. This requirement is in place as provincial and municipal legislation restricts how these funds may be used.

The balances in the obligatory reserve funds of the City are summarized below:

In Thousands of Dollars	2023	2022
Balance, beginning of year	\$ 78,237	\$ 76,876
Revenues:		
Development contributions	20,074	14,728
Federal gasoline tax	8,194	7,853
Provincial gasoline tax	3,150	3,262
Recreational Land (<i>Planning Act</i>)	987	272
Investment income	2,069	2,060
Utilization:		
Transfers to operating	(2,414)	(2,138)
Transfers to capital	(28,832)	(24,676)
Balance, end of year	\$ 81,465	\$ 78,237

In Thousands of Dollars	2023	2022
Analyzed as follows:		
Development charges	\$ 45,269	\$ 42,808
Cash in lieu of parkland	2,383	1,302
Federal gasoline tax	17,577	19,223
Provincial gasoline tax	8,701	8,222
Building Code Act	7,535	6,682
Balance, end of year	\$ 81,465	\$ 78,237

In accordance with the *Development Charges Act*, the City entered into arrangements with developers to defer the payment of the underlying development charges to a future date. The amounts are repayable between 2024 and 2042 with interest rates ranging between 3.5% and 7.7%. The total value of these arrangements is \$7.8M (2022 - \$7.0M) which is included in the balance of Development charges above with a corresponding amount in accounts receivable on the Consolidated Statement of Financial Position.

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

11. Contingent Liabilities:

- (a) The nature of municipal activities is such that there may be litigation pending or in prospect at any time. With respect to claims at December 31, 2023, management believes that the City has valid defenses and appropriate and adequate insurance coverages in place. In the event any claims are successful, the amount of any potential liability is not determinable, therefore no amount has been accrued in the consolidated financial statements.
- (b) The City operated a coal gasification plant within the downtown area of the City from the mid-1800's through to the 1950's. Coal tar, a by-product of the coal gasification process, may have led to the contamination of soils and groundwater in the area of the former plant.

In some cases, private properties may have coal tar or coal compounds in the deep groundwater beneath them in which case some years ago the City provided written notice to the owner and at the same time confirmed that there were no risks to human health related to coal tar. The City has a community improvement brownfields program in place that may provide funding for incremental costs, if any, that are directly related to coal tar. In addition, the City may enter into agreements that provide for indemnities to landowners against any third-party claims or Ministry of Environment orders should any such claim or order arise.

Existing agreements related to coal tar do not establish any current financial obligation for the City. The amount of any potential liability or the likelihood thereof with respect to any potentially contaminated properties is not determinable, therefore no amount has been accrued in the consolidated financial statements.

12. Commitments:

- (a) A contract was entered into with Waste Management effective February 1, 2021, for a five-year term to handle waste transfer and disposal. A contract for recycling collection and disposal was entered into effective July 1, 2021, with Environmental 360 Solutions Ltd. Annual charges for garbage collection and disposal are determined by reference to certain waste volumes. Annual charges for recycling are based on the number of stops made. Payments made for collection and disposal of garbage and recycling for the 2023 fiscal year were \$4,130,449 (2022 - \$4,087,509).

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

12. Commitments (continued):

- (b) 1425445 Ontario Limited (operating as Utilities Kingston) has entered into operating contracts to provide gas transportation, gas storage and purchases of natural gas as part of the management agreement with the City of Kingston. Costs incurred have been reimbursed and are reported as expenses on the Consolidated Statement of Operations.
- (c) In 2021, the City committed \$25.0 million over ten years, beginning in 2022, to the University Hospitals Kingston Foundation in support of the capital campaign for local hospital expansion/renewal. The outstanding commitment at December 31, 2023 was \$20,000,000 (2022 - \$22,500,000).
- (d) The Corporation of the City of Kingston and 1425445 Ontario Limited (operating as Utilities Kingston) on behalf of the City have previously entered into the following capital contracts and funding commitments:

Description of project	Capital Commitment (\$000)	Costs Incurred to Date (\$000)
Active Transportation– Bayridge Drive	\$ 4,184	\$ 1,391
Stormwater System– King St. E.	4,804	-
Enhanced Flood Protection – Abbey Dawn Road	3,767	-

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

13. Budget Process:

The City completes a review of its operating and capital budgets each year. The capital budget is set on a project-oriented basis, the costs of which may be carried over one or more fiscal years.

The budget amounts presented in the consolidated financial statements are based on the 2023 operating and capital budgets approved by Council on March 21, 2023. The following table reconciles the approved budget to the budget amounts presented in the consolidated financial statements using the accrual basis of accounting, in accordance with Canadian public sector accounting standards.

In Thousands of Dollars	Budget Amount
Approved operating budget revenues	\$ 545,983
County of Frontenac requisition	14,727
Consolidated external agency budgets	26,396
Approved PSAB reporting adjustments:	
Reserve fund revenues	7,500
Budget amendments and reallocations	3,994
Less transfers from reserves / reserve funds	(3,253)
Net operating budget revenues	595,347
Approved operating budget expenses	545,983
County of Frontenac requisition	14,727
Consolidated external agency budgets	25,162
Approved PSAB reporting adjustments:	
Amortization of tangible capital assets	76,000
Reserve fund expenditures for debt interest	18,000
Unfunded accruals (1)	4,200
Budget amendments and reallocations	3,994
Non-tangible capital asset expenditures	36,310
Less transfers to reserves and reserve funds	(124,938)
Less debt principal repayments	(560)
Net operating budget expenses	598,878
Net revenues before capital investment	\$ (3,531)

- (1) Unfunded accruals for employee future benefit obligations, asset retirement obligation liabilities and accrued interest on long term debt.

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

14. Investment in Government Business Enterprises:

- (a) 1425447 Ontario Limited and Kingston Hydro Corporation (formerly Kingston Electricity Distribution Limited) are government business enterprises of the City and accounted for on a modified equity basis in these consolidated financial statements.

The principal business of Kingston Hydro Corporation is to distribute electric power to City residents and to manage the City's electric distribution system. 1425447 Ontario Limited holds the shares of 1425445 Ontario Limited (operating as Utilities Kingston), which manages the electric operations for Kingston Hydro Corporation and the water, sewer, and gas operations for the City of Kingston. 1425445 Ontario Limited (operating as Utilities Kingston) also owns and operates the fiber optics business.

Kingston Hydro Corporation reports using International Financial Reporting Standards (IFRS).

The following table provides condensed supplementary financial information for 1425447 Ontario Limited, which includes the operations of 1425445 Ontario Limited (operating as Utilities Kingston), and for Kingston Hydro Corporation:

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

14. Investment in Government Business Enterprises (continued):

(a) (continued)

In Thousands of Dollars	2023	2022
Financial position:		
Current assets	\$ 23,979	\$ 21,120
Due from City of Kingston:		
Utilities Kingston	7,982	9,920
Kingston Hydro Corporation	6,289	7,586
Post-employment benefit obligation (note 8(d))	3,741	3,690
Accrued vacation liabilities	525	522
Capital assets	74,986	73,657
Other assets	890	1,280
Total assets	118,392	117,775
Current liabilities	24,291	24,919
Post-employment benefit obligation	5,429	5,384
Accrued vacation and pension liabilities	148	156
Accrued liabilities non-current	6,434	6,021
Long-term loan payable	22,313	23,067
Long-term notes payable to City of Kingston (note 14(c))	18,311	18,311
Total liabilities	76,926	77,858
Net assets	\$ 41,466	\$ 39,917
Common shares	\$ 12,381	\$ 12,381
Accumulated other comprehensive income	(86)	(29)
Accumulated earnings	29,171	27,565
Investment in government business enterprises	\$ 41,466	\$ 39,917
Results of operations:		
Net utility revenues	\$113,848	\$ 109,550
Operating expenses	(104,976)	(102,259)
Interest on debt	(1,326)	(1,598)
Depreciation	(3,732)	(3,648)
Net earnings before under noted items	3,814	2,045
Net movement in regulatory deferral accounts	(829)	(1,257)
Payments in lieu of corporate income taxes	321	1,744
Net earnings	3,306	2,532
Dividends on common shares	(1,700)	(525)
Accumulated earnings, beginning of year	27,565	25,558
Accumulated earnings, end of year	\$ 29,171	\$ 27,565

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

14. Investment in Government Business Enterprises (continued):

- (b) In accordance with related party reporting requirements, 1425445 Ontario Limited (operating as Utilities Kingston) reported contract expense recoveries during the year from Kingston Hydro Corporation and the City in the amounts of \$12,186,406 (2022 - \$11,874,868) and \$79,663,904 (2022 - \$77,922,275) respectively.

In addition, the City contracted to provide financial, human resources, legal and information technology services to both 1425445 Ontario Limited (operating as Utilities Kingston) and Kingston Hydro Corporation in the amount of \$3,133,603 (2022 - \$3,276,951).

As at December 31, 2023, the City had a balance owing to the Companies 1425445 Ontario Limited (operating as Utilities Kingston) in the amount of \$7,981,526 (2022 - \$9,920,085) and a balance owing to Kingston Hydro Corporation in the amount of \$6,288,905 (2022 - \$7,586,215), representing the net balance of cash receipts and disbursements processed on behalf of the Companies.

Charges for the above services are recorded at exchange amounts established and agreed to by the related parties.

- (c) On January 1, 2000, the City took a note payable for an amount equivalent to 50% of the value of net assets transferred for both Kingston Hydro Corporation and 1425445 Ontario Limited (operating as Utilities Kingston). As at December 31, 2023, the City had a note payable from Kingston Hydro in the amount of \$10,880,619 (2022 - \$10,880,619), bearing interest at 5.87% (2022 - 5.87%) per annum and a note payable from 1425445 Ontario Limited (operating as Utilities Kingston) in the amount of \$965,010 (2022 - \$965,010), bearing interest at 7.25% per annum. Both notes payable have no fixed terms of repayment subsequent to year-end.

On January 1, 2010, the City exchanged the investment of \$3,000,000 in Class D shares held in 1425445 Ontario Limited (operating as Utilities Kingston) for a \$3,000,000 note payable bearing interest at 5% with no fixed terms of repayment.

On September 22, 2014, the investment of \$965,008 in Class B shares and \$2,500,000 in Class C shares, held by the City, were exchanged for a note payable in the amount of \$3,465,008 bearing interest at 5% with no fixed terms of repayment.

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

15. Tangible Capital Assets:

In Thousands of Dollars	Cost	Accumulated amortization	2023 Net book value	2022 Net book value (Restated *)
General Assets				
Land	\$ 96,524	\$ -	\$ 96,524	\$ 90,725
Land improvements	108,664	35,985	72,679	65,851
Buildings and structures	526,258	218,623	307,636	299,467
Vehicles and machinery	122,739	74,570	48,169	51,421
Furniture, fixtures, and equipment	196,805	101,375	95,429	89,587
Infrastructure Assets				
Land	11,440	-	11,440	11,440
Land improvements	41,588	25,763	15,825	16,017
Plants and facilities	516,912	210,144	306,768	300,534
Roads	483,060	267,314	215,746	216,684
Bridges and culverts	243,993	19,458	224,535	217,728
Utility networks	504,406	136,734	367,672	361,796
Other	336,817	138,387	198,430	196,451
Sub-total	3,189,206	1,228,353	1,960,853	1,917,701
Assets under construction	64,428	-	64,428	62,573
Total	\$ 3,253,634	\$ 1,228,353	\$ 2,025,281	\$ 1,980,274

* **Change in accounting policy (note 19)**

The Consolidated Schedule of Tangible Capital Assets provides additional information on the tangible capital assets and accumulated amortization of the City by major asset class and by business segment. The following information relates to other valuation and reporting aspects of the City's tangible capital assets.

(a) Contributed tangible capital assets:

The City records all tangible capital assets contributed by an external party at fair value on the earlier of the date received or the date of transfer of risk and responsibility. In 2023, a total of \$6,352,371 (2022 - \$3,359,044) was recorded as tangible capital asset additions with respect to contributed capital assets which was comprised of roads infrastructure in the amount of \$3,836,429 (2022 - \$2,452,119) and water and wastewater infrastructure in the amount of \$2,515,942 (2022 - \$906,925).

(b) Write-down of tangible capital assets:

The write-down of tangible capital assets during the year was \$Nil (2022 \$Nil).

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

15. Tangible Capital Assets (continued):

(c) Works of art and historical treasures:

The definition of tangible capital assets specifically excludes museum and gallery collections and other works of art. The City owns a number of paintings, other pieces of artwork and museum artifacts that are displayed in various City buildings. These assets are not recorded as tangible capital assets and are not amortized.

(d) Capitalization of interest:

As per City policy, interest costs incurred with respect to financing the acquisition or construction of a tangible capital asset up to the date that the asset goes into use are not capitalized. In 2023, these interest costs are included as expenses on the Consolidated Statement of Operations in the amount of \$1,087,403 (2022 - \$569,305).

16. Segmented information:

The City is a municipal government institution, responsible for providing a range of services to its citizens. For management reporting purposes the City's operations and activities are organized and reported by department. These departments are reported by functional area in the body of the consolidated financial statements similar to reporting reflected in the Ontario Financial Information Return. These functional areas represent segments for the City and expanded disclosure by object has been reflected in the Consolidated Schedule of Segment Information.

For each segment separately reported, the segment revenue and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. Therefore, certain allocation methodologies are employed in the preparation of segmented financial information.

The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in Note 1.

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

16. Segmented information (continued):

A brief description of each segment follows:

- (a) General government: Includes corporate services and governance of the City. Administration as a segment includes operating and maintaining city owned buildings, human resource management, legal, communications, information systems and technology, support to Council for policy, and by-law development, tax billing and collection responsibilities, financial and budget management and reporting, and frontline reception and customer service.
- (b) Protection services: Includes policing, fire protection, conservation authority, protective inspection and control and emergency measures. The mandate of the police services is to ensure the safety of the lives and property of citizens; preserve peace and good order; prevent crimes from occurring; detect offenders; and enforce the law. Fire protection includes inspection, extinguishing and suppression services; emergency medical first response; and prevention education and training programs. Inspection and control includes building inspection, by-law enforcement and dog control services.
- (c) Transportation services: Includes administration and operation of traffic, parking, and transit services. Also includes, road maintenance and winter control services, repair and the construction of the municipal roads system including bridges and culverts, as well as operation and maintenance of the corporate fleet of vehicles and equipment.
- (d) Environmental services: Includes waste collection, disposal, and recycling services.
- (e) Wastewater: Includes operation of wastewater facilities and infrastructure within specific areas of the municipality.
- (f) Water: Includes operation of a water treatment and distribution network within specific areas of the municipality.
- (g) Health services: Provides funding for local Public health organizations and land ambulance operations.
- (h) Social and family services and housing: Manages social assistance as well as funding for childcare and housing. In addition, the municipality owns and operates a long term care residence for seniors.
- (i) Recreation and cultural services: Provides services that contribute to neighbourhood development and sustainability through the provision of recreation and leisure programs and facilities including community halls, libraries, parks, recreation fields, museums, arenas, the Grand Theatre, and the Leon's Centre.

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

16. Segmented information (continued):
- (j) Planning and development services: Manages development for business interests, environmental concerns, heritage matters, local neighbourhoods, and community development. Also facilitates economic development by providing services for the approval of all land development plans and the application and enforcement of the zoning by-law and official plan.
 - (k) Gas works: Own and operate a natural gas distribution network within specific areas of the municipality.
17. Comparative Information:
- Certain comparative information has been reclassified to conform to the current year financial statement presentation.
18. Kingston Frontenac Housing Corporation Acquisition of Net Assets from Kingston Municipal Non-Profit Housing Corporation
- As approved by the Kingston Frontenac Housing Corporation Board and subsequently by City Council as shareholders of Kingston Frontenac Housing Corporation, Kingston Frontenac Housing Corporation acquired the assets and assumed liabilities with respect to the operations of Kingston Municipal Non-Profit Housing Corporation (previously known as Town Homes Kingston) on December 23, 2021 for a market value consideration of \$47,412,358 in the form of a promissory note payable. The promissory note is unsecured, interest-free, with principal payments repayable in 15 equal consecutive annual installments, beginning on the first anniversary of the note.
- On December 23, 2021, a Promissory Note Side Agreement was also signed between Kingston Frontenac Housing Corporation and the City of Kingston that acknowledged Kingston Municipal Non-Profit Housing Corporation's right to assign the promissory note issued to the City of Kingston upon the wind up and dissolution of Kingston Municipal Non-Profit Housing Corporation. The promissory note was transferred to the City of Kingston on October 25, 2022.
- The Promissory Note Side Agreement specifies that, upon transfer, the annual note payment due from Kingston Frontenac Housing Corporation to the City of Kingston shall be offset as a contribution to the stated capital of the shares held by the City, as sole shareholder of all of the issued and outstanding shares of Kingston Frontenac Housing Corporation.

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

18. Kingston Frontenac Housing Corporation Acquisition of Net Assets from Kingston Municipal Non-Profit Housing Corporation (continued)

The assignment of the promissory note, recorded by the City of Kingston on October 25, 2022 as a gift from Kingston Municipal Non-Profit Housing Corporation upon wind up, has been offset by an allowance against the outstanding balance of the note to reflect that future repayments from Kingston Frontenac Housing Corporation to the City of Kingston will be transacted by way of a contribution to the stated capital of the Kingston Frontenac Housing Corporation shares held by the City, as outlined in the Promissory Note Side Agreement.

Because Kingston Frontenac Housing Corporation is owned by the City of Kingston and is included as a consolidated entity within these financial statements, the promissory note receivable has been eliminated in these financial statements upon consolidation and the transactions noted above have no net impact on these consolidated financial statements.

19. Change in Accounting Policy – Adoption of New Accounting Standards

- (a) The City adopted the following standards concurrently beginning January 1, 2023 prospectively: PS 1201 Financial Statement Presentation, PS2601 Foreign Currency Translation, PS 3041 Portfolio Investments, and 3450 Financial Instruments.

PS 1201 *Financial Statement Presentation* replaces PS1200 *Financial Statement Presentation*. This standard establishes general reporting principles and standards for the disclosure of information in government financial statements. The standard introduces the Consolidated Statement Remeasurement Gains and Losses separate from the Consolidated Statement of Operations. Requirements in PS 2601 *Foreign Currency Translation*, PS 3450 *Financial Instruments*, and PS 3041 *Portfolio Investments*, which are required to be adopted at the same time, can give rise to the presentation of gains and losses as remeasurement gains and losses.

PS 2601 *Foreign Currency Translation* replaces PS 2600 *Foreign Currency Translation*. The standard requires monetary assets and liabilities denominated in a foreign currency and non-monetary items denoted in a foreign currency that are reported as fair value, to be adjusted to reflect the exchange rates in effect at the financial statement date. Unrealized gains and losses arise from foreign currency changes are presented in the new Consolidated Statement of Remeasurement Gains and Losses, when applicable.

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

19. Change in Accounting Policy – Adoption of New Accounting Standards (continued)

(a) (continued)

PS 3041 *Portfolio Investments* replaces PS 3040 *Portfolio Investments*. The standard provides revised guidance on accounting for, and presentation and disclosure of, portfolio investments to conform to PS 3450 *Financial Instruments*.

The distinction between temporary and portfolio investments has been removed in the new standard, and upon adoption, PS 3030 *Temporary Investments* no longer applies.

PS 3450 *Financial Instruments* establishes accounting and reporting requirements for all types of financial instruments including derivatives. The standard requires fair value measurement of derivatives and portfolio investments in equity instruments that are quoted in an active market. All other financial instruments will generally be measured at cost or amortized cost. Unrealized gains and losses arising from changes in fair value are presented in Consolidated Statement of Remeasurement Gains and Losses.

In accordance with PS 3450 *Financial Instruments*, the financial statements of prior periods were not restated on transition. Consequently, the accounting policies for recognition, derecognition and measurement of financial instruments applied to the comparative information reflect those disclosed in the 2022 financial statements.

The Consolidated Statement of Remeasurement Gains and Losses has not been included in these Consolidated Financial Statements, since the assets and liabilities within the scope of the new standard are not measured at fair value and therefore, no adjustments were required.

- (b) PS 3280 *Asset Retirement Obligations (ARO)* establishes the accounting and reporting requirements for legal obligations associated with the requirement of tangible capital assets controlled by a government or government organization. This standard was adopted on January 1, 2023 on a modified retroactive basis with prior period restatement.

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

19. Change in Accounting Policy – Adoption of New Accounting Standards (continued)
(b) (continued)

In the past, the City has reported its obligations related to the retirement of tangible capital assets in the period when the asset was retired directly as an expense. The new standard requires the recognition of a liability for legal obligations that exist as a result of the acquisition, construction, or development of a tangible capital asset, or that result from the normal use of the asset when the asset is recorded. The new standard also replaces Section PS 3270, Solid Waste Landfill Closure and Post-Closure Liability (PS 3270). An obligation that justifies recognition of a liability can result from existing legislation, regulation, agreement, contract, or is based on a promise and an expectation of performance. The estimate of the liability includes costs directly attributable to asset retirement activities. Costs include post-retirement operation, maintenance, and monitoring that are an integral part of the retirement of the tangible capital asset (if applicable). When recording an asset retirement obligation, the estimated retirement costs are capitalized to the carrying value of the associated assets and amortized over the asset's estimated useful life. The amortization of the asset retirement costs follows that same method of amortization as the associated tangible capital asset.

A significant part of asset retirement obligations results from the removal and disposal of designated substances such as asbestos from city buildings and closure activities. The City reports liabilities related to the legal obligations where it is obligated to incur costs to retire a tangible capital asset.

Ongoing efforts to assess the extent to which designated substances exist in City assets, and new information obtained through regular maintenance and renewal of assets may result in additional asset retirement obligations from better information on the nature and extent the substance exists or from changes in the estimated cost to fulfil the obligation. The measurement of asset retirement obligations is also impacted by activities that occurred to settle all or part of the obligation, or any changes in the legal obligation. Revisions to the estimated cost of the obligation will result in the carrying amount of the associated assets that are in productive use and amortized as part of the asset on an ongoing basis. When obligations have reliable cash flow projections, the liability may be estimated using the present value of future cash flows. Subsequently, accretion of the discounted liability due to the passage of time is recorded as an in-year expense (if applicable).

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

19. Change in Accounting Policy – Adoption of New Accounting Standards (continued)
(b) (continued)

To estimate the liability for similar buildings that do not have information on asbestos and other designated substances, the City uses buildings that have assessments that provide information on the extent and nature of the designated substances in the building in order to measure the liability. This information is extrapolated to a group of similar assets that do not have designated substance reports. As more information becomes available on specific assets, the liability is revised to be asset specific. In other situations, where the building might not be part of a large portfolio, other techniques are used such as using industry data, experts or basing the estimate on a similar asset (if applicable).

As a result of applying this accounting standard, an asset retirement obligation of \$23,101,220 (2022 - \$22,628,903) was recognized as a liability in the Consolidated Statement of Financial Position. These obligations represent estimated retirement costs for the City owned buildings and equipment, including fuel tanks, restoration costs related to leasehold improvements and landfill and post landfill closure obligations. The liabilities, ARO assets and associated ARO accumulated amortization and amortization expense for the period January 1, to December 31, 2023 were used as proxy for January 1, 2022 to December 31, 2022 information. The associated tangible capital asset cost, accumulated amortization and amortization expense were restated. The adoption of PS 3280 ARO was applied to the comparative period as follows:

As at December 31, 2022:

Statement of Financial Position In Thousands of Dollars	As previously reported	Adjustments	As restated
Landfill closure and post closure liabilities	\$ (5,300)	\$ 5,300	\$ -
Asset retirement obligation liability	\$ -	\$ (24,197)	\$ (24,197)
Net Debt	\$ (199,372)	\$ (18,897)	\$ (218,269)
Tangible Capital Assets including ARO	\$ 1,973,339	\$ 6,933	\$1,980,274
Municipal Equity	\$ 1,779,878	\$ (11,962)	\$1,767,916

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
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19. Change in Accounting Policy – Adoption of New Accounting Standards (continued)
(b) (continued)

Statement of Operations In Thousands of Dollars	As previously reported	Adjustments	As restated
Total Expenses	\$ 565,616	\$ 299	\$ 565,915
Net revenues before the under noted items	\$ 16,285	\$ (299)	\$ 15,986
Annual Surplus	\$ 76,120	\$ (299)	\$ 75,821

Statement of Change in Net Debt In Thousands of Dollars	As previously reported	Adjustments	As restated
Annual Surplus	\$ 76,120	\$ (299)	\$ 75,821
Amortization of tangible capital assets	\$ 77,476	\$ 181	\$ 77,657
Change in Net Debt	\$ 23,085	\$ (118)	\$ 22,968
Adjustment on adoption of the asset retirement obligation standard	\$ -	\$ (18,779)	\$ (18,779)

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

20. Financial Risks and Concentration of Risks

The City has exposure to the following risks from its use of financial instruments: credit risk, liquidity risk, and market risk (foreign currency risk, interest rate risk, and other price risk).

a) Credit risk:

Credit risk refers to the risk that a counterparty may default on its contractual obligations resulting in a financial loss. The City is exposed to credit risk with respect to accounts receivable, taxes receivable and notes receivable from government business enterprises (collectively its “receivables”) on the Consolidated Statement of Financial Position.

The City assesses, on a continuous basis, its receivables and provides for any amounts that are not collectible in the allowance for doubtful accounts. The maximum exposure to credit risk of the City at December 31, 2023 is the carrying value of these assets. The carrying amount of receivables is valued with consideration for an allowance for doubtful accounts. The amount of any related impairment loss is recognized in the Consolidated Statement of Operations. Subsequent recoveries of impairment losses related to receivables are credited to the Consolidated Statement of Operations.

Receivables	Current	Past due	Gross receivables	Allowances	Net receivables
Accounts receivable	79,305,983	1,838,585	81,144,568	(4,533,298)	76,611,272
Taxes receivable	6,196,168	5,972,763	12,168,931	(2,973,734)	9,195,197
Notes receivable	\$18,310,638	-	\$18,310,638	-	\$18,310,638

Amounts past due but not allowed for are deemed by management to be collectible based on historical experience regarding collections.

The City follows an investment policy approved by Council. The maximum exposure to credit risk with respect to portfolio investments of the City at December 31, 2023 is the carrying value of the investments.

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

20. Financial Risks and Concentration of Risks (continued)

b) Market risk

Market risk is the risk that changes in market price, such as foreign exchange rates, interest rates and other price risks, will affect the City's net results of operations or the fair value of its holdings of financial instruments. Market risk includes three types of risk: currency risk, interest rate risk and other price risk.

(i) Currency risk:

Currency risk arises from the City's operations in different currencies and converting non-Canadian earnings at different points in time at different foreign currency levels when adverse changes in foreign currency rates occur. The City does not have any material transactions or financial instruments denominated in foreign currencies.

(ii) Interest rate risk:

Interest rate risk is the potential for financial loss caused by fluctuations in fair value or future cash flows of financial instruments because of changes in market interest rates. Financial assets and financial liabilities with variable interest rates expose the City to this risk.

The City is exposed to this risk through its interest-bearing investments. As at December 31, 2023, had prevailing interest rates increased or decreased by 1%, assuming a parallel shift in the yield curve with all other variables held constant, the estimated impact on the market value of investments would be approximately \$1.7M (2022 - \$1.6M). This risk is mitigated by the City's intention to hold these investments to maturity.

In addition to the above, the City is exposed to interest rate risk as it has long-term liabilities bearing interest at a fixed rate as described in note 9. As prevailing interest rates fluctuate, the market value of these debts will fluctuate. This risk is mitigated by the City's intention to hold the debt to maturity.

(iii) Other price risk:

Other price risk arises when the fair value of equity funds changes due to a decrease in a stock market index or other risk variables. The City does not have any equity instruments in the investment portfolio and, accordingly, is not exposed to this risk.

c) Liquidity Risk

Liquidity risk is the risk that the City will not be able to meet all of its cash outflow obligations as they come due. The City mitigates this risk by monitoring cash activities and expected outflows through extensive budgeting. Accounts payable and accrued liabilities are all current and the terms of long-term liabilities are disclosed in note 9.

There have been no significant changes to these risk exposures from 2022.

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

21. Asset retirement obligation

On January 1, 2022, the City adopted Canadian public sector accounting standard PS 3280 Asset Retirement Obligations. The new accounting standard addresses the reporting of legal obligations associated with the retirement of certain tangible capital assets, such as asbestos removal in retired buildings by public sector entities. The new accounting standard has resulted in a withdrawal of the existing accounting standard PS 3270 Solid Waste Landfill Closure and Post-Closure Liability. The standard was adopted on the modified retroactive basis at the date of adoption. Under the modified retroactive method of adoption, the assumptions used to estimate the City's asset retirement obligations are applied as of the date of adoption for the standard.

The City removed the accrued landfill obligation that had been recognized to date and recognized an asset retirement obligation upon adoption of PS 3280 on January 1, 2022. The liability represents the required closure and post-closure care costs for the landfill site owned by the City.

On January 1, 2022, the City recognized an additional asset retirement obligation relating to several buildings owned by the City that contain asbestos and underground fuel tanks.

The City's asset retirement obligations (AROs) consist of several obligations as follows:

(a) Landfill obligation:

The City owns three inactive landfills which are Kingston West (McAdoo's Lane), Belle Park and the Pittsburgh site. The costs were based upon the presently known obligations that will exist at the estimated year of closure of the site and for 25 years thereafter. As at December 31, 2023, these landfills have no remaining useful life. The City recognized an obligation relating to the removal and post-removal care of the landfills. These costs were discounted using a discount rate of 4% per annum and an inflation rate of 3% per annum. The transition and recognition of ARO's for landfill liabilities are amortized for 25 years post closure.

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

21. Asset retirement obligation (continued)

(b) Asbestos and other obligations:

The City owns several buildings that are known to have asbestos and underground fuel storage tanks, which represents a health hazard upon demolition/decommission and there is a legal obligation to remove it. The City recognized an obligation relating to the removal and post-removal care of the asbestos and decommissioning of fuel storage tanks as estimated at January 1, 2022. These costs were not discounted due to uncertainty surrounding the expected timing of cash outflows. The transition and recognition of AROs involved an accompanying increase to the building capital assets and the restatement of prior year balances.

	Landfill	Asbestos and other removal	Total
Balance, January 1, 2022, as previously stated	-	-	-
Adjustment on adoption of PS 3280 asset retirement obligations (note 19)	\$ 5,052,000	18,903,752	23,955,752
Balance, January 1, 2022, as restated	\$ 5,052,000	\$ 18,903,752	\$23,955,752
Accretion expense	(6,955)	-	(6,955)
Liabilities incurred during the year	248,000	-	248,000
Balance, December 31, 2022, as restated	\$ 5,293,045	\$ 18,903,752	\$24,196,797
Accretion expense	(7,431)	-	(7,431)
Liabilities incurred during the year	-	537,768	537,768
Liabilities settled during the year	(58,000)	-	(58,000)
Balance, December 31, 2023	\$ 5,227,614	\$ 19,441,520	\$24,669,134

The Corporation of the City of Kingston
Consolidated Schedule of Tangible Capital Assets
Year ended December 31, 2023

General Assets (In Thousands of Dollars)	Land	Land Improvements	Buildings	Vehicles and Machinery	Furniture, Fixtures and Equipment	Total General Assets
Cost:						
Balance, beginning of year	\$90,725	\$98,788	\$485,730	121,628	\$187,395	\$984,266
Adjustments relating to asset retirement obligations (Note 19)	-	-	18,820	-	76	18,896
Balance, beginning of year, restated	\$90,725	\$98,788	\$504,550	\$121,628	\$187,471	\$1,003,162
Add: Additions	5,799	9,876	21,185	4,723	18,595	60,178
Less: Disposals	-	-	-	(3,612)	(9,261)	(12,873)
Add: Asset retirement obligation additions	-	-	523	-	-	523
Balance, end of year	\$96,524	\$108,664	\$526,258	\$122,739	\$196,805	\$1,050,990
Accumulated Amortization:						
Balance, beginning of year	-	\$32,937	\$193,198	\$70,207	\$97,809	\$394,151
Adjustments relating to asset retirement obligations (Note 19)	-	-	11,887	-	76	11,963
Balance, beginning of year, restated	-	\$32,937	\$205,085	\$70,207	\$97,885	\$406,114
Add: Amortization	-	3,048	13,538	7,758	12,242	36,586
Less: Accumulated amortization on	-	-	-	(3,395)	(8,752)	(12,147)
Balance, end of year	-	\$35,985	\$218,623	\$74,570	\$101,375	\$430,553
Net Book Value of Tangible Capital Assets	\$96,524	\$72,679	\$307,635	\$48,169	\$95,430	\$620,437

The Corporation of the City of Kingston
Consolidated Schedule of Tangible Capital Assets
Year ended December 31, 2023

Infrastructure Assets (In Thousands of Dollars)	Land	Land Improvements	Plants and Facilities	Roads	Bridges and Culverts	Utility Networks	Other	Total Infrastructure Assets
Cost:								
Balance, beginning of year, restated	\$11,440	\$41,588	\$495,406	\$475,437	\$233,169	\$497,450	\$329,344	\$2,083,834
Add: Additions	-	-	21,746	10,343	10,824	16,541	12,664	72,118
Less: Disposals			(240)	(2,720)	-	(9,585)	(5,191)	(17,736)
Balance, end of year	11,440	41,588	516,912	483,060	243,993	504,406	336,817	2,138,216
Accumulated Amortization:								
Balance, beginning of year,	-	25,571	194,872	258,754	15,441	135,654	132,891	763,183
Add: Amortization	-	192	15,512	10,619	4,017	7,735	8,069	46,144
Less: Accumulated	-	-	(240)	(2,059)	-	(6,655)	(2,573)	(11,527)
Balance, end of year	-	25,763	210,144	267,314	19,458	136,734	138,387	797,800
Net Book Value of Tangible Capital Assets	\$11,440	\$15,825	\$306,768	\$215,746	\$224,535	\$367,672	\$198,430	\$1,340,416

The Corporation of the City of Kingston
Consolidated Schedule of Tangible Capital Assets
Year ended December 31, 2023, with Comparative Figures for 2022 (Restated)

Totals (In Thousands of Dollars)	2023 Total General Assets	2023 Total Infrastructure Assets	2023 Capital Works in Progress	2023 Total General and Infrastructure Assets	2022 Total General and Infrastructure Assets (note 19)
Cost:					
Balance, beginning of year	\$984,266	\$2,083,834	\$62,573	\$3,130,673	\$3,019,340
Adjustments relating to asset retirement obligations (Note 19)	18,896	-	-	18,896	18,896
Balance, beginning of year, restated	\$1,003,162	\$2,083,834	\$62,573	\$3,149,569	\$3,038,236
Add: Additions	60,178	72,118	1,855	134,151	138,198
Less: Disposals	(12,873)	(17,736)	-	(30,609)	(26,865)
Add: Asset retirement obligation addition	523	-	-	523	-
Balance, end of year	1,050,990	2,138,216	64,428	3,253,634	3,149,569
Accumulated Amortization:					
Balance, beginning of year	394,151	763,183	-	1,157,334	1,098,538
Adjustments relating to asset retirement obligations (Note 19)	11,963	-	-	11,963	11,963
Balance, beginning of year, restated	\$406,114	\$763,183	-	\$1,169,297	\$1,110,501
Add: Amortization	36,586	46,144	-	82,730	77,476
Less: Accumulated amortization on disposals	(12,147)	(11,527)	-	(23,674)	(18,680)
Balance, end of year	430,553	797,800	-	1,228,353	1,169,297
Net Book Value of Tangible Capital Assets	\$620,437	\$1,340,416	\$64,428	\$2,025,281	\$1,980,274

The Corporation of the City of Kingston
Consolidated Schedule of Segmented Information
Year ended December 31, 2023
(In Thousands of Dollars)

Schedule of Segmented Information	General Government	Protection Services	Transportation Services	Environmental Services	Waste Water	Water
Revenue:						
Government grants	5,674	3,092	15,824	2,146	558	-
Other municipalities	-	253	673	322	-	-
User fees and service charges	11,699	10,845	24,075	2,148	41,123	35,340
User fees - gas commodity	-	-	-	-	-	-
Other	2,844	351	24,689	-	9,450	1,655
Total Revenue	20,217	14,541	65,261	4,616	51,131	36,995
Expenses:						
Salaries, wages & employee benefits	33,570	76,562	35,568	6,435	-	-
Materials	3,582	5,207	19,257	1,284	156	228
Contracted services	12,901	4,844	10,012	9,113	19,979	15,210
Gas commodity purchases	-	-	-	-	-	-
Rents and financial expenses	835	940	5,670	576	5,362	5,280
External transfers	5,204	2,442	3,505	189	-	-
Amortization	6,340	4,765	25,442	3,439	13,854	9,902
Inter-departmental charges	(14,645)	823	679	3,163	937	930
Total Expenses	47,787	95,583	100,133	24,199	40,288	31,550
Excess of revenue over expenses (expenses over revenues)	(27,570)	(81,042)	(34,872)	(19,583)	10,843	5,445

The Corporation of the City of Kingston
Consolidated Schedule of Segmented Information
Year ended December 31, 2023
(In Thousands of Dollars)

Schedule of Segmented Information Continued	Health Services	Social and Family Services and Housing	Recreation and Cultural Services	Planning and Development Services	Gas Works
Revenue:					
Government grants	12,510	93,897	536	1,100	-
Other municipalities	1,469	1,647	897	-	-
User fees and service charges	35	13,499	12,256	1,600	15,293
User fees - gas commodity	-	-	-	-	16,424
Other	-	31	2,109	26	-
Total Revenue	14,014	109,074	15,798	2,726	31,717
Expenses:					
Salaries, wages & employee benefits	13,379	29,016	23,479	4,608	-
Materials	1,167	12,063	6,177	853	9
Contracted services	1,836	14,055	7,879	2,107	5,457
Gas commodity purchases	-	-	-	-	16,424
Rents and financial expenses	-	754	4,751	1,858	2,002
External transfers	15,158	70,528	1,598	3,512	-
Amortization	496	4,800	10,084	21	3,617
Inter-departmental charges	-	3,839	3,836	(201)	637
Total Expenses	32,036	135,055	57,804	12,758	28,146
Excess of revenue over expenses (expenses over revenues)	(18,022)	(25,981)	(42,006)	(10,032)	3,571

The Corporation of the City of Kingston
Consolidated Schedule of Segmented Information
Year ended December 31, 2023, with Comparative Figures for 2022 (Restated)
(In Thousands of Dollars)

Schedule of Segmented Information Totals	Total 2023	Total 2022 (note 19)
Revenue:		
Government grants	135,337	133,667
Other municipalities	5,261	4,783
User fees and service charges	167,913	157,748
User fees - gas commodity	16,424	15,155
Other	41,155	32,908
Total Revenue	366,090	344,261
Expenses:		
Salaries, wages & employee benefits	222,617	201,682
Materials	49,981	45,733
Contracted services	103,393	89,083
Gas commodity purchases	16,424	15,155
Rents and financial expenses	28,028	32,892
External transfers	102,136	102,325
Amortization	82,760	79,045
Inter-departmental charges	-	-
Total Expenses	605,339	565,915
Excess of revenue over expenses	(239,249)	(221,654)
Taxation	279,917	268,019
Payments in Lieu	17,493	16,888
Investment in Government Business Enterprise	1,549	2,387
Investment Income	17,194	10,182
Taxation and Investment Revenue	316,153	297,476
Annual Surplus	76,904	\$75,822

Trust Funds

Independent Auditors' Report

To the Members of Council, Inhabitants and Ratepayers of The Corporation of the City of Kingston

Opinion

We have audited the Statement of Trust Funds of the Corporation of the City of Kingston (the “Entity”), which comprise:

- the statement of financial position as at December 31, 2023
- the statement of continuity of trust funds for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the “financial statements”).

In our opinion, the accompanying financial statements, present fairly, in all material respects, the financial position of the Entity as at December 31, 2023, and the continuity of trust funds for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the “*Auditor’s Responsibilities for the Audit of the Statement*” section of our auditor’s report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the Statement in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Draft for discussion purposes*Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- * Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- * Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- * Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

Draft for discussion purposes

- * Conclude on the appropriateness of management's use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- * Evaluate the overall presentation, structure, and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- * Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants, Licensed Public Accountants

Kingston, Canada

August 13, 2024

The Corporation of the City of Kingston

Trust Funds

Year Ended December 31, 2023, with comparative figures for 2022

Statement of Financial Position

Name of Fund	Rideaucrest Residents Fund	Donations & Endowments	Other	Total 2023	Total 2022
Assets					
Cash and short-term investments	\$28,184	\$ 40,400	\$99,716	\$168,300	\$167,307
Total	\$28,184	\$ 40,400	\$99,716	\$168,300	\$167,307
Fund Balances					
Unexpendable trust	\$ -	\$40,400	\$25,000	\$ 65,400	\$65,400
Capital/ earned surplus	28,184	-	74,716	102,900	101,907
Total	\$28,184	\$40,400	\$99,716	\$168,300	\$167,307

Statement of Continuity

Name of Fund	Rideaucrest Residents Fund	Donations & Endowments	Other	Total 2023	Total 2022
Balances, beginning of year	\$32,564	\$40,400	\$94,343	\$167,307	\$157,587
Donations and other revenue	38,578	-	384	38,962	37,669
Interest earned	-	2,082	4,989	7,071	3,017
Sub-Total	\$71,142	\$42,482	\$99,716	\$213,340	\$198,273
Expenses	42,958	2,082	-	45,040	30,966
Balances, end of year	\$28,184	\$40,400	\$99,716	\$168,300	\$167,307

The Corporation of the City of Kingston

Trust Funds

Notes to Financial Statements

Year Ended December 31, 2023

1. Significant Accounting Policies:

The financial statements of The Corporation of the City of Kingston “Trust Funds” are prepared by management in accordance with Canadian public sector accounting standards.

(a) Basis of Accounting:

These statements reflect the assets, liabilities, revenue, and expenses of the Trust Funds.

(b) Revenue Recognition:

Revenue and expenses are recorded on an accrual basis.

The accrual basis recognizes revenue as they become available and measurable. Expenses are recognized as they are incurred and measurable as a result of the receipt of goods or services and the creation of a legal obligation to pay.

(c) Use of Estimates:

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the period. Actual results could differ from those estimates.

2. Statement of Cash Flows:

A statement of cash flows has not been included in these financial statements as it would not provide additional meaningful information.

By-Law Number 2024-XX

A By-Law to Amend By-Law Number 2022-62, “Kingston Zoning By-law Number 2022-62” (Introduction of Exception E170 and Addition of Holding Overlay H239 (40 Hyperion Court))

Passed: [Meeting Date]

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

And Whereas the Council of The Corporation of the City of Kingston deems it advisable to amend the Kingston Zoning By-law.

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

1. By-Law Number 2022-62 of The Corporation of the City of Kingston, entitled “Kingston Zoning By-law Number 2022-62”, is amended as follows:
 - 1.1. Schedule E – Exception Overlay is amended by adding Exception ‘E170’, as shown on Schedule “A” attached to and forming part of this By-Law;
 - 1.2. Schedule F – Holding Overlay is amended by adding Holding Overlay ‘H239’, as shown on Schedule “B” attached to and forming part of this By-Law;
 - 1.3. By adding the following Exception Number E170 in Section 21 – Exceptions, as follows:

“**E170.** Despite anything to the contrary in this By-law, the following provisions apply to the lands subject to this Exception:

 - (a) The following **complementary uses** are permitted, up to a maximum of 49% of the total **gross floor area**, in the aggregate:
 - (i) **Animal Care**
 - (ii) **Animal Shelter**
 - (iii) **Day Care Centre**
 - (iv) **Financial Institution**

- (v) **Fitness Centre**
 - (vi) **Laundry Store**
 - (vii) **Personal Service Shop**
 - (viii) **Recreation Facility**
 - (ix) **Wellness Clinic;**
 - (b) The calculation for the number of bike spaces and **end-of-trip bike facilities** will be determined based on the individual units within the **building**, and not on the overall **building**;
 - (c) Clause 7.3.16. does not apply to a **change of use**;
 - (d) A **retail store** is permitted only as an **accessory use** to a **principal use** on the **lot** and must not exceed 25% of the **gross floor area** of the **building**; and
 - (e) **Outdoor Storage:**
 - (i) Minimum **rear setback** is 3.0 metres;
 - (ii) Minimum **interior setback** is 3.0 metres; and
 - (iii) Maximum area of **outdoor storage** is 25% of lot area.”
- 1.4. By adding the following Hold Number H239 in Section 22 – Holding Conditions, as follows:

“**H239.** The Holding Overlay applies only to a **Day Care Centre**. All other permitted **uses** are not subject to the Holding Overlay. Prior to the removal of the Holding Overlay, the following conditions must be satisfied:

- (a) The submission of a satisfactory noise impact study prepared by a qualified person as defined by the **City** and completed to the satisfaction of the **City** and which adheres to all applicable municipal and provincial requirements; and
- (b) A Record of Site Condition (RSC) signed by the qualified person who prepared it, along with a copy of all supporting studies, and which meets the requirements of Ontario Regulation 153/04 (as amended), is provided and completed to the satisfaction of the **City**, as applicable.”

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

Given all Three Readings and Passed: [Meeting Date]

Janet Jaynes
City Clerk

Bryan Paterson
Mayor

By-Law Number 2024-XX

A By-Law to Amend By-Law Number 2022-62, “Kingston Zoning By-law Number 2022-62” (Transfer of Lands into Kingston Zoning By-law, Introduction of Exception Number E165 and Introduction of Holding Overlay H236 (64 Barrack Street & 235-237 Wellington Street))

Passed: [Meeting Date]

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

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

And Whereas the Council of The Corporation of the City of Kingston deems it advisable to amend the Kingston Zoning By-law.

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

1. By-Law Number 2022-62 of The Corporation of the City of Kingston, entitled “Kingston Zoning By-law Number 2022-62”, is amended as follows:
 - 1.1. Schedule 1 – Zoning Map is amended by removing reference to “Not Subject to this By-law”, and by adding the zone symbol ‘DT1’, as shown on Schedule “A” attached to and forming part of this By-Law.
 - 1.2. Schedule E – Exception Overlay is amended by adding Exception Number 165, as shown on Schedule “B” attached to and forming part of this By-Law.
 - 1.3. Schedule F – Holding Overlay is amended by adding Holding Overlay H236, as shown on Schedule “C” attached to and forming part of this By-Law.

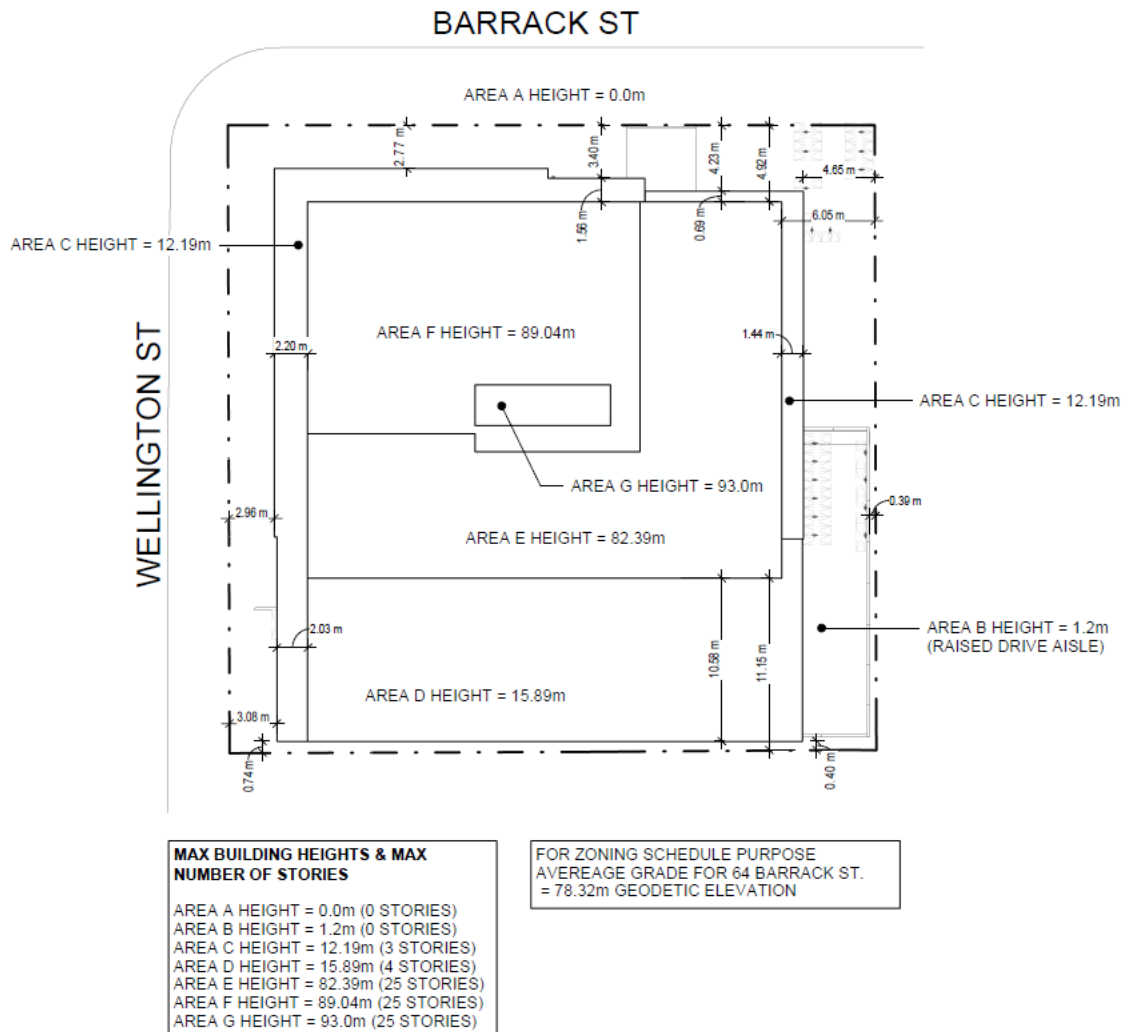
1.4. By adding the following Exception Number E165 in Section 21 –
Exceptions, as follows:

“E165. Despite anything to the contrary in this By-law, the following provisions apply to the lands subject to this Exception:

- (a) The maximum **heights** are specified on Figure E165, with a maximum 1 metre variance on noted dimensions permitted;
- (b) The minimum **setbacks** and **stepbacks** are as shown on Figure E165, with a maximum 5% variance on noted dimensions permitted;
- (c) The **angular plane** and **build to plane** requirements described in Subsection 4.5 do not apply;
- (d) The maximum tower floorplate above the 3rd storey is 765 square metres;
- (e) The **building** components described in Clause 4.18.2. are permitted to cover a maximum area of 50% of the roof area on which they are located, in the aggregate, with maximum **heights** and minimum **setbacks** as shown on Figure E165;
- (f) Despite the minimum **setback** requirements, architectural features such as ramps, stairs, **canopies**, and wind screens may project horizontally into the required **setback** up to the **lot line**;
- (g) The maximum number of **dwelling units** is 344;
- (h) The minimum **first storey height** is 4.5 metres;
- (i) The minimum **non-residential** floor area on the **ground floor** is 240 square metres;
- (j) A maximum of 85% of the horizontal length of each face of the **main wall** of each **storey** may be occupied by **balconies**;
- (k) One communal **amenity area** may have a minimum area of 40 square metres;
- (l) Clause 4.3.3. does not apply to a communal exterior **amenity area** accessed from the 3rd storey;
- (m) The minimum number of required **parking spaces** is 83;

- (n) A maximum of 11 required **parking spaces** are permitted to be used for small cars, with a minimum length of 4.8 metres and a minimum width of 2.4 metres, and must include signage that identifies the space as a “small car parking space”;
- (o) A minimum of 5 **visitor spaces** are required;
- (p) A minimum of 1 **short-term delivery parking space** is required;
- (q) A minimum of 1 **car share** space is required;
- (r) A minimum of 10% of the required **long-term bike spaces** must be **horizontal bike spaces**. The remainder of the **long-term bike spaces** may be provided as **stacked bike spaces** or **vertical bike spaces**;
- (s) The minimum width of a **vertical bike space** is 0.4 metres.
- (t) The minimum **drive aisle** width is 6 metres;
- (u) Despite paragraph (s) above, where a **drive aisle** is permitted at-grade for access from Wellington Street the minimum **drive aisle** width is 5.75 metres;
- (v) The maximum width of a **driveway** within the required **front setback** is 7.3 metres;
- (w) The minimum dimension of the required **sight triangle** is 5 by 5 metres; and
- (x) A minimum of 1 **loading space** is required with minimum dimensions of 11.5 metres in length and 3.5 metres in width.

(y) **Figure E165**



2. By adding the following Holding Overlay H236 in Section 22 – Holding Conditions, as follows:
 - “**H236.** Prior to the removal of the Holding Overlay, the following condition must be addressed to the satisfaction of the **City**:
 - (a) The **City** is satisfied that there is adequate servicing capacity for the proposed **development**, including, but not limited to, adequate fire flow capacity, adequate electrical servicing capacity, and adequate gas servicing capacity.”
3. The lands shown on Schedule “A” attached to and forming part of this By-Law are incorporated into the Kingston Zoning By-law and the provisions of City of

Kingston By-Law Number 96-259, entitled "Downtown and Harbour Zoning By-Law of the Corporation of the City of Kingston", as amended, no longer apply to the lands.

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

Given all Three Readings and Passed: [Meeting Date]

Janet Jaynes
City Clerk

Bryan Paterson
Mayor



City of Kingston
Report to Kingston Heritage Properties Committee
Report Number HP-24-033

To: Chair and Members of the Kingston Heritage Properties Committee

From: Jennifer Campbell, Commissioner, Community Services

Resource Staff: Kevin Gibbs, Director, Heritage Services

Date of Meeting: July 17, 2024

Subject: Application for Ontario Heritage Act Approval

Address: 292 Johnson Street (P18-797)

File Number: P18-059-2024

Council Strategic Plan Alignment:

Theme: Corporate business

Goal: See above

Executive Summary:

The subject property with the municipal address of 292 Johnson Street is located on the corner of Johnson and Barrie Street, across the street from Ecole Cathedrale E.S. The property consists of one half of a two-and-one-half storey double house with a mansard roof on an irregular lot that includes a one-and-a-half storey drive shed in the rear yard that is rapidly deteriorating. The property is designated under Part V of the *Ontario Heritage Act*.

An application for alteration under Section 42 of the *Ontario Heritage Act* (P18-059-2024) has been submitted to request approval to demolish a one-and-a-half storey rear yard drive shed that abuts a municipal laneway. The applicant has supplied photos of the building and a description of the structural failure as well as an Order to Remedy issued by the City's Building Services Department. Once demolished, a future approval under the *Ontario Heritage Act* is necessary to establish a new building in the location.

July 17, 2024

Page 2 of 8

This application was deemed complete on June 6, 2024. The *Ontario Heritage Act* provides a maximum of 90 days for Council to render a decision on an application to demolish a building or structure on a designated property under Section 42(4). This timeframe will expire on September 4, 2024.

Upon review of all the submitted materials, as well as applicable policies and legislation, staff recommend approval of the proposed scope of work, subject to the conditions outlined herein.

Recommendation:

That the Kingston Heritage Properties Committee recommends to Council:

That the alterations to the property at 292 Johnson Street, be approved in accordance with details described in the application (File Number: P18-059-2024), which was deemed complete on June 6, 2024, with alterations to include the demolition of a one-and-a-half storey drive shed in the rear yard that abuts a City owned laneway.

That the approval of the alterations be subject to the following conditions:

1. That the owner consider repurposing/donating/salvaging the garage door hardware;
2. Prior to demolition, the applicant shall photograph the interior of the garage as well as measure the exterior footprint, dimensions and roof pitch, and provide these photos and details to Heritage Planning staff for record purposes;
3. That an encroachment/temporary access permit be obtained, as necessary;
4. A Building Permit shall be obtained, as necessary;
5. Heritage Planning staff shall be circulated the drawings and design specifications tied to the Building Permit application for review and approval to ensure consistency with the scope of the Heritage Permit sought by this application; and
6. Any minor deviations from the submitted plans, which meet the intent of this approval and do not further impact the heritage attributes of the property, shall be delegated to the Director of Heritage Services for review and approval.

July 17, 2024

Page 3 of 8

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, Commissioner, Infrastructure, Transportation & Emergency Services	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required

July 17, 2024

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Options/Discussion:**Description of Application/Background**

292 Johnson Street is located on the corner of Johnson and Barrie Streets, across from Ecole Cathedrale E.S (Exhibit A). The property consists of one half of a two-and-one-half storey double house with a mansard roof on an irregular lot that includes a one-and-a-half storey drive shed in the rear yard that is rapidly deteriorating (Exhibits C and D). While the property is a landmark in the District due to the impressive main building's location and design, the rear garage has no identified heritage value and supports the related principal dwellings and units (Exhibit B). A future heritage permit would be necessary to re-establish a building in the location.

Reasons for Designation/Cultural Heritage Value

The property is designated as a part of the Old Sydenham Heritage Area Heritage Conservation District by By-Law Number 2015-67. The property entry provides the following relevant information:

- Designed by a prominent Kingston architect, Robert Gage.
- The building is very well designed, exemplified by its fine brick work, symmetry, ornamentation on the cornice/frieze, full length verandah and stacked windows.
- The building “utilizes the Mansard roof and a generally 2nd Empire influenced stylistic sensibility in creating a notable corner house.”
- A brick ‘tail’ was added later and follows the unusual property line.
- “This major double house occupies an important urban corner as the 'gateway' into Old Sydenham Ward. The brick 'tail' of 292 Johnson remarkably accommodates the irregularity of the lot. The scale of the building with mansard roof and the lack of an abutting neighbour to the east further enhance its landmark status.”

While the property is classified as “Significant”, the drive shed is not mentioned.

The Property Inventory Evaluation has been included as Exhibit B.

Cultural Heritage Analysis**Applicable Local Policy/Guidelines**

The property is located within the Old Sydenham Heritage Area Conservation District (District). As such, property alterations are subject to the associated District Plan (the Plan). The property at 292 Johnson Street is in the “Beyond Bagot” Sub-Area, which includes the following relevant attributes: a wide range of building types/materials/ages, buildings associated with some of Kingston’s best architects, prominent buildings on street corners, irregular lots, and rear lanes with outbuildings. The Plan also provides specific guidance on the “demolition of heritage (contributing) properties” and notes that demolition is only permitted as a last resort and such properties can only be demolished “...for reasons of health and safety due to fire, natural disaster or other reasons.” Further, “the replacement structure shall be designed in conformity

July 17, 2024

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with the policies and guidelines of this District Plan.” When considering laneways the Plan notes that, when considering streetscapes and landscapes “[l]aneways are important heritage attributes of the [D]istrict and should be recognized as rights-of-way which may provide access to private rear yards, accessory structures and parking areas.”

Summary of Project Proposal and Impact Analysis

The subject property is an important landmark in the District as it contributes to a main gateway into the “Beyond Bagot” Sub-Area. However, the reason for its landmark status is due to the building’s location on a corner lot, being close to the front lot line as well as its architectural quality/design that is representative of Robert Gage’s work. While the Plan provides guidance on the “demolition of heritage (contributing) properties” and the drive shed is part of this property, this section specifically deals with heritage buildings, which the drive shed is not. As such, the demolition of this building is not prohibited by the Plan and will not negatively impact the property’s heritage value.

However, the drive shed is an outbuilding that acts as part of the laneway streetscape and contributes to the entrance to the rear lane that extends behind 292 Johnson Street between Barrie Street and Clergy Street East. As laneways are “important heritage attributes of the [D]istrict and...provide access to...accessory structures,” the drive shed’s form/function has an impact on the District. Currently, the laneway behind 292 Johnson Street predominantly contains outbuildings that are between one and one-and-a-half storeys, and many are located on/over/close to the edge of the laneway property line. However, there are some properties that abut the laneway with setback or no outbuildings so there is only a semi consistent streetwall. Based on the laneway’s existing built form, the removal of the building should not have a negative impact on the laneway, but any potential redevelopment that meaningfully exceeds the prevailing built form, significantly deviates from the existing location, or changes the Barrie Street facing orientation could impact the experience of walking through or passing by this laneway entrance. As such, if/when a new building is proposed on the subject property that may impact the laneway, a future approval under the *Ontario Heritage Act* will be required that conforms to the District Plan.

Previous Approvals

P18-010-2018 – Application of a protective silicone sealant on the metal, mansard roof and porch roof to match existing colour.

P18-014-2022DA – Repair/restoration of the roof and soffits/fascia, repainting both areas with Gaco silicone paint/coating, and like-for-like wood repairs/replacements.

Comments from Department and Agencies

The following internal departments have commented on this application and provided the following comments:

July 17, 2024

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Engineering Services - No objections with the permit for demolition. All comments from Pre Application D00-025-2024 will apply for future development applications.

Applicant is to apply for an encroachment permit if any equipment or material is required to be located on City lands during demo. Contact transportation@cityofkingston.ca

Engineering Services – Noise Review - No objections with the permit for demolition. All comments from Pre Application D00-025-2024 will apply for future development applications.

Engineering Services – Storm Water Review - No ENG Stormwater concerns with Heritage application. All comments from Pre Application D00-025-2024 will apply for future development applications.

Utilities Kingston - Utilities Kingston has no concerns with the Heritage Permit Application.

Kingston Hydro - During demolition, the contractor is advised to proceed with caution when working in close proximity to the existing Bell Pole and anchor. The applicant should contact Bell for additional requirements when working near the pole.

Building Division - No comment was provided by the deadline. The applicant is encouraged to reach out to buildingpermits@cityofkingston.ca for information on building permit expectations.

Planning Services - Planning Services has no concerns with the proposal to demolish the rear garage/shed structure.

Consultation with Heritage Properties Committee

The Kingston Heritage Properties Committee was consulted on this application through the Development and Services Hub ([DASH](#)) system. Staff have received two sets of comments and one “no major objections” comment from circulated Committee members. The Committee’s comments have been compiled and attached as Exhibit E.

One member acknowledged the order to remedy that was served on the property and the building’s deteriorated state.

Another member also acknowledged the deteriorated state and suggested that the building’s footprint, dimensions and roof pitch are measured/recorded prior to demolition. They also recommended that the garage door hardware be salvaged and repurposed or donated. These considerations have been included as conditions of approval. Further, this same member noted that the recorded measurements be considered when proposing a future building in that area.

Both members noted that a new building must comply with the Plan and return to the Committee for further review once proposed.

July 17, 2024

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Conclusion

Staff recommends approval of the application File Number (P18-059-2024), subject to the conditions outlined herein, as there are no objections from a built heritage perspective, and no concerns have been raised by internal departments.

Existing Policy/By-Law:

Standards and Guidelines for the Conservation of Historic Places in Canada (Parks Canada)

Ontario Heritage Act, R.S.O. 1990, C.O. 18 (Province of Ontario)

Ontario Heritage Tool Kit (Ministry of Citizenship and Multiculturalism)

City of Kingston Official Plan

By-Law Number 2023-38 Procedural By-law for Heritage

Old Sydenham Heritage Area Heritage Conservation District Plan – Designating By-Law Number 2015-67

Notice Provisions:

Pursuant to Section 42(4) of the *Ontario Heritage Act (OHA)*, notice of receipt of a complete application has been served on the applicant.

Financial Considerations:

None

Contacts:

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

Joel Konrad, Manager, Heritage Planning, Heritage Services, 613-546-4291 extension 3256

Phillip Prell, Intermediate Planner, Heritage Services, 613-546-4291 extension 3219

Other City of Kingston Staff Consulted:

None

Exhibits Attached:

Exhibit A Mapping Information

Exhibit B Old Sydenham Heritage Area Heritage Conservation District Plan Entry

July 17, 2024

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- Exhibit C Applicant Photos/Description & Order to Remedy
- Exhibit D Site Visit Photos & Google 3D Image
- Exhibit E Correspondence Received from the Heritage Properties Committee
- Exhibit F Final Comments from Kingston Heritage Properties Committee – July 17, 2024

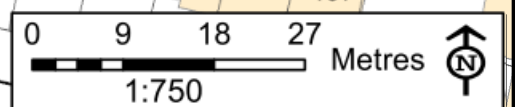
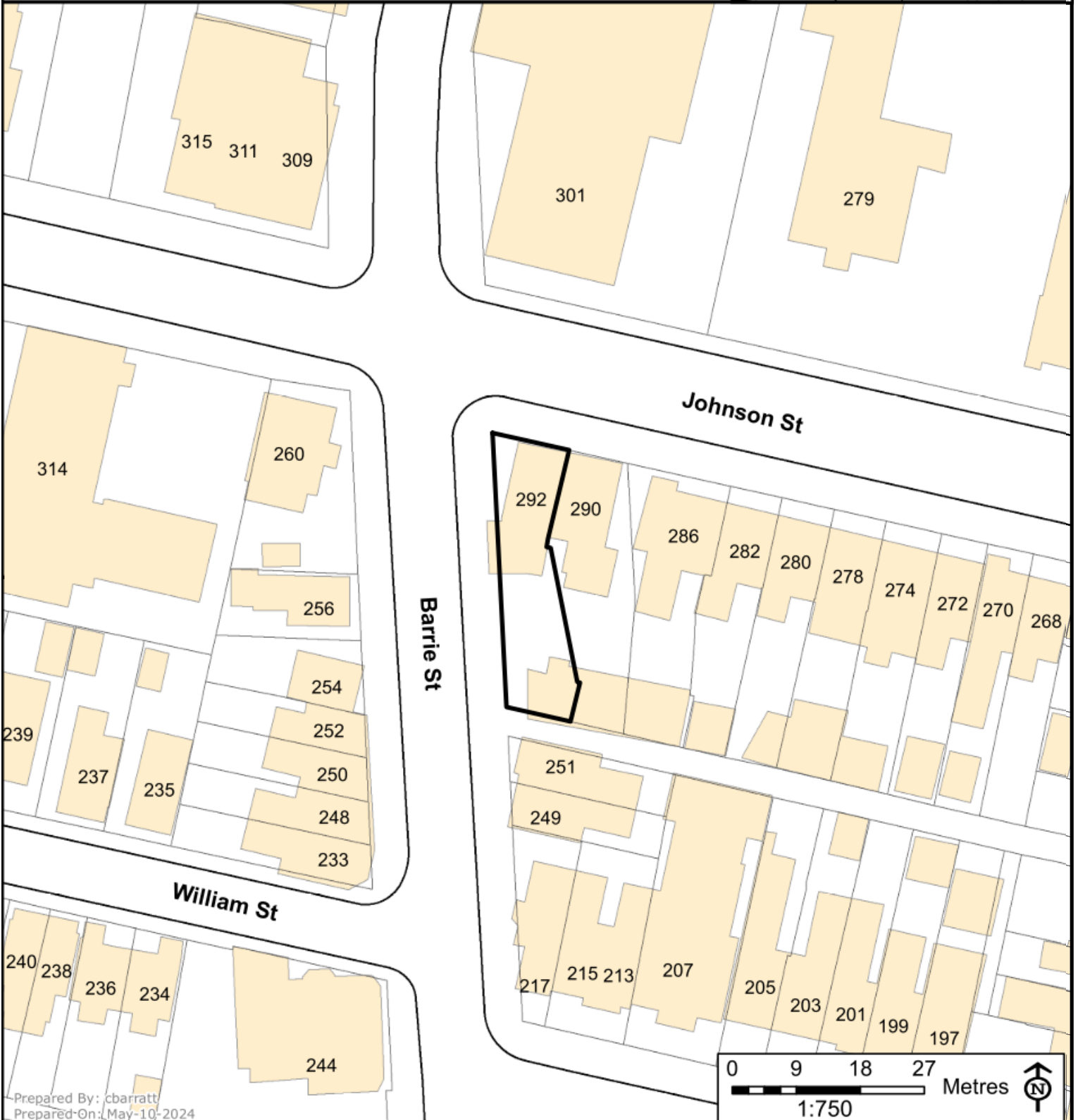
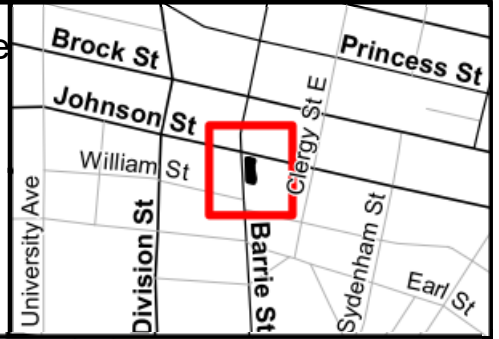


Kingston Heritage Properties Committee

Key Map

Address: 292 Johnson Street
File Number: P18-059-2024
Prepared On: May-10-2024

Subject Lands






Prepared By: cbarratt
Prepared On: May-10-2024

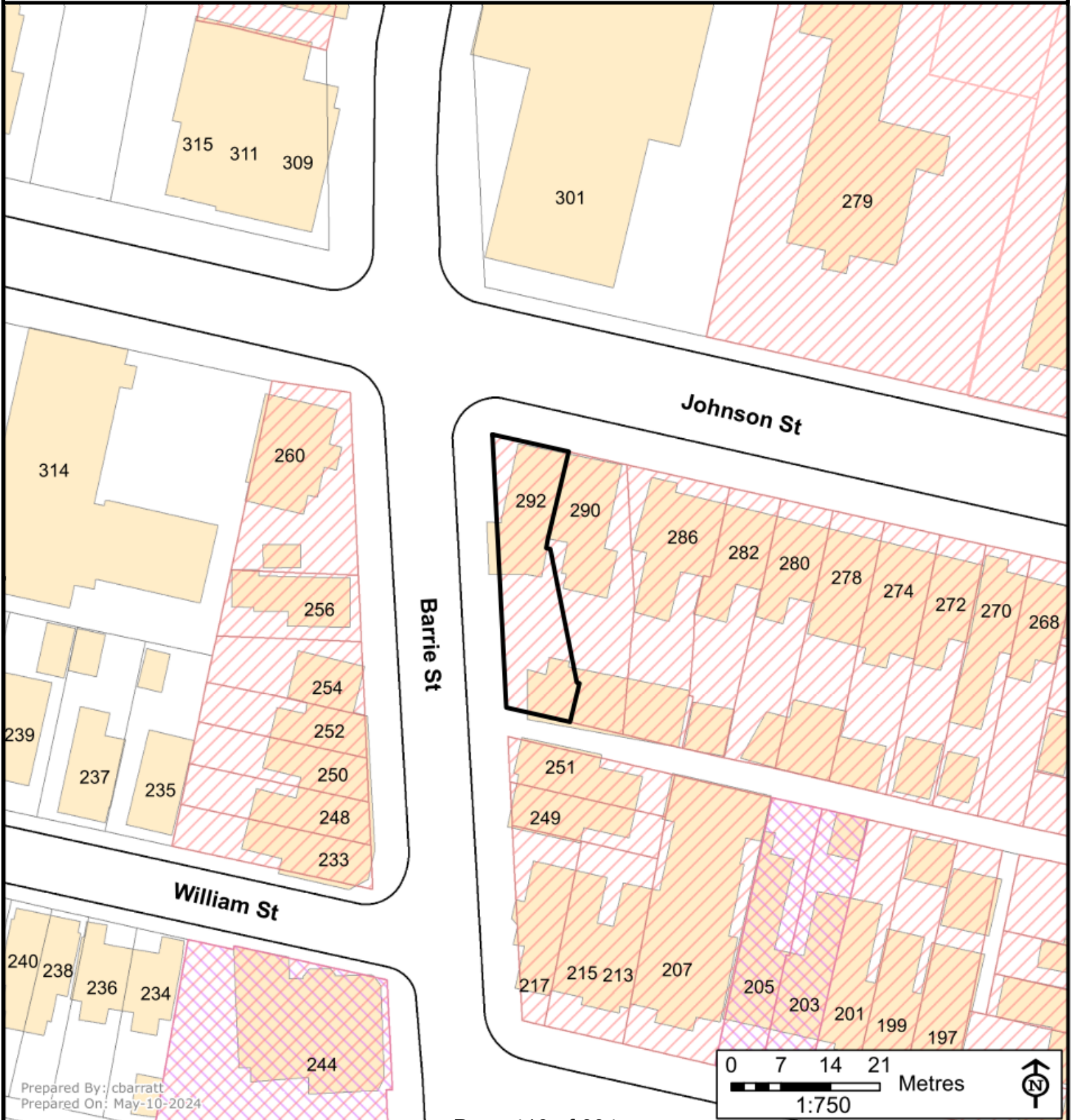
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Kingston Heritage Properties Committee City of Kingston Heritage Register

Address: 292 Johnson Street
File Number: P18-059-2024
Prepared On: May-10-2024

-  Subject Lands (Old Sydenham Heritage Conservation District)
-  Designated Property
-  Easement



Prepared By: cbarratt
Prepared On: May-10-2024



Kingston Heritage Properties Committee Neighbourhood Context

Address: 292 Johnson Street
File Number: P18-059-2024
Prepared On: May-10-2024

- Subject Lands
- Property Boundaries
- Proposed Parcels



Prepared By: ebarratt
Prepared On: May-10-2024

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290-292 JOHNSON STREET**Built: S****Architect: Robert Gage****Rating: 1875**

Designed during one of Robert Gage's most productive periods, this structure, like the Mackenzie Building at RMC (1876), utilizes the Mansard roof and a generally 2nd Empire influenced stylistic sensibility in creating a notable corner house. Also particularly noteworthy, is Gage's use of arched blind niches at the façade and the chimney stacks to add relief and thus further visual interest.

The Mansard roof, still in the original batten seam metal, has a bell cast eave and dormers arranged to maintain the symmetry of the façade throughout its height. The dormers have the 'eyebrow' pediment roofs and scrolled brackets typical of the 2nd Empire style. Much ornamentation is focused at the cornice/ frieze which features a somewhat unusual combination of scrolled brackets and dentils with the brackets spaced also in a symmetrical manner. Window openings line up between storeys (paired except at the center) and are segmentally arched while the five blind arched niches extend full height and define the window bays. The quality of the brickwork walling is very fine as evidenced by the niche work. The entrances to each of the homes is through semi-circularly arched main entrances with each door having two arched lights above rectangular panels. The full length verandah is a significant feature with round columns, heavy balustrade and a turned newel and section of balustrade separating the two dwellings. The verandah still appears to retain its metal shingle roof with hip rolls. The 'windows' of the first storey, though double hung, extend to the verandah floor and were intended to provide access to the verandah from the main reception rooms.

The two chimney stacks at each side elevation are the key features of those elevations, 'standing proud' with the arched niches above the roof line as noted above. The foundation is of coursed ashlar limestone with a beveled cut stone water table, a feature of the side elevations but not visible at the facade, due to the verandah.

This property forms part of farm lot 25 granted by the crown to Michael Grass in 1798. Originally consisting of 100 acres the entire lot was sold to Henry Murney in 1809. His heirs sold three acres in 1839 to Charles Hales, a prominent merchant who developed the block which came to be known as Charles Hales Block, Kingston Heights, "Block W".

John Holmes purchased the lot in 1843. However by 1846 it had changed ownership twice and was then in the hands of James Morton. Still, possibly partly because of the difficult shape of the lot, it was not built on until 1875 when tenders were called by architect Robert Gage 'for two brick dwellings for A. Crawford on Johnson St.' This was followed just over a year later with a tender call to add and alter a house on Johnson and Barrie. Likely this latter initiative involved the construction of the brick 'tail' to 292 Johnson with its remarkable angle to follow the property line.

Gage, the noted late 19th century Kingston Architect, arrived in Canada from Ireland in 1852,⁵ and after an apprenticeship in carpentry with his future father in law William Irving, went on to design such Kingston area landmarks as the Education Building (now Mackenzie Building) and Hewitt House for the 'new' Royal Military College (1877). He was the architect as well for the 'palatial' Allison House, Adolphustown of that same year. His residential work is well represented on this block with 50 and 52 Clergy Streets. Gage's career is another example of a 19th century architect deeply rooted in the building trades.

This major double house occupies an important urban corner as the 'gateway' into Old Sydenham Ward. The brick 'tail' of 292 Johnson remarkably accommodates the irregularity of the lot. The scale of the building with mansard roof and the lack of an abutting neighbour to the east further enhance its landmark status.*

* Text from Bray, Scheinman, et al., *Old Sydenham Heritage Area Conservation Study: Cultural Heritage Resource Inventory and Evaluation Report*, 2009. Research by Jennifer McKendry.

292 Johnson St – Drive Shed Demolition Permit Request

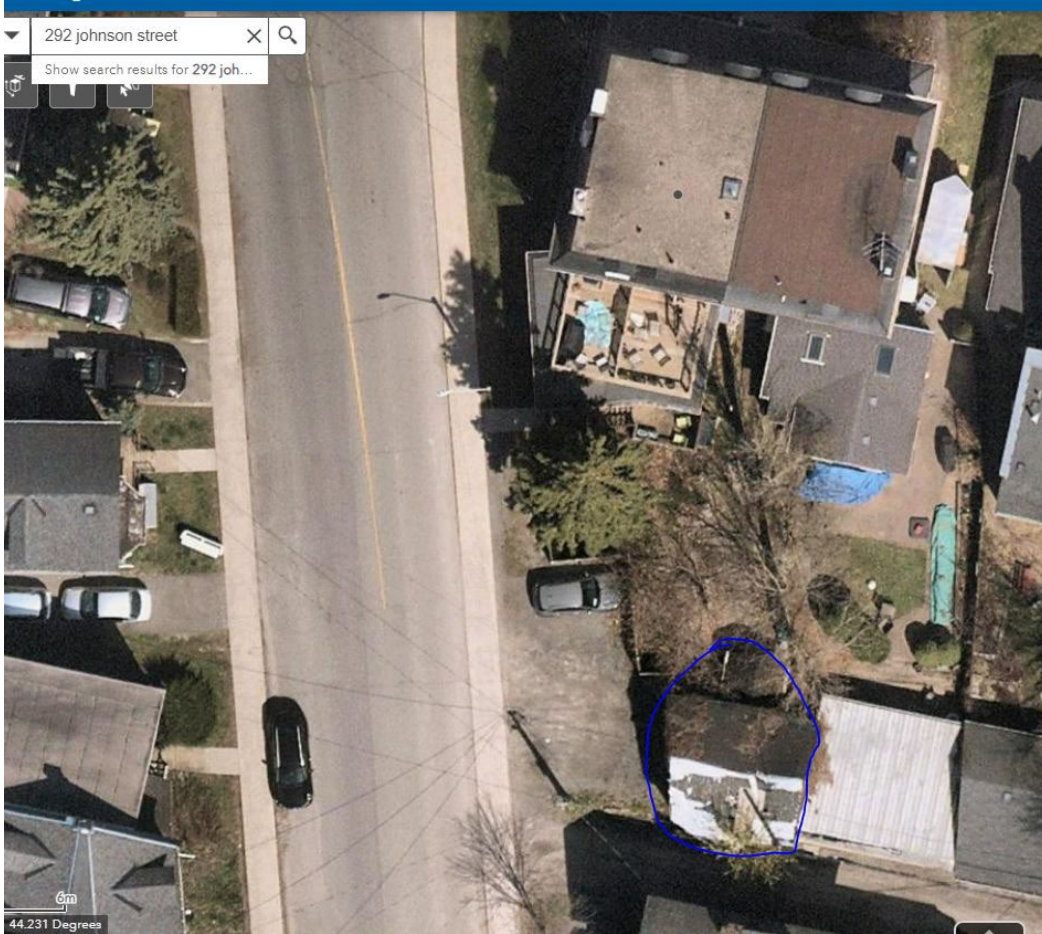


Figure 1- Aerial Site View – Blue circle represents the drive shed

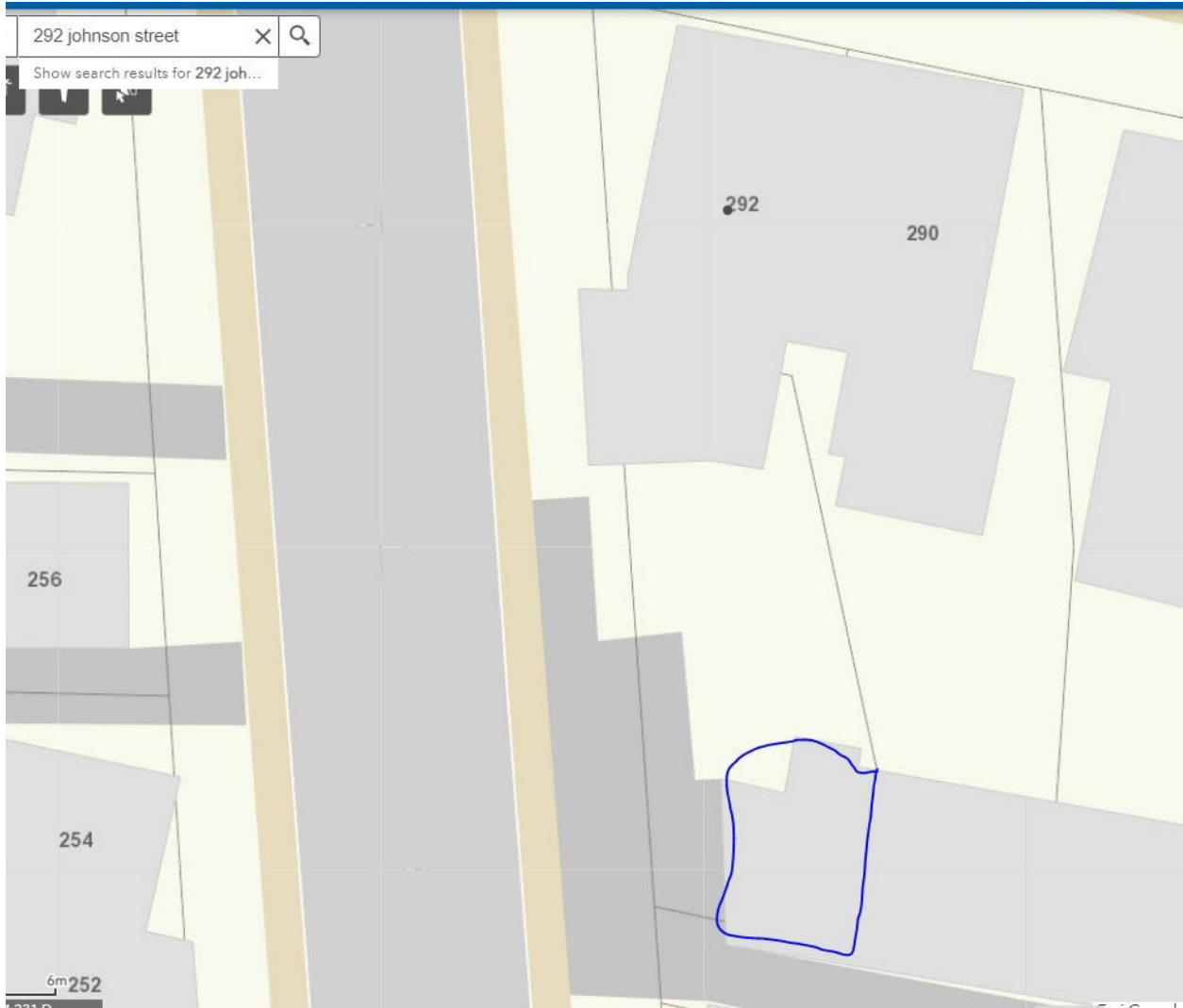


Figure 2 - Site Plan of 292 Johnson with Blue Circle Representing Drive Shed

Images of Current Structure

The sagging roof line in the North Elevation image is due to the failure of the main roof ridge beam and supporting structure. Engineering has indicated that the degree of degradation does not allow for the structure to be repaired.







**ORDER TO REMEDY
VIOLATION OF STANDARDS OF
MAINTENANCE AND OCCUPANCY
Issued pursuant to section 15.2(2) of
The Building Code Act, S.O. 1992, chapter 23, as amended**

To: PARDY SARAH ELIZABETH
[Redacted]

Order Number: CEPS202402711
Location: 292 JOHNSON ST,
KINGSTON, ON K7L 1Y4
Inspection Date: APRIL 22, 2024
Roll Number: [Redacted]
Municipality: City of Kingston

Date: 23 Apr 2024

The above-described subject property has been inspected by a Property Standards Officer.

The inspection revealed that in some respects the property does not conform with the standards prescribed by the Municipal Property Standards By-law # 2005-100.

IT IS ORDERED THAT the repairs necessary to correct the deficiencies set out in Schedule 'A' be carried out and the property brought to a condition of compliance with the prescribed standards on or before June 10, 2024, unless further collapse occurs.

YOU ARE ADVISED THAT if you are not satisfied with the terms or conditions of this Order you may appeal to the Property Standards Committee by sending a Notice of Appeal by registered mail to the Secretary of the Committee on or before May 17, 2024. If the required remedial work is not completed by the specified time frame, a re-inspection fee of \$60.25 will be charged as per City of Kingston By-Law 2005-10.

In the event that no appeal is taken, within the above prescribed period, the Order shall be deemed to be confirmed and shall be final and binding upon you, requiring you to comply with its terms within the time and in the manner specified in the Order.

Where it has been determined that the necessary repairs or demolition has not been completed in accordance with this Order as confirmed or modified, in addition to any possible court action, the municipality may cause the property to be repaired or demolished and the costs of such action may be registered as a lien on the land and shall be deemed to be municipal real property taxes and may be added by the clerk of the municipality to the collectors roll and collected in the same manner and with the same priorities as municipal real property taxes and will include an administration fee of \$141.40

Once the deficiencies have been corrected it is your responsibility to contact the Property Standards Officer to arrange a final inspection to avoid further legal proceedings.

Building & Enforcement Services

Location & Mailing Address: 216 Ontario Street Kingston, ON K7L 2Z3

☎ Phone: 613 546-4291, Ext. 3135 ☎ Fax: 613 546-2916 ☎ E-mail: BylawEnforcement@cityofkingston.ca



City of Kingston
Building Section
216 Ontario Street
Kingston, ON K7L 2Z3
Located at 1211 John
Counter Boulevard

ORDER TO REMEDY
VIOLATION OF STANDARDS OF
MAINTENANCE AND OCCUPANCY
Issued pursuant to section 15.2(2) of
The Building Code Act, S.O. 1992, chapter 23, as amended

Melinda Stewart Ext. 3264
Property Standards Officer

Building & Enforcement Services

Location & Mailing Address: 216 Ontario Street Kingston, ON K7L 2Z3

☎ Phone: 613 546-4291, Ext. 3135 ☎ Fax: 613 546-2916 ☎ E-mail: BylawEnforcement@cityofkingston.ca



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**ORDER TO REMEDY
VIOLATION OF STANDARDS OF
MAINTENANCE AND OCCUPANCY**
Issued pursuant to section 15.2(2) of
The Building Code Act, S.O. 1992, chapter 23, as amended

SCHEDULE 'A'

The item(s) listed herein are in violation of the Municipal Property Standards By-law #2005-100

ITEM	By-Law 2005-100 Violation	SECTION
1.	4.35 Every part of a building, structure, pier or wharf shall be maintained in a structurally sound condition so as to be capable of sustaining its own weight and any additional load to which it may be subjected through normal use.	PS.4.35
REQUIRED REPAIR(S)		
The roof on the accessory building located at the rear of the property is collapsing. Repair or demolish. A building permit is required for both repair or demolition. If repairing, an engineer's report will be required to ensure the structure is properly supported.		

FOR YOUR INFORMATION

All repairs and maintenance of property required by the standards prescribed by the By-law shall be carried out in a manner accepted as good workmanship in the trades concerned and with materials suitable and sufficient for the purpose.

Where a permit is required to undertake any repair required to conform to the standards as prescribed in this Order, it is the responsibility of the Owner to obtain any such permit through the Building Department prior to work being carried out. Plumbing repairs are to be carried out only by Plumbers licensed by the City of Kingston. Heritage Approval is required for all designated properties. All Electricians are required to be licensed with the Electrical Safety Authority.

Building & Enforcement Services

Location & Mailing Address: 216 Ontario Street Kingston, ON K7L 2Z3

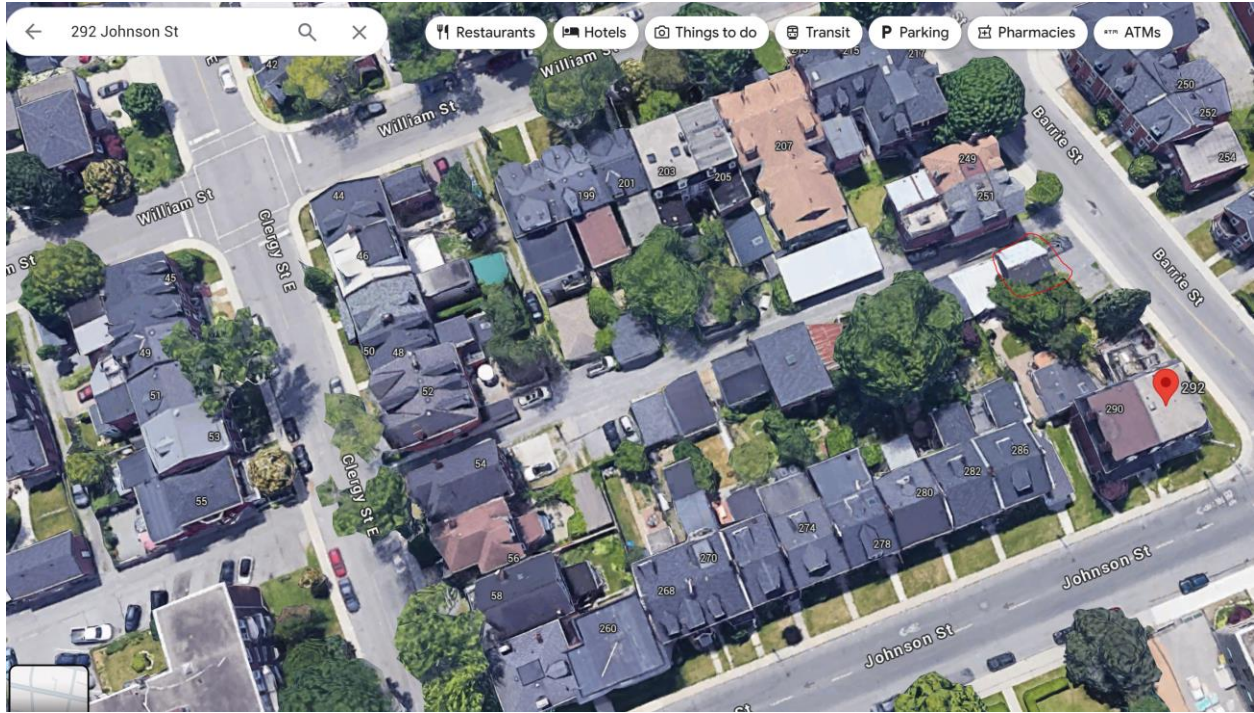
☎ Phone: 613 546-4291, Ext. 3135 ☎ Fax: 613 546-2916 ☎ E-mail: BylawEnforcement@cityofkingston.ca

Staff Site Visit 5-4-24:





Google Street View 3D View of Laneway:



Kingston Heritage Properties Committee

Summary of Input from Technical Review Process

P18-059-2024

Committee Members	Comments Enclosed	No Comments Provided	No Response Received
Councillor Glenn			X
Councillor Oosterhof			X
Jennifer Demitor			X
Gunnar Heissler			X
Alexander Legnini			X
Jane McFarlane	X		
Ann Stevens	X		
Peter Gower		X	
Daniel Rose			X



City of Kingston
216 Ontario Street
Kingston, Ontario
Canada, K7L 2Z3

Website: www.cityofkingston.ca

TTY: Dial 613-546-4889

where history and innovation thrive

Date:	May 21, 2024
Form:	Heritage Kingston Reviewer Form
Reviewer Name:	Ann Stevens
Application Type:	Heritage Permit
File Number:	P18-059-2024
Property Address:	292 Johnson Street

Description of Proposal:

Request to demolish a rear garage that abuts the laneway behind the property. While the property is a landmark in the District due to the impressive main building's location/design, the rear garage has no identified heritage value minus its contribution to the laneway scale of low-lying rear yard structures that support the related principal dwellings/units. A future heritage permit would be necessary to re-establish a new building in the location, which will be reviewed at that time for its impact on the District, the laneway and the property. Related to pre-application: D00-025-2024.

Comments for Consideration on the Application:

The rear garage has had property standards requirements to remove or repair shortcomings. But it is obvious the building is in a sorry state. At this point demolition seems to be the logical next step. A new building must comply with all municipal standards and regulations and will need to refer back to this committee when new plans are in development. I am always sad to see older buildings that decline to the point they require demolition. However, it does appear that the garage is not a heritage construction.

Recommended Conditions for the Application:

All required municipal regulations are met or exceeded. I would like to see the project returned to the committee for further review as plans evolve.



City of Kingston
216 Ontario Street
Kingston, Ontario
Canada, K7L 2Z3

Website: www.cityofkingston.ca

TTY: Dial 613-546-4889

where history and innovation thrive

Date:	May 24, 2024
Form:	Heritage Kingston Reviewer Form
Reviewer Name:	Jane McFarlane
Application Type:	Heritage Permit
File Number:	P18-059-2024
Property Address:	292 Johnson Street

Description of Proposal:

Request to demolish a rear garage that abuts the laneway behind the property. While the property is a landmark in the District due to the impressive main building's location/design, the rear garage has no identified heritage value minus its contribution to the laneway scale of low-lying rear yard structures that support the related principal dwellings/units. A future heritage permit would be necessary to re-establish a new building in the location, which will be reviewed at that time for its impact on the District, the laneway and the property. Related to pre-application: D00-025-2024.

Comments for Consideration on the Application:

It seems that this garage/drive shed has been allowed to deteriorate to the point that demolition is necessary. It is suggested that, along with measuring the footprint of the existing building, a record of dimensions, including roof pitch, be taken before demolition and that these measurements are considered when designing the proposed ADU to assist in preserving the sense of lane way garages and outbuildings in the District. Looking at the photos it is also suggested that saving and repurposing or donating the door hardware on the west elevation should be considered.

Recommended Conditions for the Application:

The design of the proposed ADU should be compatible with the District Plan and brought to KHPC for approval.

Summary of Final Comments at the July 17, 2024 Heritage Properties Committee Meeting

The Committee did not provide comment.



City of Kingston
Report to Kingston Heritage Properties Committee
Report Number HP-24-035

To: Chair and Members of the Kingston Heritage Properties Committee

From: Jennifer Campbell, Commissioner, Community Services

Resource Staff: Kevin Gibbs, Director, Heritage Services

Date of Meeting: July 17, 2024

Subject: Application for Ontario Heritage Act Approval

Address: 411 Wellington Street (P18-520)

File Number: P18-064-2024

Council Strategic Plan Alignment:

Theme: Corporate business

Goal: See above

Executive Summary:

The subject property is a newly created property (Lot 4) in the Barriefield Highlands subdivision on the lands of the former J.E. Horton Public School (411 Wellington Street) in the Village of Barriefield. The lands are designated as part of the Barriefield Heritage Conservation District under Part V of the *Ontario Heritage Act*.

An application for alteration under Section 42 of the *Ontario Heritage Act* (P18-064-2024) has been submitted to request approval to construct a new two storey dwelling, a detached single storey garage, accessed by a private driveway, and a road network including sidewalks for the overall subdivision. Detailed plans, prepared by NU Dimension Design and Drafting, are included with the application.

This application was deemed complete on June 12, 2024. The *Ontario Heritage Act* provides a maximum of 90 days for Council to render a decision on an application to alter a heritage building under Section 42(4). This timeframe will expire on September 10, 2024.

July 17, 2024

Page 2 of 11

Upon review of all the submitted materials, as well as applicable policies and legislation, staff recommend approval of the proposed scope of work, subject to the conditions outlined herein.

Recommendation:

That the Kingston Heritage Properties Committee supports Council's approval of the following:

That the new construction at 411 Wellington Street, be approved in accordance with the details described in the application (File Number P18-064-2024), which was deemed complete on June 12, 2024, with said application to include the construction of a two-storey dwelling, a detached garage accessed by a driveway and a public road network, including sidewalks; and

That the approval of the application be subject to the following conditions:

1. All *Planning Act* applications shall be completed, as necessary;
2. All building permits shall be obtained, as necessary;
3. Details related to the colour(s) and design of the new windows, roofing and cladding shall be submitted to Heritage Services staff, prior to installation, for review and approval, to ensure it complements the heritage character and attributes of the property;
4. A Preliminary Certificate of Approval of Underground Services and any associated easements shall be obtained, as necessary;
5. The use of single sash windows on the front wall of the dwelling is encouraged and permitted as an option to the double windows proposed;
6. The use of wood siding on the front wall of the dwelling is encouraged and permitted as an option to the wood-grained concrete fibre board proposed; and
7. Any minor deviations from the submitted plans, which meet the intent of this approval and do not further impact the heritage attributes of the property, shall be delegated to the Director of Heritage Services for review and approval.

July 17, 2024

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Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

**Jennifer Campbell,
Commissioner, Community
Services**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

**Lanie Hurdle, Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

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

July 17, 2024

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Options/Discussion:**Description of Application/Background**

The subject property is a newly created property (Lot 4) in the Barriefield Highlands subdivision (Exhibit A – Context Map). The lands are designated as part of the Barriefield Heritage Conservation District under Part V of the *Ontario Heritage Act* (Exhibit B – Property Inventory Evaluation).

The property is located on the former site of the J.E. Horton Public School (411 Wellington Street). The school closed in 2012 and was demolished in 2016 to make way for re-development. The current owners received approval of a zoning amendment and draft plan of subdivision on June 20, 2023, for a 31 lot residential subdivision centred around a central park feature and accessed by two new public roads (File Number D35-003-2022). The development is currently nearing the completion of final plan of subdivision approvals (File D12-002-2023).

An application for alteration under Section 42 of the *Ontario Heritage Act* (P18-064-2024) has been submitted to request approval to construct a new two storey dwelling and a detached single storey garage. The new dwelling will have a side gable roof with central pediment over a covered porch and central entranceway. The building is to have a dark grey asphalt shingle roof and be clad in light grey Hardie Board (wood-textured fibre cement) siding laid horizontally. The windows, soffits, fascia and front porch are to be a white tone. The 23.4 square metre, single-storey detached garage will be clad in matching materials and colours and have a medium-pitched gable roof and accessed by an approximately 3-metre-wide driveway on the north side of the dwelling.

Also included in this application is a request to approve the proposed road and sidewalk network within the subdivision. To be named Old Kiln Crescent and Scholars Lane, the proposed road allowances (including the sidewalk, road surface and underground infrastructure) was specifically designed to reflect the rural atmosphere of the District, with a reduced asphalt width of 7 metres and sidewalks close to the street and on one side only.

Detailed plans, prepared by NU Dimension Design and Drafting, are included with the application (Exhibit C – Concept Plans).

The submission materials in their entirety are available online through the Development and Services Hub (DASH) at the following link, [DASH](#), using “Look-up a Specific Address.” If there are multiple addresses, search one address at a time. Submission materials may also be found by searching the file number.

This application was deemed complete on June 12, 2024. The *Ontario Heritage Act* provides a maximum of 90 days for Council to render a decision on an application to alter a heritage building under Section 42(4). This timeframe will expire on September 10, 2024.

July 17, 2024

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Reasons for Designation/Cultural Heritage Value

The subject property is included within the boundary of the Barriefield Heritage Conservation District (HCD), designated under Part V of the *Ontario Heritage Act* in 1981. As per the Property Inventory Evaluation (Exhibit B), this property is noted as “non-heritage”.

Cultural Heritage Analysis

Applicable Local Policies/Guidelines

While the property at 411 Wellington Street is currently vacant and not rated as a “heritage” asset in the Village of Barriefield Heritage Conservation District Plan Inventory (Exhibit B), it is still considered a part of the district and any new construction will contribute to and have an impact on the overall heritage character of the District. The proposed works are required to be undertaken in accordance with the Village of Barriefield Heritage Conservation District Plan (District Plan). Other applicable by-laws, policy and guidance (including Parks Canada’s ‘Standards and Guidelines for the Conservation of Historic Places in Canada’) should also be considered and followed in order to ensure that the new structures complement and enhance the District.

Section 41.1(5) of the *Ontario Heritage Act* requires HCD Plans to include a section outlining the types of alterations that are considered “minor in nature” and which the owners can carry out without obtaining prior approval under the Act. Section 5.0 of the District Plan includes a list of exempt alterations for both private and public lands. Section 5.2(h) exempts the “installation or removal of vegetative landscaping, such as planting beds, shrubbery and trees...”. Section 5.3 similarly exempts soft landscaping works on the public realm. As a result, this aspect of the proposed development is not subject to this application. The owners are; however, encouraged to follow the guidelines in Sections 4.7 and 4.8 of the District Plan related to landscape conservation.

Summary of Project Proposal and Impact Analysis

Section 2.0 of the District Plan provides a Statement of Cultural Heritage Value for the entire district. This includes a value statement as well as a list of heritage attributes, which include: “The rural village character” which is defined by a built form of primarily single-detached dwellings of a consistent scale and massing, pitched gabled roofs, with wood or stone exteriors and prominent front doors, on small lots with minimal setbacks. The subject property should contribute to these attributes, thus complementing the character of the District.

Section 3.0 of the District Plan speaks to the goals and objectives for the District as a whole, which includes “to preserve and protect the rural village character of the District” and to “allow only those changes that are compatible with the built form and that are consistent with the cultural heritage value of the District.”

As it is unusual for a new multi-lot subdivision to be established in an existing heritage conservation district in Ontario, Section 4.5.5 of the District Plan includes specific policies

July 17, 2024

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related to the former J.E. Horton Public School site. The purpose of this section is to help guide the future overall redevelopment of this particular property in the HCD. This section directs and encourages the protection of the significant views of St. Mark's Church that cross the property, the location of the public open space and the size of new lots. Section 4.5.5a requires that any new redevelopment of this property be evaluated by a qualified professional through a heritage impact statement (HIS) to demonstrate and ensure compatibility with the heritage attributes and cultural heritage value of the District. A HIS was prepared by Heritage Preservation Consultant, Andre Scheinman, as part of the *Planning Act* applications. The HIS was peer reviewed by MTBA Associates and heritage staff. The redevelopment of these lands into a 31-lot residential subdivision has been approved by Council.

Section 4.5.5 of the District Plan also includes specific policies related to the road design and layout. Included as part of the HIS analysis, the road layout was specifically designed to emulate the traditional grid pattern of the District. While it was not feasible to directly align the new road (Old Kiln Crescent) with Drummond or George Street, Old Kiln Crescent was strategically designed to create a framed and uninterrupted view of St. Mark's church tower from both access points, while creating residential lots that reflect the size of the lots in the Village. Further, Section 4.5.5g directs that new streets be designed to reflect the compact narrow streetscapes of the District. The proposed streets have been specifically designed to have a narrower asphalt bed (7 metres) than the City's standard for new streets (8 metres), with sidewalks only proposed on the outside of the crescent and close to the street, and houses being permitted (and directed) to have minimal setbacks from the front lot line, all in an effort to conserve and create the intimate rural village character of the Barriefield District.

Finally, Section 4.5.5 provides guidance related to the built form of new construction on the former school site. Subsection (d) notes that "any new development shall respect the existing built form and cultural heritage value of the District as per the policies of Section 4.5." From a policy interpretation and implementation perspective the term "shall respect" is important to note. As opposed to the terms "shall conform to" or "shall follow" the term "shall respect" strongly implies conformity with the Policies of Section 4.5 but allows for some consideration based on site-specific circumstance, provided the overall goals and objectives of the District Plan are followed.

Section 4.5 includes various policies and guidelines related to New Construction in the District. Section 4.5.1 of District Plan requires that new dwellings be compatible with the cultural heritage value and attributes of the District (as noted in Section 2.0) and maintain the rhythm and height of the streetscape, while being a contemporary interpretation of the predominant forms and styles of the area. These broad requirements are further specified in Section 4.5.2 of the Plan.

The first three subsections of Section 4.5.2 outline the requirements pertaining to massing, height and setbacks. The proposed two-storey dwelling includes a footprint of approximately 110 square metres (1,185 square feet), not including porch or decks. The proposed two storey height is in keeping within the direction of subsection (b). The dwelling is similar in size to the dwellings at 408, 410 and 412 Wellington Street. Subsection (c) requires that new construction be located on the lot so as to be consistent with setbacks in the area. The intention is to direct

July 17, 2024

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new dwellings in the subdivision to form a consistent setback with minimal front yards in order to be consistent with the heritage attributes of the District (Section 2.0).

In order to be compatible with the cultural heritage value of the District, the roof form, window proportions, primary entrance design and exterior cladding choice is extremely important. The common roof form in the District is a low to medium pitched side gable roof with asphalt, wood or metal roofing. The proposed plans conform to this requirement.

Windows in Barriefield are typically vertical in their orientation and rectangular in shape (section 4.5.2e). While double sash windows are not uncommon on 19th century vernacular buildings, they are uncommon in Barriefield. While the proposed windows do not conflict with the policies of the District Plan, staff encourage the proponents to consider the use of single rectangular windows on the main/front elevation instead of the double windows proposed.

A primary entrance is a common design feature of most traditional buildings in Barriefield. The District Plan requires new construction to have an obvious entrance facing the street. The proposal includes a prominent yet unadorned entrance within a covered wooden porch.

Section 4.5.2f of the District Plan requires the use of wood or stone siding on Public Façades. The applicants are proposing horizontal woodgrain-textured synthetic fibre board siding. While not specifically a wooden product, the concrete fibre board by James Hardie has been used in various places in the Village (and elsewhere in Kingston) with great success and is almost indistinguishable from an authentic wood siding. While Section 4.5.2f is worded quite strongly, the governing policies related to this particular property are those in Section 4.5.5 as noted above. Given Section 4.5.5d's intentional use of the statement "shall respect" this allows for some additional considerations with respect to new construction on the former school site. As this particular lot (Lot 4 – Exhibit A) is located centrally in the subdivision and away from Wellington Street and the more historical/culturally significant areas of the Village, the use of a non-traditional cladding will have no direct impact on the heritage character and attributes of the District.

The requirements of Section 4.5 echo the wording of Standard 11 of Parks Canada's Standards and Guidelines for the Conservation of Historic Places in Canada (Standards and Guidelines), which directs that new construction should be "physically and visually compatible with, subordinate to and distinguishable from the historic place." The form, scale, window placement and use of horizontal siding will allow the new dwelling to be visually compatible with the District, while subtle differences such as the synthetic siding and double windows will clearly distinguish this as a new addition to the Village.

The current application also includes a proposal to erect a detached one storey garage, clad in horizontal siding and asphalt roofing. Section 4.5.3 of the District Plan includes policies related to garages and ancillary structures. The policy requires that new garages be detached and setback from the front façade of the main building. Garages should also appear subordinate to the primary structure by being lower in profile and by being clad in complementary materials. The applicants propose to locate the garage in the back corner of the lot, setback from the

July 17, 2024

Page 8 of 11

primary façade of the main building and accessed by a new driveway. The garage is to be lower in height than the proposed dwelling and will be clad in the same siding and roofing as the dwelling.

Results of Impact Analysis

The proposed new construction will not physically impact any built heritage features of the District; however, the build-out of the new subdivision will have a lasting impact on the streetscape and character of Barriefield. The broader impacts of the new subdivision have been evaluated, mitigated and ultimately approved. The current application is the first of many applications associated with this new subdivision. The intent of these applications is to review the finer grain details of each new structure to ensure the overall integrity of the District and its heritage attributes are being conserved.

The Village of Barriefield Heritage Conservation District Plan requires that new construction be compatible with the heritage value and attributes of the District; however, it should not attempt to replicate historical styles, but instead be a contemporary interpretation of historic forms and styles. The dwelling and garage have been designed in a manner which satisfies the objectives of the District Plan and respects the character of existing heritage buildings in the immediate area. The new road network has been oriented to ensure continuous views of St Mark's tower while creating an intimate village feel that complements the character of the District.

Heritage Planning staff support the proposal as it aligns with the goals and objectives of the HCD Plan and upholds the heritage conservation objectives set out within the City of Kingston's Official Plan, and the direction given by the Provincial Policy Statement, the Ontario Heritage Tool Kit, and Parks Canada's Standards and Guidelines for the Conservation of Historic Places in Canada.

Previous Approvals

P18-078-2016 (demo of school buildings)

P18-520-071-2013 (removal of two portables)

P18-520-051-2013 (removal of sun-shelter structure)

P18-520-062-2010 (addition of a portable)

Comments from Department and Agencies

The following internal departments have commented on this application and provided the following comments:

July 17, 2024

Page 9 of 11

Building - A building permit will be required for the proposed construction. Impost and development fees will be applicable. Heritage Act approval will be required prior to building permit issuance. Planning and engineering approval will be required prior to approval.

Engineering - The garage is located too close to the rear yard swale and will be required to be setback a sufficient distance (min 0.45m depending on the grading) from the swale to allow for proper drainage.

Please be advised that Preliminary Certificate of Approval of Underground Services has not been issued for this subdivision and therefore Building Permit applications cannot be reviewed until such time that the Preliminary Certificate of Approval of Underground Services has been issued.

Please be advised that there will be a future easement on the property and there is to be no encroachment onto the easement with any portion of the proposed dwelling including but not limited to eaves, eavestrough, footings and/or weeping tile.

If there are any alterations to the proposed grading of the property from the approved grading plan, the plot plan will be required to be sealed and signed by the developers engineer at the building permit stage. The submitted grading plan differs from the most recent grading plan for the subdivision.

Planning - This property is located within the Barriefield Highlands Subdivision. There are several planning applications underway including Final Plan of Subdivision (D12-002-2023), Pre-Servicing Agreement (D36-002-2023) and Model Home Agreement (D37-001-2023). This lot is not included in the Model Home Agreement. Final approval of the Final Plan of Subdivision is required before proceeding to a Building Permit.

This property is zoned HCD3 with Exception 118. In order to determine zone compliance please provide the following information in a zoning compliance table or dimension/measurements on the drawings:

Principal building:

- Front setback: minimum 0.5 metres
- Lot Coverage: maximum 30%
- Building depth" maximum 18.0 metres

Deck/porch:

- Areas (including stairs and landings) related to respective heights.

Accessory Building (garage):

- Building height: maximum 4.6 metres measured vertically from average finished grade to the highest point of the building

July 17, 2024

Page 10 of 11

- Setback from lot lines: minimum 1.2 metres

Parking/driveway/walkway:

- Walkways: 1.2 metres in width from the street line to the main exterior entrance
- Parking space

Consultation with Heritage Properties Committee

The Heritage Properties Committee was consulted on this application through the [DASH](#) system. Two members of the committee provided written comments on this application. No concerns were expressed. The Committee's comments have been compiled and attached as Exhibit D and provided to the applicant.

Conclusion

Staff recommends approval of the application File Number (P18-064-2024), subject to the conditions outlined herein.

Existing Policy/By-Law:

Standards and Guidelines for the Conservation of Historic Places in Canada (Parks Canada)

Ontario Heritage Act, R.S.O. 1990, C.O. 18 (Province of Ontario)

Ontario Heritage Tool Kit (Ministry of Citizenship and Multiculturalism)

City of Kingston Official Plan

Village of Barriefield Heritage Conservation District Plan

By-Law Number 2013-141 Procedural By-Law for Heritage

Notice Provisions:

Pursuant to Section 42(3) of the *Ontario Heritage Act (OHA)*, notice of receipt of a complete application has been served on the applicant.

Financial Considerations:

None

Contacts:

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

Joel Konrad, Manager, Heritage Planning, Heritage Services, 613-546-4291 extension 3256

July 17, 2024

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Ryan Leary, Senior Planner, Heritage Services, 613-546-4291 extension 3233

Other City of Kingston Staff Consulted:

None

Exhibits Attached:

Exhibit A Context Map

Exhibit B Property Inventory

Exhibit C Conceptual Plans

Exhibit D Correspondence Received from Committee

Exhibit E Final Committee Comments from July 17, 2024






Kingston Heritage Properties Committee

Neighbourhood Context

Address: 411 Wellington Street

File Number: P18-064-2024

Prepared On: Jun-05-2024

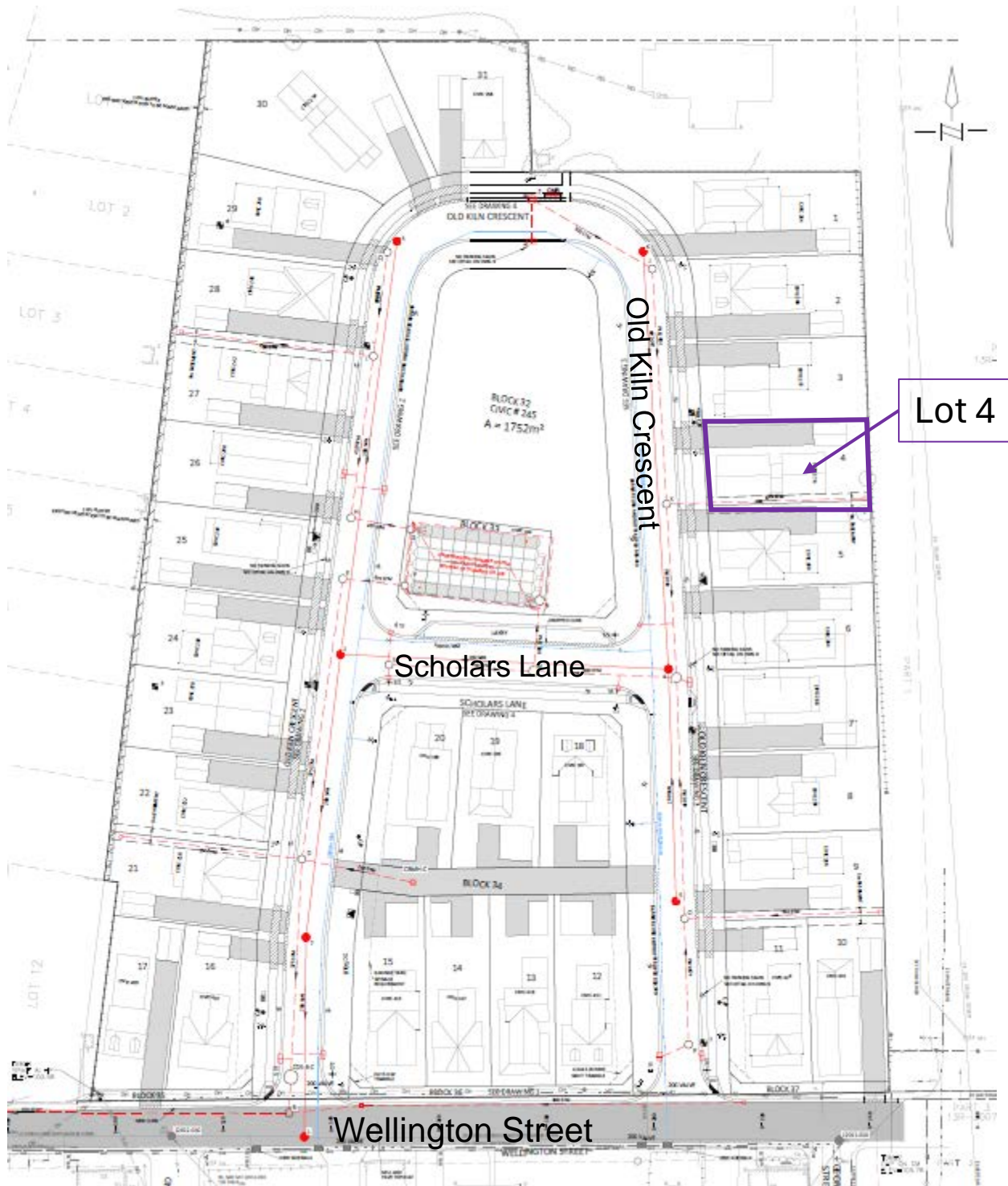
-  Subject Lands
-  Property Boundaries
-  Proposed Parcels



Prepared By: ebaratt
Prepared On: Jun-05-2024

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Barriefield Highlands Subdivision Plan



Name:

Address: 411 Wellington Street

Property Number:
1011090090075000000

Lot: CON EGCR E PT LOT 20



Property Type:	Institutional
Era/Date of Construction:	1953
Architect/Builder:	Not known
Building style/Influence:	Mid-century modern
Materials:	Brick
Number of Bays:	Multiple
Roof Type	Flat
Building Height:	Two storey
Alterations:	1968 rear addition, portables added (1993-2010), sun shelter added (2003), garbage enclosure constructed (1993), fencing added (1992/2004).
Landscape/setting:	Large open lawn, Specimen trees, Front screening hedges, asphalt drive
Heritage Value:	Non-heritage

Description of Historic Place:

The property at 411 Wellington Street is located on the north side of Wellington Street in the Barriefield Heritage Conservation district. The property contains a two storey T-shape brick building with multiple bays. The school was constructed in 1953 and added to in 1968. It closed in 2014.

Heritage Value:

The former J.E. Horton Public School was constructed in 1953, on land purchased by the School Board from His Majesty the King in 1951. The land was granted by the Crown to John Grant in 1811. James Grant, likely a descendant, sold an acre of the property to Richard Davis in 1818, and 97 acres to Robert Moore in 1819. In 1828 Davis sold 1/5 of an acre to Moore. At some point, Robert MacDonald came to own 125 acres of the lot (instruments not shown in land registry records) but in 1844 sold the land to the Ordnance department. An 1842 map shows the north part of the lot and the part of the adjacent lot where the church was built as a possible location of a military redout. It

does not appear that this was ever constructed. In 1855, a lime kiln operation was reportedly located on the property. Aside from small severances, the property was owned by the Crown from 1844 until the mid-20th century purchase by the school board. The school served Barriefield and the surrounding area of the former Pittsburgh Township until 2014 when it was declared surplus by the school board and closed.



BARRIEFIELD HIGHLANDS

CRITERIA FOR HERITAGE PERMIT SUBMISSION

As a note the house design must generally conform to the Barriefield Heritage Conservation District Plan, which can be found at www.cityofkingston.ca/heritage, all homes will need to receive an approved Heritage Permit prior to Building Permit.

REQUIRED SUBMISSION DOCUMENTS (SUBMITTED BY CITYFLATS)

- Plot Plan
- Exterior Elevations (including garages)
- Cladding material and colours
- Window material and colours
- Door material and colours
- Roofing material and colours

HOME LOCATION

- Lot # 4

SELECTED HOME DESIGN

- The Horton

EXTERIOR CLADDING

Material Hardie Board (wood-textured fibre cement)

Colour Light Mist

Manufacturer James Hardie

ROOFING

Material Asphalt

Colour Dark Grey

PRIMARY ENTRANCE DOOR

Style As shown on Elevation

Material Insulated Steel

Colour Charcoal

WINDOWS/TRIM/FASCIA

Style double hung (6/6)

Material PVC SDL

May 21, 2024

Heritage Permit Criteria

Colour White Dove

Shutters no

RAILINGS/COLUMNS/SOFFIT

Colour White Dove

DECKING

Material Pressure-treated



**FOR HERITAGE
REVIEW ONLY.
NOT FOR
CONSTRUCTION.**



**FOR BUILDING PERMIT
SUBMISSION & ISSUANCE**

- ALL DRAWINGS SUBMITTED FOR PERMIT
SUBMISSION MUST INCLUDE THE FOLLOWING:
- A RED INK STAMP INDICATING DESIGNER BCIN & FIRM BCIN
 - A RED INK STAMP WITH AN ORIGINAL SIGNATURE IN BLUE INK
 - SCREEN LE 2 DESIGNER FORM WITH AN ORIGINAL SIGNATURE IN BLUE INK

BE VERY CAREFUL OF DIMENSIONS. ALL DIMENSIONS ARE TO FACE UNLESS SPECIFICALLY NOTED OTHERWISE. DIMENSIONS TO FACE ARE TO BE USED FOR ALL DIMENSIONS UNLESS SPECIFICALLY NOTED OTHERWISE. ALL DIMENSIONS ARE TO FACE UNLESS SPECIFICALLY NOTED OTHERWISE. ALL DIMENSIONS ARE TO FACE UNLESS SPECIFICALLY NOTED OTHERWISE.

#	DRAWING DESCRIPTION	DATE
1	PROVIDED FOR APPROVAL	2024-05-17
2	CONTRACT CHANGES APPROVED	2024-05-17
3	PROVIDED FOR PERMIT SUBMISSION	2024-05-17
4		
5		

PROJECT:
**THE HORTON A LEFT
276 OLD KILN CRESCENT
BARRIEFIELD, KINGSTON, ON**

DRAWING TITLE:
ELEVATIONS

SCALE: 1/4" = 1'-0"
DATE: MAY 17, 2024
DRAWN BY: NP/DN
CHECKED BY: NP/DN/BC
DRAWING REF#: TBD

LOT NUMBER:
4

DRAWING NO:
A-2 OF **4**



LEFT ELEVATION



FRONT ELEVATION

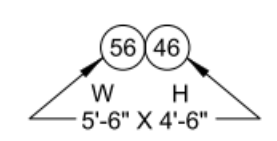
EXPANDED FINISH SCHEDULE FOR THE HORTON A LEFT			
DESCRIPTION	MATERIAL	FINISH	COLOR
ROOFING	ASPHALT SHINGLES	ASPHALT SHINGLES	NATURAL
HORIZONTAL SIDING	HORIZONTAL SIDING	ASPHALT SHINGLES	WHITE
BOARD & BATTEN	HORIZONTAL SIDING	ASPHALT SHINGLES	WHITE
ENTRY DOOR	INSULATED STEEL	60% GLASS	UNPAINTED
WINDOWS	UPVC	60% GLASS	UNPAINTED
TRIM	ALUMINUM	PAINTED	WHITE
RAILINGS	WOOD	PAINTED	WHITE
COLUMNS	WOOD	PAINTED	WHITE
CEILING	WOOD	PAINTED	NATURAL

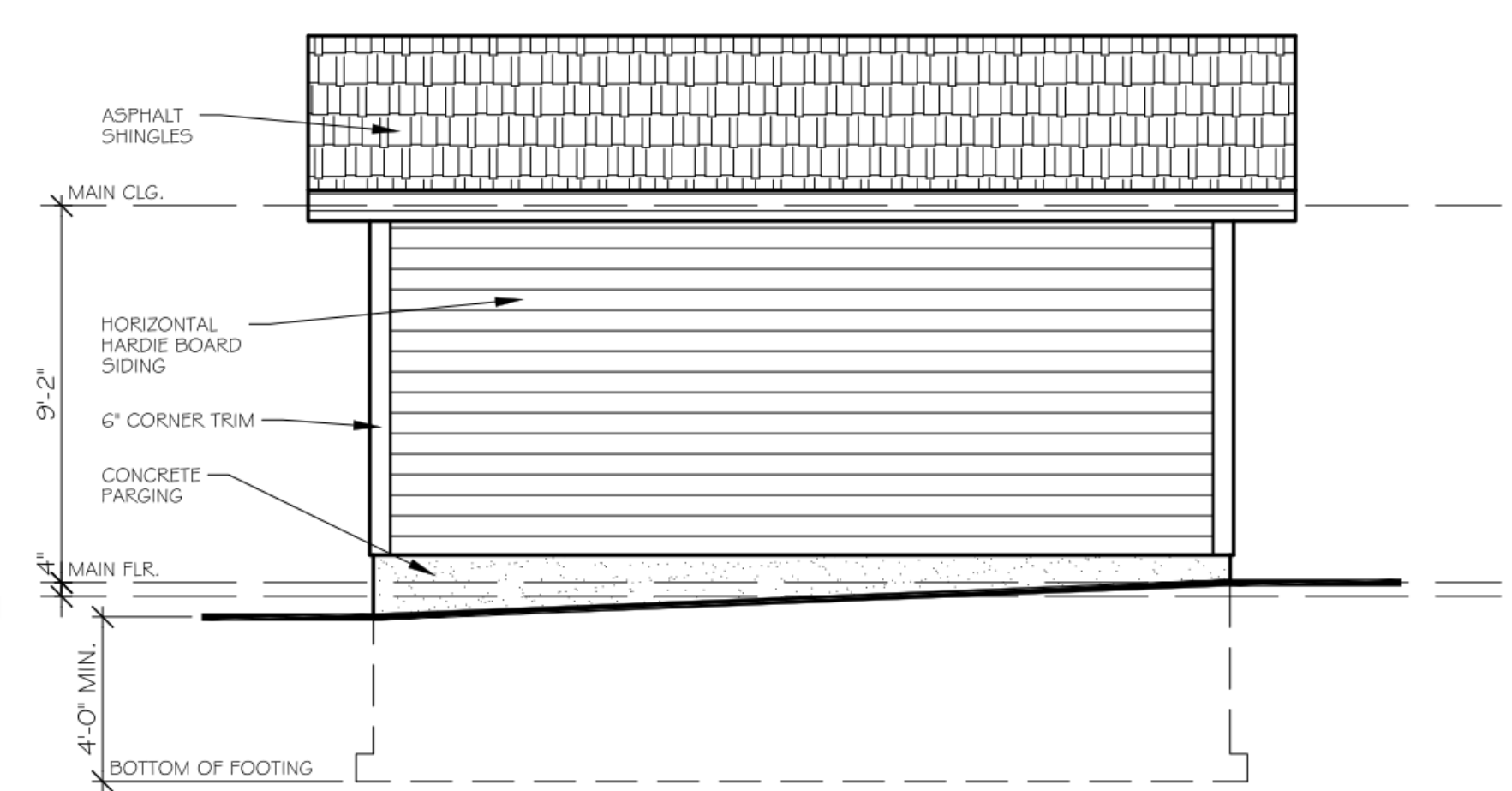


RIGHT ELEVATION

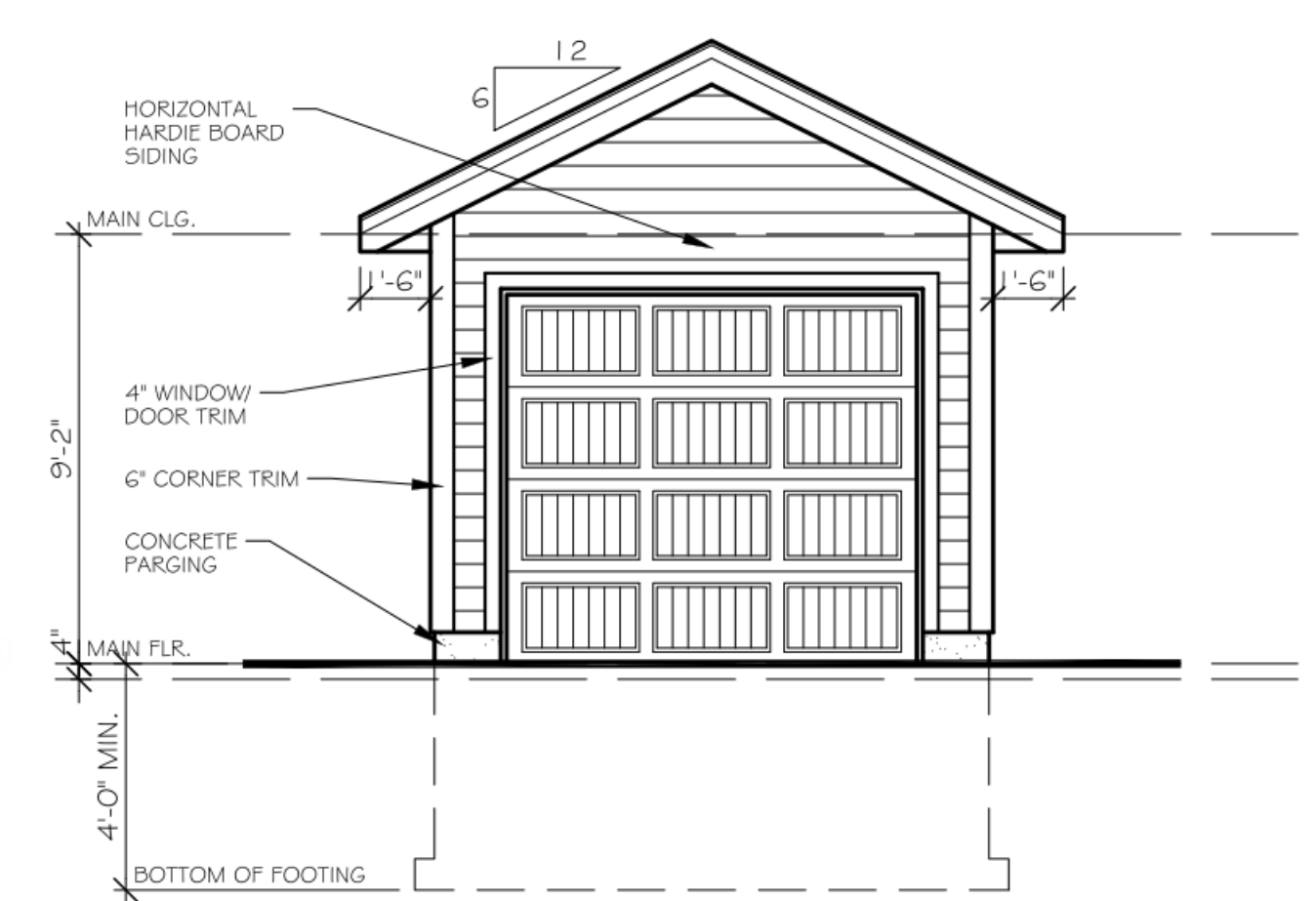


REAR ELEVATION

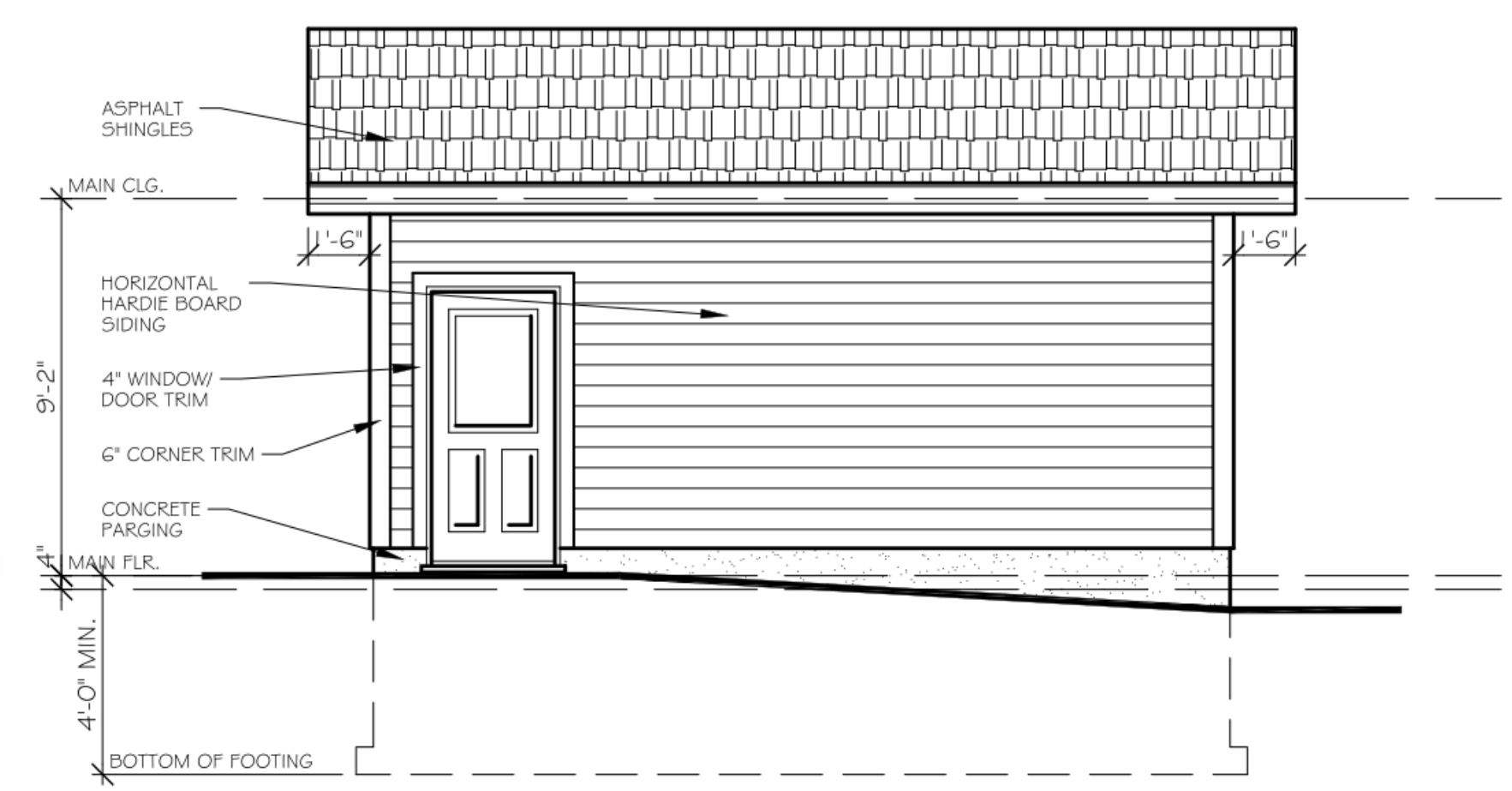
NOTE:
ALL WINDOW & DOOR SIZES ARE IN FEET.
EXAMPLE:

EXTERIOR WINDOWS AND DOORS AS PER WINDOW MANUFACTURER'S STANDARD SIZES.
SEE ROUGH STUD OPENING SIZES PROVIDED BY WINDOW / DOOR SUPPLIER.



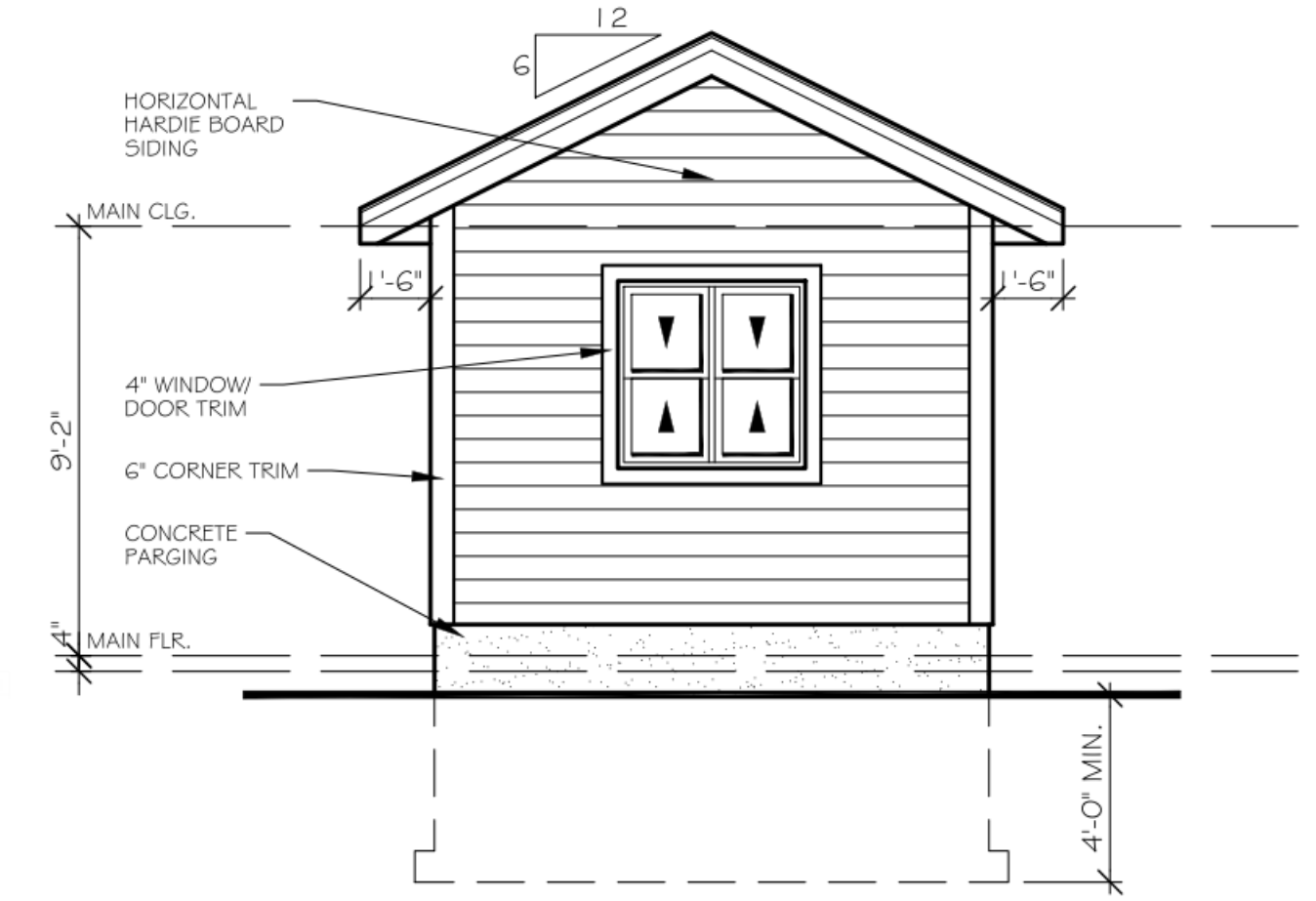
LEFT ELEVATION



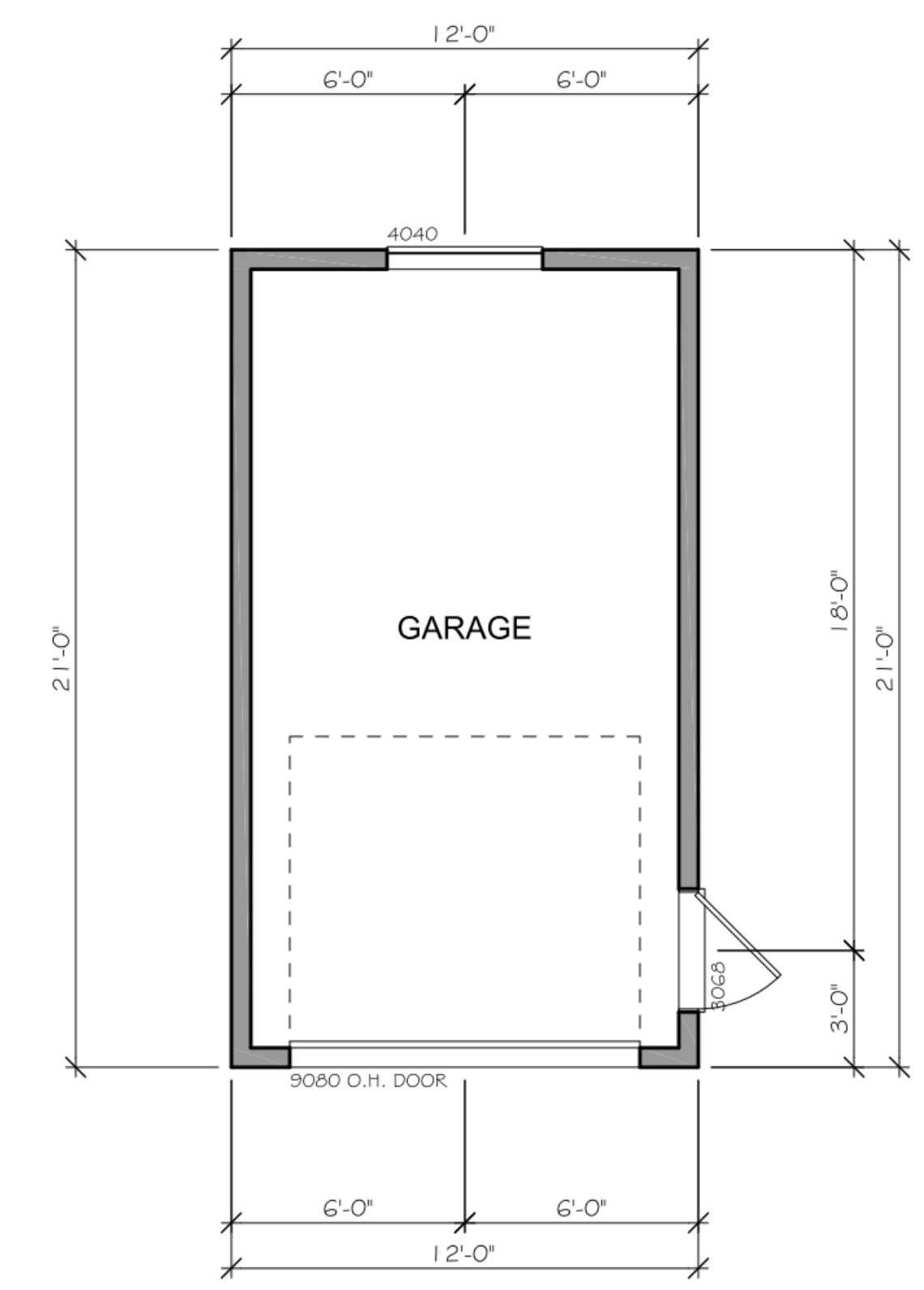
FRONT ELEVATION



RIGHT ELEVATION



REAR ELEVATION



MAIN FLOOR PLAN
FLOOR AREA = 252 SQ.FT.

BARRIEFIELD HIGHLANDS LOT 4 DETACHED GARAGE			
DESCRIPTION	MATERIAL	STYLE	COLOUR
ROOFING	ASPHALT SHINGLES		DARK GREY
HORIZONTAL SIDING	HARDIE BOARD	WOOD TEXTURED	LIGHT MIST
GARAGE DOOR	INSULATED STEEL	AS SHOWN	CHARCOAL
ENTRY DOOR	INSULATED STEEL	AS SHOWN	CHARCOAL
WINDOWS	PVC SOL	DOUBLE HUNG	WHITE DOVE
SOFFIT	ALUMINUM		WHITE DOVE
FASCIA	ALUMINUM		WHITE DOVE

**FOR HERITAGE
REVIEW ONLY.
NOT FOR
CONSTRUCTION**



**FOR BUILDING PERMIT
SUBMISSION & ISSUANCE**

- ALL DRAWINGS SUBMITTED FOR PERMIT ISSUANCE MUST INCLUDE THE FOLLOWING:
- A RED INK STAMP INDICATING DESIGNER BCIN & FIRM BCIN
 - A RED INK STAMP WITH AN ORIGINAL SIGNATURE IN BLUE INK
 - SCHEDULE 1: DESIGNER FORM WITH AN ORIGINAL SIGNATURE IN BLUE INK

DO NOT SCALE THE DRAWINGS. ALL DIMENSIONS AND SPECIFICATIONS MUST BE REVIEWED BY CONTRACTOR / OWNER PRIOR TO CONSTRUCTION. ANY ERRORS OR OMISSIONS MUST BE SENT TO NU DIMENSION DESIGN AND DRAFTING FOR AMENDMENTS. ALL DESIGNS AND DRAWINGS REMAIN THE PROPERTY OF NU DIMENSION DESIGN AND DRAFTING. REPRODUCTION OR USE FOR ANY PURPOSE OTHER THAN THAT AUTHORIZED BY NU DIMENSION DESIGN AND DRAFTING IS FORBIDDEN.

#	DRAWING DESCRIPTION	DATE
1	ISSUED FOR REVIEW	05/15/24
2	CLIENT CHANGES APPLIED	05/17/24
3	ISSUED FOR HERITAGE REVIEW	05/17/24
4		
5		
6		

PROJECT:
**THE HORTON A LEFT
276 OLD KILN CRESCENT
BARRIEFIELD, KINGSTON, ON**

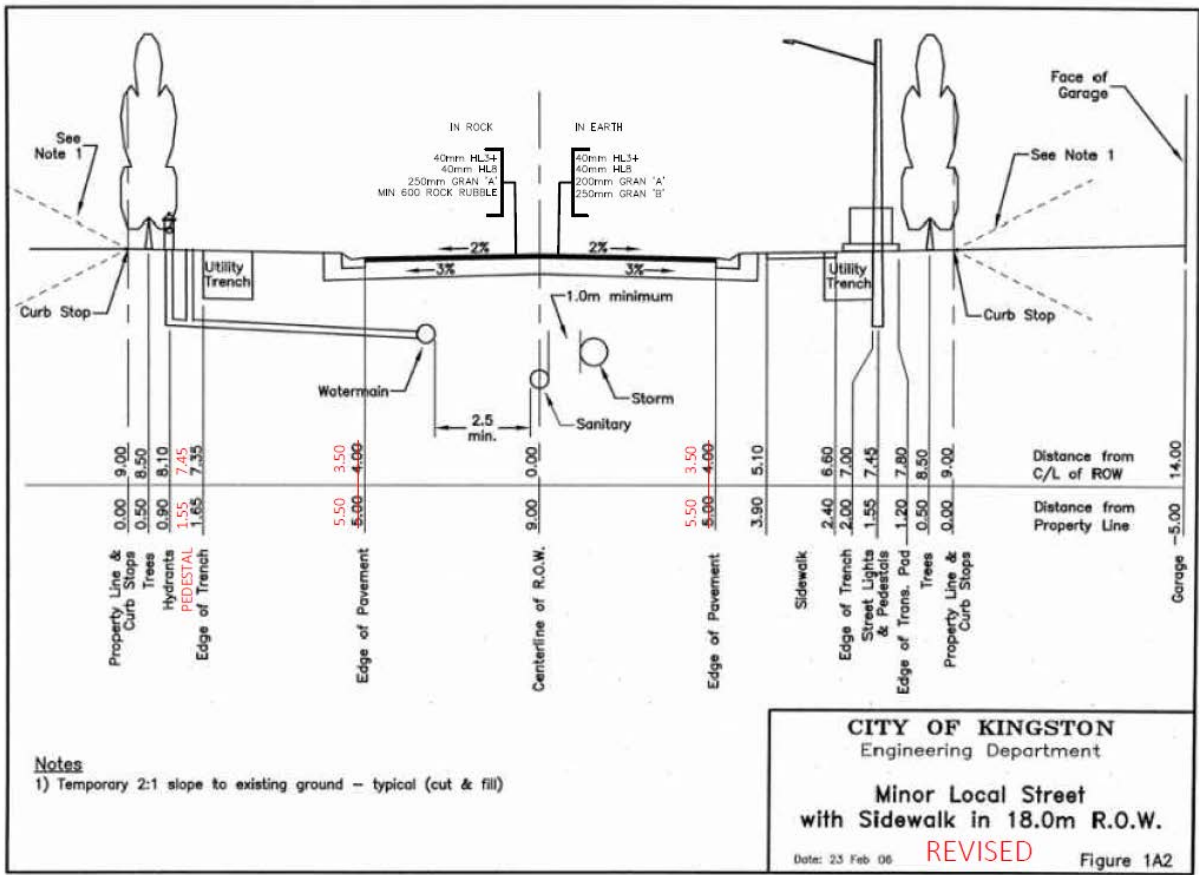
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DETACHED GARAGE

SCALE: 1/4"=1'-0"
DATE: MAY 17, 2024
DRAWN BY: NP/DN
CHECKED BY: NP/DN/BC
DRAWING REF#: TBD

LOT NUMBER:
4

SHEET
DRAWING NO:
A-4
OF
4

Road Allowance Section



Notes
1) Temporary 2:1 slope to existing ground – typical (cut & fill)

CITY OF KINGSTON
Engineering Department

**Minor Local Street
with Sidewalk in 18.0m R.O.W.**

Date: 23 Feb 06 **REVISED** Figure 1A2

Figure 1A2 Minor Local Street – 18m Right of Way (with Sidewalk)

Technical Standards and Specifications, City of Kingston
Engineering Department

Technical Schedule 1: Page 63
Appendix 1K:
Standard Forms

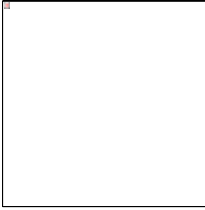
Kingston Heritage Properties Committee

Summary of Input from Technical Review Process

P18-064-2024

Committee Members	Comments Enclosed	No Comments Provided	No Response Received
Councillor Glenn			X
Councillor Oosterhof			X
Jennifer Demitor			X
Gunnar Heissler			X
Alexander Legnini			X
Jane McFarlane			X
Peter Gower	X		
Ann Stevens	X		
Daniel Rose			X

City of Kingston
216 Ontario Street
Kingston, Ontario
Canada, K7L 2Z3



where history and innovation thrive

Website: www.cityofkingston.ca

TTY: Dial 613-546-4889

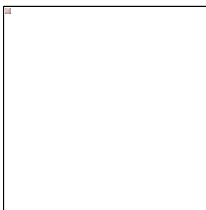
Date:	June 4, 2024
Form:	Heritage Properties Committee Reviewer Form
Reviewer Name:	Ann Stevens
Application Type:	Heritage Permit
File Number:	P18-064-2024
Property Address:	411 WELLINGTON ST

Description of Proposal:

The subject property is a newly created property (Lot 4) in the Barriefield Highlands subdivision on the lands of the former Horton Public School in the Village of Barriefield. The lands are designated as part of the Barriefield Heritage Conservation District under Part V of the Ontario Heritage Act. The owners are seeking heritage approval to construct a new two storey dwelling and a detached garage. Detailed plans, prepared by NU Dimension Design and Drafting, are included with the application.

Comments for Consideration on the Application:

The proposed house seems to be a good fit for the neighbourhood as long as all heritage regulations are met through the Barriefield Conservation District Plan. As long as all heritage regulations have been brought to bear, I have no issues with these plans.



City of Kingston
216 Ontario Street
Kingston, Ontario
Canada, K7L 2Z3

Website: www.cityofkingston.ca

TTY: Dial 613-546-4889

where history and innovation thrive

Date:	June 6, 2024
Form:	Heritage Properties Committee Reviewer Form
Reviewer Name:	Peter Gower
Application Type:	Heritage Permit
File Number:	P18-064-2024
Property Address:	411 WELLINGTON ST

Description of Proposal:

The subject property is a newly created property (Lot 4) in the Barriefield Highlands subdivision on the lands of the former Horton Public School in the Village of Barriefield. The lands are designated as part of the Barriefield Heritage Conservation District under Part V of the Ontario Heritage Act. The owners are seeking heritage approval to construct a new two storey dwelling and a detached garage. Detailed plans, prepared by NU Dimension Design and Drafting, are included with the application.

Comments for Consideration on the Application:

This proposal looks suitable from the outline that we are given. I would appreciate knowing if it contravenes any of the HCD guidelines.

Summary of Final Comments at the July 17, 2024 Heritage Properties Committee Meeting

Mr. Gower stated his approval of the project. He asked if there were several different types of plans for each style of home. He further sought clarification that the approval of this application would not approve all other properties of the same style.

Audited Financial Statements
and Other Financial Information of

**The Corporation of
the City of Kingston**

Year Ended December 31, 2023

DRAFT

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Management's Responsibility for the Consolidated Financial Statements

The accompanying consolidated financial statements of The Corporation of the City of Kingston (the "City") are the responsibility of the City's management and have been prepared in compliance with legislation, and in accordance with Canadian public sector accounting standards. A summary of the significant accounting policies is described in Note 1 to the consolidated financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The City's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by management.

The Administrative Policies Committee meets with management and the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to council approval of the consolidated financial statements.

The consolidated financial statements have been audited by KPMG LLP, independent external auditors appointed by the City. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the City's consolidated financial statements.

Lanie Hurdle
Chief Administrative Officer

Desirée Kennedy
Chief Financial Officer and
City Treasurer

Independent Auditors' Report

To the Members of Council, Inhabitants and Ratepayers of The Corporation of the City of Kingston

Opinion

We have audited the consolidated financial statements of The Corporation of the City of Kingston (“the Entity”), which comprise:

- * the consolidated statement of financial position as at December 31, 2023;
- * the consolidated statement of operations for the year then ended;
- * the consolidated statement of changes in net debt for the year then ended;
- * the consolidated schedule of municipal equity for the year then ended;
- * the consolidated statement of cash flows for the year then ended; and
- * notes to the consolidated financial statements, including a summary of significant accounting policies (Hereinafter referred to as the “financial statements”).

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2023, and its results of operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the “**Auditor’s Responsibilities for the Audit of the Financial Statements**” section of our auditor’s report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter – Comparative Information

We draw attention to Note 19 to the financial statements (“Note 19”) which explains that certain comparative information presented for the year ended December 31, 2022 has been restated.

Note 19 explains the reasons for the restatement and also explains the adjustments that were applied to restate comparative information.

Our opinion is not modified in respect of this matter.

Draft for discussion purposes

Other Matter – Comparative Information

As part of our audit of the financial statements for the year ended December 31, 2023, we also audited the adjustments that were applied to restate certain comparative information presented for the year ended December 31, 2022. In our opinion, such adjustments are appropriate and have been properly applied.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- * Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Draft for discussion purposes

- * Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- * Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- * Conclude on the appropriateness of management's use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- * Evaluate the overall presentation, structure, and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- * Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.
- * Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the group of the Entity to express an opinion on the financial statements. We are responsible for the direction, supervision, and performance of the group audit. We remain solely responsible for our audit opinion.

Chartered Professional Accountants, Licensed Public Accountants

Kingston, Canada

August 13, 2024

The Corporation of the City of Kingston
Consolidated Statement of Financial Position
December 31, 2023, with Comparative Figures for 2022

In Thousands of Dollars	2023	2022 (Restated)*
Financial Assets:		
Cash and short-term investments	\$ 286,475	\$ 254,786
Taxes receivable	9,195	6,985
Accounts receivable	76,611	85,864
Inventories for resale	17,744	18,534
Notes receivable from government business enterprises (note 14(c))	18,311	18,311
Long-term investments (note 4)	174,090	172,525
Investment in government business enterprises (note 14(a))	41,466	39,917
Total Financial Assets	623,892	596,922
Liabilities:		
Accounts payable and accrued liabilities	(97,473)	(97,475)
Due to government business enterprises:		
Utilities Kingston (note 14(b))	(7,982)	(9,920)
Kingston Hydro Corporation (note 14(b))	(6,289)	(7,586)
Employee future benefit obligations (note 8(d))	(4,134)	(4,086)
Deferred revenue - obligatory reserve funds (note 10)	(81,465)	(78,237)
Deferred revenues	(29,612)	(18,981)
Accrued interest on long-term debt	(5,418)	(5,656)
Long-term liabilities (note 9)	(480,527)	(499,980)
Employee future benefit obligations (note 8(d))	(73,822)	(69,073)
Asset retirement obligations (note 21)	(24,669)	(24,197)
Total Liabilities	(811,391)	(815,191)
Net Financial Debt	(187,499)	(218,269)
Non-Financial Assets:		
Tangible capital assets (note 15)	2,025,281	1,980,274
Inventories of supplies	1,752	1,517
Prepaid expenses	5,286	4,394
Total Non-Financial Assets	2,032,319	1,986,185
Municipal Equity	\$1,844,820	\$1,767,916
Contingent liabilities (note 11)		
Commitments (note 12)		

* Change in accounting policy (note 19)

The accompanying notes and schedules are an integral part of these consolidated financial statements.

The Corporation of the City of Kingston
Consolidated Statement of Operations
Year Ended December 31, 2023, with Comparative Figures for 2022

In Thousands of Dollars	Budget 2023*	Actual 2023	Actual 2022 (Restated)*
Revenue:			
Property taxation	\$ 279,847	\$ 279,917	\$ 268,019
Taxation from other governments	16,971	17,493	16,888
User charges	161,618	167,913	157,748
User charges – gas commodity	25,000	16,424	15,155
Government grants	88,603	106,574	102,246
Grants from other municipalities	5,531	5,261	4,783
Investment income	9,348	17,194	10,182
Other	3,214	3,503	2,355
Transfers from deferred obligatory reserve funds (note 10)	5,215	2,414	2,138
Government business enterprises net earnings (note 14)	-	1,549	2,387
Total Revenues	595,347	618,242	581,901
Expenses:			
General government	47,570	47,787	49,078
Protection services	94,403	95,583	96,976
Transportation services	101,450	100,133	91,832
Environmental services	92,124	96,037	88,606
Health services	33,122	32,036	30,770
Social and family services	82,001	89,294	76,064
Social housing	46,857	45,761	40,224
Recreational and cultural services	56,922	57,804	54,484
Planning and development	9,511	12,758	11,756
Gas utility	34,918	28,146	26,125
Total Expenses	598,878	605,339	565,915
Net Revenues before the under noted items	(3,531)	12,902	15,986
Other Revenue:			
Grants and transfers related to capital:			
Government and municipal capital grants		28,76	31,421
Transfers from deferred obligatory reserve funds (note 10)		28,83	24,676
Donations and other		54	379
Contributed tangible capital assets (note 15(a))		6,352	3,359
Total Other Revenue		64,00	59,835
Annual Surplus		76,90	75,822
Municipal Equity, Beginning of Year		1,767,91	1,692,094
Municipal Equity, End of Year		\$ 1,844,820	\$ 1,767,916

* Budget 2023 (note 13) and Change in accounting policy (note 19)

The accompanying notes and schedules are an integral part of these consolidated financial statements.

The Corporation of the City of Kingston
Consolidated Statement of Changes in Net Debt
Year Ended December 31, 2023, with Comparative Figures for 2022

In Thousands of Dollars	Budget 2023	Actual 2023	Actual 2022 (Restated)*
Annual Surplus	\$ (3,531)	\$ 76,904	\$ 75,822
Amortization of tangible capital assets	76,000 77,657		82,730
Acquisition of tangible capital assets		(134,151)	(138,198)
Asset retirement obligation addition	-	(523)	-
Loss on tangible capital assets transactions	-	6,936	8,186
Sub-total	72,469	31,897	23,467
Acquisition of prepaid expenses	-	(892)	(147)
Acquisition of supplies inventories	-	(235)	(352)
Decrease in Net Debt	72,469	30,770	22,968
Net Debt, Beginning of Year	(218,269)	(218,269)	(222,458)
Adjustment on adoption of the asset retirement obligation standard	-	-	(18,779)
Net Debt, End of Year	\$ (145,800)	\$ (187,499)	\$ (218,269)

* Change in accounting policy (note 19)

The accompanying notes and schedules are an integral part of these consolidated financial statements.

Draft for discussion purposes

The Corporation of the City of Kingston
Consolidated Schedule of Municipal Equity
Year Ended December 31, 2023, with Comparative Figures for 2022

In Thousands of Dollars	2023	2022 (Restated)*
Current Fund Surplus (Deficit):		
General operating surplus	\$ 3,629	\$ 1,423
Accumulated operating surplus - water	1,597	4,962
Accumulated operating surplus - sewer	1,686	4,068
Accumulated operating surplus - gas	4,499	5,473
Downtown Business Improvement Area	27	(43)
Kingston & Frontenac Housing Corporation	4,228	8,215
Kingston Frontenac Public Library Board	599	361
Total Current Fund Surplus	16,265	24,459
Investment in Tangible Capital Assets:		
Tangible capital assets (note 15)	2,025,281	1,980,274
Long-term liabilities (note 9)	(480,527)	(499,980)
Unfinanced capital expenditures:		
To be financed from taxation or user charges	(4,953)	(24,821)
Unapplied capital receipts	-	136
Asset retirement obligation (note 21)	(24,669)	(24,197)
Total Investment in Tangible Capital Assets	1,515,132	1,431,412
Investment in Government Business Enterprises (note 14(a))	41,466	39,917
Unfunded Liabilities:		
Employee future benefit obligations (note 8(d))	(75,265)	(70,491)
Accrued interest on long-term debt	(5,418)	(5,656)
Total Unfunded Liabilities	(80,683)	(76,147)
Reserves and Reserve Funds:		
Reserves set aside for specific purpose:		
Operating reserves	27,266	28,241
Reserve funds set aside for specific purpose:		
Replacement of equipment	41,486	43,468
Replacement & renewal of facilities	13,898	14,933
Municipal capital replacement & renewal	38,343	41,318
Sanitary sewer system	54,204	46,934
Storm sewer system	405	390
Parks and recreation	5,863	8,510
Libraries	5,452	5,158
Waterworks system	80,231	71,178
Planning and development	430	511
Transit	27,081	23,428
Gas utility	6,804	7,378
Sick leave	13,200	13,042
Protective services	12,198	14,890
Environmental services	460	2,154
Social and family services	222	214
Social housing	4,089	5,027
Parking	21,008	21,501
Total Reserves and Reserve Funds	352,640	348,275
Municipal Equity	\$ 1,844,820	\$ 1,767,916

* Change in accounting policy (note 19)

The accompanying notes and schedules are an integral part of these consolidated financial statements.

The Corporation of the City of Kingston
Consolidated Statement of Cash Flows
Year Ended December 31, 2023, with Comparative Figures for 2022

In Thousands of Dollars	2023	2022 (Restated)*
Operations transactions:		
Annual surplus	\$ 76,904	\$ 75,822
Net change in non-cash working capital items:		
Increase in taxes receivable	(2,210)	(3,226)
Decrease (increase) in accounts receivable	9,253	(6,383)
Decrease (increase) in inventories for resale	790	(1,113)
(Increase) in inventories of supplies	(235)	(352)
Increase in prepaid expenses	(892)	(147)
(Decrease) increase in accounts payable and accrued liabilities	(2)	15,968
(Decrease) increase in due to government business enterprises	(3,188)	4,181
Increase in deferred obligatory reserve funds	3,228	1,361
Increase in deferred revenues	10,631	901
(Decrease) increase in accrued interest on long-term debt	(238)	2,162
Sub-total	17,137	13,352
Items not involving cash:		
Amortization of tangible capital assets	82,730	77,767
Contributed tangible capital assets	(6,352)	(3,359)
Loss on tangible capital assets transactions	6,936	8,186
Accretion expense	7	7
(Settled) incurred asset retirement liability obligations	(58)	248
Change in employee future benefit obligations	4,749	6,194
Equity in government business enterprise from net earnings	(1,549)	(2,387)
Sub-total	86,463	86,656
Net change in cash from operating transactions	180,504	175,830
Capital transactions:		
Purchase of tangible capital assets	(127,798)	(134,839)
Investment transactions:		
Purchase of long-term investments	(1,565)	(7,982)
Financing transactions:		
Proceeds from new debt issue	3,978	139,069
Debt principal repayments	(23,430)	(17,287)
Repayment of temporary loans	-	(101,500)
Net change in cash from financing transactions	(19,452)	20,282
Increase in cash and short-term investments	31,689	53,291
Cash and short-term investments, beginning of year	254,786	201,495
Cash and short-term investments, end of year	\$ 286,475	\$ 254,786

* Change in accounting policy (note 19)

The City considers cash and short-term investments to be highly liquid investments with original maturities of three months or less.

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

1. Summary of Accounting Policies:

The consolidated financial statements of The Corporation of the City of Kingston (the “City”) are prepared by management in accordance with Canadian public sector accounting standards. Significant aspects of the accounting policies adopted by the City are as follows:

(a) Reporting Entity:

- i. The consolidated financial statements reflect the assets, liabilities, revenue, and expenses of the reporting entity. The reporting entity is comprised of all organizations, committees and local boards which are accountable for the administration of their financial affairs and resources to the City and which are owned or controlled by the City. Interdepartmental and inter-organizational transactions and balances between these organizations have been eliminated.

These consolidated financial statements include:

Downtown Business Improvement Area

Kingston-Frontenac Public Library Board

Kingston & Frontenac Housing Corporation

Kingston, Frontenac, and Lennox & Addington Public Health
(proportionately consolidated)

1425447 Ontario Limited (consolidated on a modified equity basis)

Kingston Hydro Corporation (consolidated on a modified equity basis)

- ii. Consolidated by proportionate consolidation:
Kingston, Frontenac, and Lennox & Addington Public Health is accounted for using the proportionate consolidation method of accounting and reporting, whereby the City’s pro-rata share of each of the assets, liabilities, revenue, and expenses is combined on a line-by-line basis in the consolidated financial statements.
- iii. Consolidated on a modified equity basis:
The City’s investment in 1425447 Ontario Limited and Kingston Hydro Corporation is accounted for on a modified equity basis, consistent with the generally accepted accounting treatment for government business enterprises. Under the modified equity basis, the business enterprises’ accounting principles are not adjusted to conform to those of the City, and inter-organizational transactions and balances are not eliminated.

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

1. Summary of Accounting Policies (continued):

(a) Reporting Entity (continued):

The City recognizes its equity interest in the annual income or loss of 1425447 Ontario Limited and Kingston Hydro Corporation in its consolidated statement of operations with a corresponding increase or decrease in its investment asset account on the consolidated statement of financial position. Any dividends that the City may receive from 1425447 Ontario Limited and Kingston Hydro Corporation will be reflected as reductions in the investment asset account.

- iv. The charges for long-term liabilities assumed by consolidated entities or by individuals in the case of the drainage loans are reflected in the consolidated financial statements.
- v. Accounting for school board transactions:
The taxation, other revenue, expenses, assets, and liabilities with respect to the operations of the school boards are not reflected in the municipal fund balances of these consolidated financial statements.
- vi. Trust funds:
Trust funds and their related operations administered by the City are not included in these consolidated financial statements but are reported on separately on the Trust Funds Statement of Continuity and Statement of Financial Position.

(b) Basis of Accounting:

Revenue and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenue in the period in which transactions or events occurred that gave rise to the revenue; expenses are recognized in the period the goods and services are acquired and/or there is a legal obligation to pay.

(c) Deferred Revenue – Obligatory Reserve Funds:

The City receives restricted contributions under the authority of federal and provincial legislation and City by-laws. These funds by their nature are restricted in their use and until applied to applicable costs are recorded as deferred revenue. Amounts applied to qualifying expenses are recorded as revenue in the fiscal period they are expended.

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

1. Summary of Accounting Policies (continued):

(d) Deferred Revenues:

Deferred revenue represents certain user charges and fees which have been collected but for which the related services have yet to be performed. Deferred revenue also represents contributions that the City has received pursuant to legislation, regulation or agreement that may only be used for certain programs or in the completion of specific work. These amounts are recognized as revenue in the fiscal year the services are performed or related expenses incurred.

(e) Employee Future Benefit Obligations:

The City accrues for certain employee benefits which will require funding in future periods. These benefits include sick leave, life insurance, extended health and dental benefits for early retirees and benefits under the *Workplace Safety and Insurance Board Act*.

The costs of these benefits earned by employees are actuarially determined using management's best estimate of salary escalation, retirement ages of employees, accumulated sick days, expected health care costs and long term inflation rates and discount rates.

For self-insured retirement and other employee future benefits that vest or accumulate over the periods of service provided by employees, such as compensated absences and health, dental and life insurance benefits for retirees, the cost is actuarially determined using the projected benefits method prorated on service. Under this method, the benefit costs are recognized over the expected average service life of the employee group.

Any actuarial gains and losses, which can arise from changes in actuarial assumptions, are amortized over the expected average remaining service life of the employee group.

For those self-insured benefit obligations that arise from specific events that occur from time to time, such as obligations for workers' compensation and life insurance and health care benefits for those on disability leave, the cost is recognized immediately in the period the events occur. Any actuarial gains and losses that are related to these benefits are amortized over the average term of the liabilities.

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
 Year Ended December 31, 2023

1. Summary of Accounting Policies (continued):

(f) Tangible Capital Assets:

- i. Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development, or betterment of the asset. The City does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.
- ii. Tangible capital assets received as contributions are recorded at their fair value at the date of receipt or transfer with an offsetting amount recorded as revenue. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over estimated useful lives as follows:

Asset	Useful Life – Years
Land improvements	18 to 75
Buildings and structures	40
Vehicles, machinery, and equipment	4 to 20
Furniture and fixtures	20 to 40
Transportation:	
Roads and related	18 to 50
Bridges and structures	60
Streetlights and traffic signals	35 to 40
Storm sewer networks	50
Water and sewer facilities:	
Building structures	50
Building fixtures	15
Electrical and mechanical equipment	10 to 25
Tankage	75
Water and sewer pipes	50 to 80
Water and sewer equipment, meters, hydrants, manholes	15 to 75
Gas facilities	40
Gas mains and services	50
Gas regulator stations & other equipment	5 to 20

Assets under construction or development are classified as capital works in progress and are not amortized until the asset is available for productive use.

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

1. Summary of Accounting Policies (continued):

- iii. When tangible capital assets are disposed of, either by way of a sale, destruction or loss, or abandonment of the asset, the asset's net book value, historical cost less accumulated amortization, is written off. Any resulting gain or loss, equal to the proceeds on disposal less the asset's net book value, is reported on the Consolidated Statement of Operations in the year of disposal. Transfers of assets to third parties are recorded as an expense equal to the net book value of the asset as of the date of transfer.
- iv. When conditions indicate that a tangible capital asset no longer contributes to the City's ability to provide services or the value of the future economic benefits associated with the tangible capital asset are less than its net book value, and the decline is expected to be permanent, the cost and accumulated amortization of the asset are reduced to reflect the revised estimate of the value of the asset's remaining service potential. The resulting net adjustment is reported as an expense on the Consolidated Statement of Operations.
- v. The City has a capitalization threshold of \$10,000. Individual tangible capital assets of lesser value are expensed, unless they are pooled when, collectively, they have a significant value.

(g) Inventories:

Natural gas inventories for resale are stated at the lower of weighted average cost and net realizable value. Land held for resale is recorded at cost which includes amounts to prepare the land for sale or servicing.

Inventories of supplies held for consumption are stated at the lower of cost and replacement cost.

(h) Government Transfers:

Government transfers are recognized in the consolidated financial statements in the period in which the events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met and reasonable estimates of the amounts can be made.

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

1. Summary of Accounting Policies (continued):

(i) Use of Estimates:

The preparation of the consolidated financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements and the reported amounts of revenue and expenses during the period. Significant estimates include the carrying value of tangible capital assets, employee future benefit and asset retirement obligations. Actual results could differ from those estimates.

(j) Asset Retirement Obligations:

An asset retirement obligation (ARO) is recognized when, as at the financial reporting date, all of the following criteria are met:

- There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- The past transaction or event giving rise to the liability has occurred;
- It is expected that future economic benefits will be given up; and
- A reasonable estimate of the amount can be made.

The liability for closure of operational sites and post-closure care relating to landfill sites has been recognized based on estimated future expenses. The liability is discounted using a present value calculation and adjusted annually for accretion expense. Under the modified retroactive method, the discount rate and assumptions used on initial recognition are those as of the date of adoption in the standard. Assumptions used in the subsequent calculations are revised yearly.

The liability for the removal of asbestos in several of the buildings owned by the City and for the decommissioning of fuel storage tanks has been recognized based on estimated undiscounted future expenses. Under the modified retroactive method, the assumptions used on initial recognition are those as of the date of adoption in the standard. Assumptions used in the subsequent calculations are revised yearly.

The recognition of the ARO liability results in an accompanying increase to the respective tangible capital assets. Building assets impacted by an asbestos liability are being amortized based on the estimated useful life as per the amortization accounting policy. The landfill ARO liability is amortized using the units of production method. For sites that are inactive, the ARO liability is amortized over 25 years post closure.

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

1. Summary of Accounting Policies (continued):

(k) Financial Instruments:

On January 1, 2023, the City adopted PS 3450 Financial Instruments which establishes accounting and reporting for all types of financial instruments, including derivatives, as disclosed in Note 19. The standard requires fair value measurement of derivatives and portfolio investments in equity instruments that are quoted in an active market. All other financial instruments will generally be measured at cost or amortized cost unless management has elected to carry the instruments at fair value. Management has not made this election.

Unrealized changes in fair value are recognized in the Consolidated Statement of Remeasurement Gains and Losses until they are realized, when they are transferred to the Consolidated Statement of Operations. Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred.

All financial assets are assessed for impairment on an annual basis. Where a decline is determined to be other than temporary, the amount of the loss is reported in the Consolidated Statement of Operations and any unrealized gain (loss) is adjusted through the Consolidated Statement of Remeasurement Gains and Losses. On sale, the accumulated remeasurement gains and losses associated with that instrument are reversed and recognized in the Consolidated Statement of Operations.

A Consolidated Statement of Remeasurement Gains and Losses has not been provided as there are no significant unrealized gains or losses at December 31, 2023 or 2022.

Establishing fair value:

The fair value of guarantees and letters of credit are based on fees currently charged for similar agreements or on the estimated cost to terminate them or otherwise settle the obligations with the counterparties at the reported borrowing date. In situations in which there is no market for these guarantees, and they were issued without explicit costs, it is not practicable to determine their fair value with sufficient reliability (if applicable).

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
 Year Ended December 31, 2023

1. Summary of Accounting Policies (continued):

Fair value hierarchy:

The following provides an analysis of financial instruments that are measured subsequent to initial recognition at fair value, grouped into Levels 1 to 3 based on the degree to which fair value is observable:

Level 1 - fair value measurements are those derived from quoted prices (unadjusted) in active markets for identical assets or liabilities;

Level 2 - fair value measurements are those derived from inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly (i.e., as prices) or indirectly (i.e., derived from prices); and

Level 3 - fair value measurements are those derived from valuation techniques that include inputs for the asset or liability that are not based on observable market data (unobservable inputs).

The fair value hierarchy requires the use of observable market inputs whenever such inputs exist. A financial instrument is classified to the lowest level of the hierarchy for which a significant input has been considered in measuring fair value.

2. Operations of School Boards:

The Province of Ontario sets the tax rates to be applied to property assessment to generate tax levies to be collected and remitted to the school boards. The amounts collected and remitted are summarized below:

In Thousands of Dollars	2023	2022
Taxation and user charges	\$ 48,470	\$ 47,126
Payments in lieu	256	256
Amount transferred to school boards	\$ 48,726	\$ 47,382

3. Bank Indebtedness:

The City's financial agreement with its bank provides for an operating credit facility of up to \$10,000,000 to finance expenses, pending receipt of property taxes and other income. Interest on funds drawn is charged at the bank's prime rate less 0.5%. As at December 31, 2023, there was \$Nil (2022 - \$Nil) drawn on the operating credit facility.

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

4. Long-term Investments:

Long-term investments, which consist primarily of government and financial institution bonds, have a market value of \$169,521,310 at December 31, 2023 (2022 - \$161,010,859).

As at December 31, 2023, the City's investments measured at amortized cost exceed market value, representing a temporary decline in market value. There is no permanent impairment due to the low-risk nature of the investments, the high credit ratings of the issuers, and the City's ability to hold these investments to their maturities.

5. Trust Funds:

Trust funds administered by the municipality amount to \$168,300 (2022 - \$167,307) as at December 31, 2023.

6. Provincial Grants:

Certain provincial grants are subject to annual final reviews and approvals by the respective Provincial Ministry. Any adjustments resulting from the review will be reflected in the year of Ministry approval as an adjustment to government grant revenues on the Consolidated Statement of Operations.

7. Pension Agreements:

The City makes contributions to the Ontario Municipal Employees Retirement System Pension Fund (OMERS), which is a multi-employer plan, on behalf of its' employees. The plan is a contributory defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. Employers and employees contribute to the plan. Since any surpluses or deficits are a joint responsibility of all Ontario municipalities and their employees, the City does not recognize any share of the OMERS pension surplus or deficit in these consolidated financial statements. The latest available report for the OMERS plan was as at December 31, 2023. At that time, the plan reported a \$4.2 billion actuarial deficit (2022- \$6.7 billion actuarial deficit).

The amount contributed to OMERS for 2023 was \$14,623,069 (2022 - \$13,404,556) for current service and is included as an expense on the Consolidated Statement of Operations.

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
 Year Ended December 31, 2023

8. Employee Future Benefit Obligations:

(a) Extended Health Care, Dental, Life Insurance and Sick Leave Benefits:

The City pays certain life insurance benefits on behalf of the retired employees as well as extended health and dental benefits for early retirees to age 65. In addition, the City provides for an accumulated sick leave benefit plan for certain employees whereby unused sick leave can accumulate and employees may become entitled to a cash payment when they leave the City's employment. The City recognizes these post-employment and post-retirement costs in the period in which the employees rendered the services. An independent actuarial study of these benefits was undertaken at December 31, 2022, in order to determine the estimated accrued benefit liability to be reported in these consolidated financial statements. As a result of the study an actuarial gain of \$10,339,500 was realized due primarily to the increase in the discount rate assumption.

Actuarial gains and losses are amortized on a straight-line basis over the expected average remaining service life of the related employee groups, which is estimated to be 10 years (2022 – 10 years).

At December 31, 2023, the City's accrued benefit liability relating to post-retirement and post-employment benefit plans is \$58,645,247 (2022 - \$57,066,274).

The significant actuarial assumptions adopted in estimating the City's accrued benefit liability for extended health, dental, life insurance and sick leave benefits are as follows:

Discount rate	4.6% per annum
Salary escalation	3.0% per annum
Dental benefits escalation	6.50% in 2023, decreasing to 4.50% over 10 years
Health benefits escalation	6.99% per annum in 2023, decreasing to 4.50% over 20 years

An independent actuarial valuation was also completed by 1425445 Ontario Limited (operating as Utilities Kingston) for the water, sewer and gas utilities employees' post-employment and post-retirement costs as at December 31, 2021. This liability is reported on these consolidated financial statements as an amount due to 1425445 Ontario Limited (operating as Utilities Kingston) in respect of costs incurred by them to manage the City's utility services.

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

8. Employee Future Benefit Obligations (continued):

(a) Extended Health Care, Dental, Life Insurance and Sick Leave Benefits (continued):

The significant actuarial assumptions adopted in estimating the accrued benefit liability for extended health, dental, life insurance and sick leave benefits for 1425445 Ontario Limited (operating as Utilities Kingston) water, sewer and gas employees are as follows:

Discount rate	5.05% per annum
Salary escalation	3.3% per annum
Dental benefits escalation	5.1% per annum
Health benefits escalation	4.9% per annum

Consolidated information with respect to the City's post-retirement and post-employment obligations is as follows:

In Thousands of Dollars	2023	2022
Accrued benefit liability, January 1	\$ 57,066	\$ 54,351
Expense recognized for the period	5,108	5,241
Benefits paid for the period	(3,442)	(3,283)
Amortization of actuarial (gain)/losses	(87)	757
Accrued benefit liability, December 31	\$ 58,645	\$ 57,066

The accrued benefit liability at December 31 includes the following components:

In Thousands of Dollars	2023	2022
Accrued benefit obligation	\$ 51,417	\$ 49,751
Unamortized actuarial gains/(losses)	7,228	7,315
Accrued benefit liability, December 31	\$ 58,645	\$ 57,066

(b) *Workplace Safety and Insurance Board Act* ("WSIB"):

With respect to responsibilities under provisions of the *Workplace Safety and Insurance Board Act*, the City has elected to be treated as a Schedule 2 employer and remits payments to the WSIB as required to fund disability payments. An independent actuarial study of the Workplace Safety and Insurance Board liabilities was undertaken at December 31, 2022 in order to determine the estimated liability reported in these consolidated financial statements. As a result of the study an actuarial loss of \$6,741,900 was realized due to higher than expected claims and longer claim durations.

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

8. Employee Future Benefit Obligations (continued):(b) *Workplace Safety and Insurance Board Act* ("WSIB") (continued):

Actuarial gains and losses are amortized on a straight-line basis over the average term of the liabilities which is estimated to be 9 years (2022 – 9 years).

At December 31, 2023, the City's accrued benefit liability relating to future WSIB claims is \$16,535,100 (2022 - \$13,296,600).

The significant actuarial assumptions adopted in estimating the City's accrued benefit obligation for WSIB claims are as follows:

Discount rate		4.6%
Inflation rate	3% for 2023 and 2.0% per annum thereafter	
Health benefits escalation		4.0% per annum
Administration costs	19.0% of compensation expense	

Information with respect to the City's Workplace Safety and Insurance Board future payments is as follows:

In Thousands of Dollars	2023	2022
Accrued benefit liability, beginning of year	\$ 13,297	\$ 10,497
Expense recognized for the period	5,688	5,902
Benefits paid for the period	(3,568)	(3,471)
Amortization of net actuarial losses	1,118	369
Accrued benefit liability, end of year	\$ 16,535	\$ 13,297

The accrued benefit liability at December 31 includes the following components:

In Thousands of Dollars	2023	2022
Accrued benefit obligation	\$ 24,184	\$ 22,064
Unamortized actuarial losses	(7,649)	(8,767)
Accrued benefit liability, end of year	\$ 16,535	\$ 13,297

(c) Liability for vacation credits:

Compensated vacation expense is accrued for employees as entitlement to these payments is earned in accordance with the City's benefit plans for vacation time. Vacation credits earned as at December 31, 2023 amount to \$2,533,918 (2022 - \$2,539,336).

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

8. Employee Future Benefit Obligations (continued):

(d) Total employee benefit obligations:

In Thousands of Dollars	2023	2022
Employee benefit obligations are comprised of:		
Health benefits and sick leave - City of Kingston	\$ 54,900	\$ 53,376
Workplace safety and insurance	16,535	13,297
Vacation credits	2,141	2,143
Pension payable	246	257
Sub-total	73,822	69,073
Health benefits and sick leave – water, sewer, and gas utilities (1)	3,741	3,690
Vacation credits – water, sewer, and gas utilities	393	396
Sub-total	4,134	4,086
Total employee benefit obligations	77,956	73,159
Amounts previously funded from operating revenues	(2,691)	(2,668)
Unfunded employee future benefit obligations	\$ 75,265	\$ 70,491
To be recovered from reserve funds	\$13,200	\$ 13,042
To be recovered from future municipal and utility revenues	62,065	57,449
Unfunded employee future benefit obligations	\$ 75,265	\$ 70,491

(1) Health benefits and sick leave – water, sewer, and gas utilities (note 14(a))

The City has established reserve funds to mitigate the future impact of certain sick leave obligations.

Employee future benefit obligations for water, sewer and gas utilities are payable to 1425445 Ontario Limited (operating as Utilities Kingston) and relate to accrued employee costs incurred by Utilities Kingston in managing these utility operations for the City.

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

9. Long-term Liabilities:

- (a) The long-term liabilities reported on the Consolidated Statement of Financial Position are made up of the following:

In Thousands of Dollars	2023	2022
Long-term liabilities incurred by the City, including those incurred on behalf of other municipalities and municipal enterprises, with varying maturities up to 2050 and a weighted average interest rate of 4.1% (2022 - 4.2%)	\$462,194	\$ 483,782
Long-term liabilities incurred by Kingston & Frontenac Housing Corporation, with interest rates ranging from 1.0% to 6.0% (2022- 1% to 6.5%) and varying maturities up to 2071	27,062	25,848
Proportionate share of KFLA Public Health long-term debt, with a current interest rate of 6.1% (2022 – 6.1%), maturing in 2029	1,779	2,070
Total long-term liabilities	\$ 491,035	\$ 511,700
Less long-term borrowings from own funds	\$ (10,508)	\$ (11,720)
Long-term liabilities to be recovered from future revenues	\$ 480,527	\$ 499,980
Of the municipal debt shown above, the responsibility for payment of principal and interest charges for the tile drainage loans has been assumed by individuals	\$ (16)	\$ (22)

- (b) Principal due on total long-term liabilities is summarized as follows:

In Thousands of Dollars	2024	2025	2026	2027	2028	2029+	Total
Tax sources	\$9,397	\$9,322	\$9,546	\$9,185	\$9,013	\$119,771	\$166,234
Utility user fees	7,659	7,636	7,914	7,837	7,658	85,643	124,347
Other user fees	4,220	4,411	4,611	4,815	5,030	148,526	171,613
Public Health	310	329	349	371	393	27	1,779
Housing Corporation	7,853	1,667	2,080	1,214	667	13,581	27,062
Total	\$29,439	\$23,365	\$24,500	\$23,422	\$22,763	\$367,546	\$491,035

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

9. Long-term Liabilities (continued):

- (c) The long-term liabilities in (a), issued in the name of the City, have been approved by either the Ontario Municipal Board or by by-law. The annual principal and interest payments required to service these liabilities are within the annual debt repayment limit prescribed by the Ministry of Municipal Affairs & Housing.
- (d) Approval by by-law has also been obtained for pending issues of long-term liabilities and commitments to be financed by revenues beyond the term of Council. The principal and interest payments required to service pending issues and commitments are also within the debt repayment limit prescribed by the Ministry of Municipal Affairs & Housing.
- (e) Total debt charges incurred during the year with respect to the long-term liabilities in (a) are as follows:

In Thousands of Dollars	2023	2022
Principal payments	\$ 23,430	\$ 17,287
Interest	19,727	14,403
Total	\$ 43,157	\$ 31,690

Interest charges are included on the Consolidated Statement of Operations, classified under the appropriate functional expense headings.

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

10. Deferred Revenue – Obligatory Reserve Funds:

A requirement of the public sector accounting standards of the Chartered Professional Accountants of Canada is that obligatory reserve funds be reported as deferred revenue. This requirement is in place as provincial and municipal legislation restricts how these funds may be used.

The balances in the obligatory reserve funds of the City are summarized below:

In Thousands of Dollars	2023	2022
Balance, beginning of year	\$ 78,237	\$ 76,876
Revenues:		
Development contributions	20,074	14,728
Federal gasoline tax	8,194	7,853
Provincial gasoline tax	3,150	3,262
Recreational Land (<i>Planning Act</i>)	987	272
Investment income	2,069	2,060
Utilization:		
Transfers to operating	(2,414)	(2,138)
Transfers to capital	(28,832)	(24,676)
Balance, end of year	\$ 81,465	\$ 78,237

In Thousands of Dollars	2023	2022
Analyzed as follows:		
Development charges	\$ 45,269	42,808
Cash in lieu of parkland	2,383	1,302
Federal gasoline tax	17,577	19,223
Provincial gasoline tax	8,701	8,222
Building Code Act	7,535	6,682
Balance, end of year	\$ 81,465	\$ 78,237

In accordance with the *Development Charges Act*, the City entered into arrangements with developers to defer the payment of the underlying development charges to a future date. The amounts are repayable between 2024 and 2042 with interest rates ranging between 3.5% and 7.7%. The total value of these arrangements is \$7.8M (2022 - \$7.0M) which is included in the balance of Development charges above with a corresponding amount in accounts receivable on the Consolidated Statement of Financial Position.

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

11. Contingent Liabilities:

- (a) The nature of municipal activities is such that there may be litigation pending or in prospect at any time. With respect to claims at December 31, 2023, management believes that the City has valid defenses and appropriate and adequate insurance coverages in place. In the event any claims are successful, the amount of any potential liability is not determinable, therefore no amount has been accrued in the consolidated financial statements.
- (b) The City operated a coal gasification plant within the downtown area of the City from the mid-1800's through to the 1950's. Coal tar, a by-product of the coal gasification process, may have led to the contamination of soils and groundwater in the area of the former plant.

In some cases, private properties may have coal tar or coal compounds in the deep groundwater beneath them in which case some years ago the City provided written notice to the owner and at the same time confirmed that there were no risks to human health related to coal tar. The City has a community improvement brownfields program in place that may provide funding for incremental costs, if any, that are directly related to coal tar. In addition, the City may enter into agreements that provide for indemnities to landowners against any third-party claims or Ministry of Environment orders should any such claim or order arise.

Existing agreements related to coal tar do not establish any current financial obligation for the City. The amount of any potential liability or the likelihood thereof with respect to any potentially contaminated properties is not determinable, therefore no amount has been accrued in the consolidated financial statements.

12. Commitments:

- (a) A contract was entered into with Waste Management effective February 1, 2021, for a five-year term to handle waste transfer and disposal. A contract for recycling collection and disposal was entered into effective July 1, 2021, with Environmental 360 Solutions Ltd. Annual charges for garbage collection and disposal are determined by reference to certain waste volumes. Annual charges for recycling are based on the number of stops made. Payments made for collection and disposal of garbage and recycling for the 2023 fiscal year were \$4,130,449 (2022 - \$4,087,509).

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

12. Commitments (continued):

- (b) 1425445 Ontario Limited (operating as Utilities Kingston) has entered into operating contracts to provide gas transportation, gas storage and purchases of natural gas as part of the management agreement with the City of Kingston. Costs incurred have been reimbursed and are reported as expenses on the Consolidated Statement of Operations.
- (c) In 2021, the City committed \$25.0 million over ten years, beginning in 2022, to the University Hospitals Kingston Foundation in support of the capital campaign for local hospital expansion/renewal. The outstanding commitment at December 31, 2023 was \$20,000,000 (2022 - \$22,500,000).
- (d) The Corporation of the City of Kingston and 1425445 Ontario Limited (operating as Utilities Kingston) on behalf of the City have previously entered into the following capital contracts and funding commitments:

Description of project	Capital Commitment (\$000)	Costs Incurred to Date (\$000)
Active Transportation– Bayridge Drive	\$ 4,184	\$ 1,391
Stormwater System– King St. E.	4,804	-
Enhanced Flood Protection – Abbey Dawn Road	3,767	-

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

13. Budget Process:

The City completes a review of its operating and capital budgets each year. The capital budget is set on a project-oriented basis, the costs of which may be carried over one or more fiscal years.

The budget amounts presented in the consolidated financial statements are based on the 2023 operating and capital budgets approved by Council on March 21, 2023. The following table reconciles the approved budget to the budget amounts presented in the consolidated financial statements using the accrual basis of accounting, in accordance with Canadian public sector accounting standards.

In Thousands of Dollars	Budget Amount
Approved operating budget revenues	\$ 543,565
County of Frontenac requisition	14,727
Consolidated external agency budgets	26,396
Approved PSAB reporting adjustments:	
Reserve fund revenues	7,500
Budget amendments and reallocations	3,994
Less transfers from reserves / reserve funds	(3,253)
Net operating budget revenues	592,929
Approved operating budget expenses	543,565
County of Frontenac requisition	14,727
Consolidated external agency budgets	25,162
Approved PSAB reporting adjustments:	
Amortization of tangible capital assets	76,000
Reserve fund expenditures for debt interest	18,000
Unfunded accruals (1)	4,200
Budget amendments and reallocations	3,994
Non-tangible capital asset expenditures	36,310
Less transfers to reserves and reserve funds	(124,938)
Less debt principal repayments	(560)
Net operating budget expenses	596,460
Net revenues before capital investment	\$ (3,531)

- (1) Unfunded accruals for employee future benefit obligations, asset retirement obligation liabilities and accrued interest on long term debt.

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

14. Investment in Government Business Enterprises:

- (a) 1425447 Ontario Limited and Kingston Hydro Corporation (formerly Kingston Electricity Distribution Limited) are government business enterprises of the City and accounted for on a modified equity basis in these consolidated financial statements.

The principal business of Kingston Hydro Corporation is to distribute electric power to City residents and to manage the City's electric distribution system. 1425447 Ontario Limited holds the shares of 1425445 Ontario Limited (operating as Utilities Kingston), which manages the electric operations for Kingston Hydro Corporation and the water, sewer, and gas operations for the City of Kingston. 1425445 Ontario Limited (operating as Utilities Kingston) also owns and operates the fiber optics business.

Kingston Hydro Corporation reports using International Financial Reporting Standards (IFRS).

The following table provides condensed supplementary financial information for 1425447 Ontario Limited, which includes the operations of 1425445 Ontario Limited (operating as Utilities Kingston), and for Kingston Hydro Corporation:

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

14. Investment in Government Business Enterprises (continued):

(a) (continued)

In Thousands of Dollars	2023	2022
Financial position:		
Current assets	\$ 23,979	\$ 21,120
Due from City of Kingston:		
Utilities Kingston	7,982	9,920
Kingston Hydro Corporation	6,289	7,586
Post-employment benefit obligation (note 8(d))	3,741	3,690
Accrued vacation liabilities	525	522
Capital assets	74,986	73,657
Other assets	890	1,280
Total assets	118,392	117,775
Current liabilities	24,291	24,919
Post-employment benefit obligation	5,429	5,384
Accrued vacation and pension liabilities	148	156
Accrued liabilities non-current	6,434	6,021
Long-term loan payable	22,313	23,067
Long-term notes payable to City of Kingston (note 14(c))	18,311	18,311
Total liabilities	76,926	77,858
Net assets	\$ 41,466	\$ 39,917
Common shares	\$ 12,381	\$ 12,381
Accumulated other comprehensive income	(86)	(29)
Accumulated earnings	29,171	27,565
Investment in government business enterprises	\$ 41,466	\$ 39,917
Results of operations:		
Net utility revenues	\$113,848	\$109,550
Operating expenses	(104,976)	(102,259)
Interest on debt	(1,326)	(1,598)
Depreciation	(3,732)	(3,648)
Net earnings before under noted items	3,814	2,045
Net movement in regulatory deferral accounts	(829)	(1,257)
Payments in lieu of corporate income taxes	321	1,744
Net earnings	3,306	2,532
Dividends on common shares	(1,700)	(525)
Accumulated earnings, beginning of year	27,565	25,558
Accumulated earnings, end of year	\$ 29,171	\$ 27,565

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

14. Investment in Government Business Enterprises (continued):

- (b) In accordance with related party reporting requirements, 1425445 Ontario Limited (operating as Utilities Kingston) reported contract expense recoveries during the year from Kingston Hydro Corporation and the City in the amounts of \$12,186,406 (2022 - \$11,874,868) and \$79,663,904 (2022 - \$77,922,275) respectively.

In addition, the City contracted to provide financial, human resources, legal and information technology services to both 1425445 Ontario Limited (operating as Utilities Kingston) and Kingston Hydro Corporation in the amount of \$3,133,603 (2022 - \$3,276,951).

As at December 31, 2023, the City had a balance owing to the Companies 1425445 Ontario Limited (operating as Utilities Kingston) in the amount of \$7,981,526 (2022 - \$9,920,085) and a balance owing to Kingston Hydro Corporation in the amount of \$6,288,905 (2022 - \$7,586,215), representing the net balance of cash receipts and disbursements processed on behalf of the Companies.

Charges for the above services are recorded at exchange amounts established and agreed to by the related parties.

- (c) On January 1, 2000, the City took a note payable for an amount equivalent to 50% of the value of net assets transferred for both Kingston Hydro Corporation and 1425445 Ontario Limited (operating as Utilities Kingston). As at December 31, 2023, the City had a note payable from Kingston Hydro in the amount of \$10,880,619 (2022 - \$10,880,619), bearing interest at 5.87% (2022 - 5.87%) per annum and a note payable from 1425445 Ontario Limited (operating as Utilities Kingston) in the amount of \$965,010 (2022 - \$965,010), bearing interest at 7.25% per annum. Both notes payable have no fixed terms of repayment subsequent to year-end.

On January 1, 2010, the City exchanged the investment of \$3,000,000 in Class D shares held in 1425445 Ontario Limited (operating as Utilities Kingston) for a \$3,000,000 note payable bearing interest at 5% with no fixed terms of repayment.

On September 22, 2014, the investment of \$965,008 in Class B shares and \$2,500,000 in Class C shares, held by the City, were exchanged for a note payable in the amount of \$3,465,008 bearing interest at 5% with no fixed terms of repayment.

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

15. Tangible Capital Assets:

In Thousands of Dollars	Cost	Accumulated amortization	2023 Net book value	2022 Net book value (Restated)
General Assets				
Land	\$ 96,524	\$ -	\$ 96,524	\$ 90,725
Land improvements	108,664	35,985	72,679	65,851
Buildings and structures	526,258	218,623	307,636	299,467
Vehicles and machinery	122,739	74,570	48,169	51,421
Furniture, fixtures, and equipment	196,805	101,375	95,429	89,587
Infrastructure Assets				
Land	11,440	-	11,440	11,440
Land improvements	41,588	25,763	15,825	16,017
Plants and facilities	516,912	210,144	306,768	300,534
Roads	483,060	267,314	215,746	216,684
Bridges and culverts	243,993	19,458	224,535	217,728
Utility networks	504,406	136,734	367,672	361,796
Other	336,817	138,387	198,430	196,451
Sub-total	3,189,206	1,228,353	1,960,853	1,917,701
Assets under construction	64,428	-	64,428	62,573
Total	\$ 3,253,634	\$ 1,228,353	\$ 2,025,281	\$ 1,980,274

The Consolidated Schedule of Tangible Capital Assets provides additional information on the tangible capital assets and accumulated amortization of the City by major asset class and by business segment. The following information relates to other valuation and reporting aspects of the City's tangible capital assets.

(a) Contributed tangible capital assets:

The City records all tangible capital assets contributed by an external party at fair value on the earlier of the date received or the date of transfer of risk and responsibility. In 2023, a total of \$6,352,371 (2022 - \$3,359,044) was recorded as tangible capital asset additions with respect to contributed capital assets which was comprised of roads infrastructure in the amount of \$3,836,429 (2022 - \$2,452,119) and water and wastewater infrastructure in the amount of \$2,515,942 (2022 - \$906,925).

(b) Write-down of tangible capital assets:

The write-down of tangible capital assets during the year was \$Nil (2022 \$Nil).

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

15. Tangible Capital Assets (continued):

(c) Works of art and historical treasures:

The definition of tangible capital assets specifically excludes museum and gallery collections and other works of art. The City owns a number of paintings, other pieces of artwork and museum artifacts that are displayed in various City buildings. These assets are not recorded as tangible capital assets and are not amortized.

(d) Capitalization of interest:

As per City policy, interest costs incurred with respect to financing the acquisition or construction of a tangible capital asset up to the date that the asset goes into use are not capitalized. In 2023, these interest costs are included as expenses on the Consolidated Statement of Operations in the amount of \$1,087,403 (2022 - \$569,305).

16. Segmented information:

The City is a municipal government institution, responsible for providing a range of services to its citizens. For management reporting purposes the City's operations and activities are organized and reported by department. These departments are reported by functional area in the body of the consolidated financial statements similar to reporting reflected in the Ontario Financial Information Return. These functional areas represent segments for the City and expanded disclosure by object has been reflected in the Consolidated Schedule of Segment Information.

For each segment separately reported, the segment revenue and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. Therefore, certain allocation methodologies are employed in the preparation of segmented financial information.

The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in Note 1.

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

16. Segmented information (continued):

A brief description of each segment follows:

- (a) General government: Includes corporate services and governance of the City. Administration as a segment includes operating and maintaining city owned buildings, human resource management, legal, communications, information systems and technology, support to Council for policy, and by-law development, tax billing and collection responsibilities, financial and budget management and reporting, and frontline reception and customer service.
- (b) Protection services: Includes policing, fire protection, conservation authority, protective inspection and control and emergency measures. The mandate of the police services is to ensure the safety of the lives and property of citizens; preserve peace and good order; prevent crimes from occurring; detect offenders; and enforce the law. Fire protection includes inspection, extinguishing and suppression services; emergency medical first response; and prevention education and training programs. Inspection and control includes building inspection, by-law enforcement and dog control services.
- (c) Transportation services: Includes administration and operation of traffic, parking, and transit services. Also includes, road maintenance and winter control services, repair and the construction of the municipal roads system including bridges and culverts, as well as operation and maintenance of the corporate fleet of vehicles and equipment.
- (d) Environmental services: Includes waste collection, disposal, and recycling services.
- (e) Wastewater: Includes operation of wastewater facilities and infrastructure within specific areas of the municipality.
- (f) Water: Includes operation of a water treatment and distribution network within specific areas of the municipality.
- (g) Health services: Provides funding for local Public health organizations and land ambulance operations.
- (h) Social and family services and housing: Manages social assistance as well as funding for childcare and housing. In addition, the municipality owns and operates a long term care residence for seniors.
- (i) Recreation and cultural services: Provides services that contribute to neighbourhood development and sustainability through the provision of recreation and leisure programs and facilities including community halls, libraries, parks, recreation fields, museums, arenas, the Grand Theatre, and the Leon's Centre.

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

16. Segmented information (continued):

- (j) Planning and development services: Manages development for business interests, environmental concerns, heritage matters, local neighbourhoods, and community development. Also facilitates economic development by providing services for the approval of all land development plans and the application and enforcement of the zoning by-law and official plan.
- (k) Gas works: Own and operate a natural gas distribution network within specific areas of the municipality.

17. Comparative Information:

Certain comparative information has been reclassified to conform to the current year financial statement presentation.

18. Kingston Frontenac Housing Corporation Acquisition of Net Assets from Kingston Municipal Non-Profit Housing Corporation

As approved by the Kingston Frontenac Housing Corporation Board and subsequently by City Council as shareholders of Kingston Frontenac Housing Corporation, Kingston Frontenac Housing Corporation acquired the assets and assumed liabilities with respect to the operations of Kingston Municipal Non-Profit Housing Corporation (previously known as Town Homes Kingston) on December 23, 2021 for a market value consideration of \$47,412,358 in the form of a promissory note payable. The promissory note is unsecured, interest-free, with principal payments repayable in 15 equal consecutive annual installments, beginning on the first anniversary of the note.

On December 23, 2021, a Promissory Note Side Agreement was also signed between Kingston Frontenac Housing Corporation and the City of Kingston that acknowledged Kingston Municipal Non-Profit Housing Corporation's right to assign the promissory note issued to the City of Kingston upon the wind up and dissolution of Kingston Municipal Non-Profit Housing Corporation. The promissory note was transferred to the City of Kingston on October 25, 2022.

The Promissory Note Side Agreement specifies that, upon transfer, the annual note payment due from Kingston Frontenac Housing Corporation to the City of Kingston shall be offset as a contribution to the stated capital of the shares held by the City, as sole shareholder of all of the issued and outstanding shares of Kingston Frontenac Housing Corporation.

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

18. Kingston Frontenac Housing Corporation Acquisition of Net Assets from Kingston Municipal Non-Profit Housing Corporation (continued)

The assignment of the promissory note, recorded by the City of Kingston on October 25, 2022 as a gift from Kingston Municipal Non-Profit Housing Corporation upon wind up, has been offset by an allowance against the outstanding balance of the note to reflect that future repayments from Kingston Frontenac Housing Corporation to the City of Kingston will be transacted by way of a contribution to the stated capital of the Kingston Frontenac Housing Corporation shares held by the City, as outlined in the Promissory Note Side Agreement.

Because Kingston Frontenac Housing Corporation is owned by the City of Kingston and is included as a consolidated entity within these financial statements, the promissory note receivable has been eliminated in these financial statements upon consolidation and the transactions noted above have no net impact on these consolidated financial statements.

19. Change in Accounting Policy – Adoption of New Accounting Standards

- (a) The City adopted the following standards concurrently beginning January 1, 2023 prospectively: PS 1201 Financial Statement Presentation, PS2601 Foreign Currency Translation, PS 3041 Portfolio Investments, and 3450 Financial Instruments.

PS 1201 *Financial Statement Presentation* replaces PS1200 *Financial Statement Presentation*. This standard establishes general reporting principles and standards for the disclosure of information in government financial statements. The standard introduces the Consolidated Statement Remeasurement Gains and Losses separate from the Consolidated Statement of Operations. Requirements in PS 2601 *Foreign Currency Translation*, PS 3450 *Financial Instruments*, and PS 3041 *Portfolio Investments*, which are required to be adopted at the same time, can give rise to the presentation of gains and losses as remeasurement gains and losses.

PS 2601 *Foreign Currency Translation* replaces PS 2600 *Foreign Currency Translation*. The standard requires monetary assets and liabilities denominated in a foreign currency and non-monetary items denoted in a foreign currency that are reported as fair value, to be adjusted to reflect the exchange rates in effect at the financial statement date. Unrealized gains and losses arise from foreign currency changes are presented in the new Consolidated Statement of Remeasurement Gains and Losses, when applicable.

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

**19. Change in Accounting Policy – Adoption of New Accounting Standards
(continued)**

(a) (continued)

PS 3041 *Portfolio Investments* replaces PS 3040 *Portfolio Investments*. The standard provides revised guidance on accounting for, and presentation and disclosure of, portfolio investments to conform to PS 3450 *Financial Instruments*.

The distinction between temporary and portfolio investments has been removed in the new standard, and upon adoption, PS 3030 *Temporary Investments* no longer applies.

PS 3450 *Financial Instruments* establishes accounting and reporting requirements for all types of financial instruments including derivatives. The standard requires fair value measurement of derivatives and portfolio investments in equity instruments that are quoted in an active market. All other financial instruments will generally be measured at cost or amortized cost. Unrealized gains and losses arising from changes in fair value are presented in Consolidated Statement of Remeasurement Gains and Losses.

In accordance with PS 3450 *Financial Instruments*, the financial statements of prior periods were not restated on transition. Consequently, the accounting policies for recognition, derecognition and measurement of financial instruments applied to the comparative information reflect those disclosed in the 2022 financial statements.

The Consolidated Statement of Remeasurement Gains and Losses has not been included in these Consolidated Financial Statements, since the assets and liabilities within the scope of the new standard are not measured at fair value and therefore, no adjustments were required.

- (b) PS 3280 *Asset Retirement Obligations (ARO)* establishes the accounting and reporting requirements for legal obligations associated with the requirement of tangible capital assets controlled by a government or government organization. This standard was adopted on January 1, 2023 on a modified retroactive basis with prior period restatement.

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

**19. Change in Accounting Policy – Adoption of New Accounting Standards
(continued)**

(b) (continued)

In the past, the City has reported its obligations related to the retirement of tangible capital assets in the period when the asset was retired directly as an expense. The new standard requires the recognition of a liability for legal obligations that exist as a result of the acquisition, construction, or development of a tangible capital asset, or that result from the normal use of the asset when the asset is recorded. The new standard also replaces Section PS 3270, Solid Waste Landfill Closure and Post-Closure Liability (PS 3270). An obligation that justifies recognition of a liability can result from existing legislation, regulation, agreement, contract, or is based on a promise and an expectation of performance. The estimate of the liability includes costs directly attributable to asset retirement activities. Costs include post-retirement operation, maintenance, and monitoring that are an integral part of the retirement of the tangible capital asset (if applicable). When recording an asset retirement obligation, the estimated retirement costs are capitalized to the carrying value of the associated assets and amortized over the asset's estimated useful life. The amortization of the asset retirement costs follows that same method of amortization as the associated tangible capital asset.

A significant part of asset retirement obligations results from the removal and disposal of designated substances such as asbestos from city buildings and closure activities. The City reports liabilities related to the legal obligations where it is obligated to incur costs to retire a tangible capital asset.

Ongoing efforts to assess the extent to which designated substances exist in City assets, and new information obtained through regular maintenance and renewal of assets may result in additional asset retirement obligations from better information on the nature and extent the substance exists or from changes in the estimated cost to fulfil the obligation. The measurement of asset retirement obligations is also impacted by activities that occurred to settle all or part of the obligation, or any changes in the legal obligation. Revisions to the estimated cost of the obligation will result in the carrying amount of the associated assets that are in productive use and amortized as part of the asset on an ongoing basis. When obligations have reliable cash flow projections, the liability may be estimated using the present value of future cash flows. Subsequently, accretion of the discounted liability due to the passage of time is recorded as an in-year expense (if applicable).

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

**19. Change in Accounting Policy – Adoption of New Accounting Standards
(continued)**

(b) (continued)

To estimate the liability for similar buildings that do not have information on asbestos and other designated substances, the City uses buildings that have assessments that provide information on the extent and nature of the designated substances in the building in order to measure the liability. This information is extrapolated to a group of similar assets that do not have designated substance reports. As more information becomes available on specific assets, the liability is revised to be asset specific. In other situations, where the building might not be part of a large portfolio, other techniques are used such as using industry data, experts or basing the estimate on a similar asset (if applicable).

As a result of applying this accounting standard, an asset retirement obligation of \$23,101,220 (2022 - \$22,628,903) was recognized as a liability in the Consolidated Statement of Financial Position. These obligations represent estimated retirement costs for the City owned buildings and equipment, including fuel tanks, restoration costs related to leasehold improvements and landfill and post landfill closure obligations. The liabilities, ARO assets and associated ARO accumulated amortization and amortization expense for the period January 1, to December 31, 2023 were used as proxy for January 1, 2022 to December 31, 2022 information. The associated tangible capital asset cost, accumulated amortization and amortization expense were restated. The adoption of PS 3280 ARO was applied to the comparative period as follows:

Year Ended December 31, 2023, with Comparative Figures for 2022

Statement of Financial Position	As previously reports	Adjustments	As restated
In Thousands of Dollars			
Landfill closure and post closure liabilities	\$ (5,300)	\$ 5,300	\$ -
Asset retirement obligation liability	\$ -	\$ (24,197)	\$ (24,197)
Net Debt	\$ (199,372)	\$ (18,897)	\$ (218,269)
Tangible Capital Assets including ARO	\$ 1,973,339	\$ 6,933	\$1,980,274
Municipal Equity	\$ 1,779,878	\$ (11,962)	\$1,767,916

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

**19. Change in Accounting Policy – Adoption of New Accounting Standards
(continued)**

(b) (continued)

Statement of Operations	As previously reports	Adjustments	As restated
In Thousands of Dollars			
Total Expenses	\$ 565,616	\$ 299	\$ 565,915
Net revenues before the under noted items	\$ 16,285	\$ (299)	\$ 15,986
Annual Surplus	\$ 76,120	\$ (299)	\$ 75,821

Statement of Change in Net Debt	As previously reports	Adjustments	As restated
In Thousands of Dollars			
Annual Surplus	\$ 76,120	\$ (299)	\$ 75,821
Amortization of tangible capital assets	\$ 77,476	\$ 181	\$ 77,657
Change in Net Debt	\$ 23,085	\$ (118)	\$ 22,968
Adjustment on adoption of the asset retirement obligation standard	\$ -	\$ (18,779)	\$ (18,779)

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

20. Financial Risks and Concentration of Risks**Financial risk management**

The City has exposure to the following risks from its use of financial instruments: credit risk, liquidity risk, and market risk (foreign currency risk, interest rate risk, and other price risk).

a) Credit risk:

Credit risk refers to the risk that a counterparty may default on its contractual obligations resulting in a financial loss. The City is exposed to credit risk with respect to accounts receivable, taxes receivable and notes receivable from government business enterprises (collectively its “receivables”) on the Consolidated Statement of Financial Position.

The City assesses, on a continuous basis, its receivables and provides for any amounts that are not collectible in the allowance for doubtful accounts. The maximum exposure to credit risk of the City at December 31, 2023 is the carrying value of these assets. The carrying amount of receivables is valued with consideration for an allowance for doubtful accounts. The amount of any related impairment loss is recognized in the Consolidated Statement of Operations. Subsequent recoveries of impairment losses related to receivables are credited to the Consolidated Statement of Operations.

Receivables	Current	Past due	Gross receivables	Allowances	Net receivables
Accounts receivable	79,305,983	1,838,585	81,144,570	(4,533,298)	76,611,272
Taxes receivable	6,196,168	5,972,763	12,168,931	(2,973,734)	9,195,197
Notes receivable	\$18,310,638	-	\$18,310,638	-	\$18,310,638

Amounts past due but not allowed for are deemed by management to be collectible based on historical experience regarding collections.

The City follows an investment policy approved by Council. The maximum exposure to credit risk with respect to portfolio investments of the City at December 31, 2023 is the carrying value of the investments.

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

20. Financial Risks and Concentration of Risks (continued)

b) Market risk

Market risk is the risk that changes in market price, such as foreign exchange rates, interest rates and other price risks, will affect the City's net results of operations or the fair value of its holdings of financial instruments. Market risk includes three types of risk: currency risk, interest rate risk and other price risk.

(i) Currency risk:

Currency risk arises from the City's operations in different currencies and converting non-Canadian earnings at different points in time at different foreign currency levels when adverse changes in foreign currency rates occur. The City does not have any material transactions or financial instruments denominated in foreign currencies.

(ii) Interest rate risk:

Interest rate risk is the potential for financial loss caused by fluctuations in fair value or future cash flows of financial instruments because of changes in market interest rates. Financial assets and financial liabilities with variable interest rates expose the City to this risk.

The City is exposed to this risk through its interest-bearing investments. As at December 31, 2023, had prevailing interest rates increased or decreased by 1%, assuming a parallel shift in the yield curve with all other variables held constant, the estimated impact on the market value of investments would be approximately \$1.7M (2022 - \$1.6M). This risk is mitigated by the City's intention to hold these investments to maturity.

In addition to the above, the City is exposed to interest rate risk as it has long-term liabilities bearing interest at a fixed rate as described in note 9. As prevailing interest rates fluctuate, the market value of these debts will fluctuate. This risk is mitigated by the City's intention to hold the debt to maturity.

(iii) Other price risk:

Other price risk arises when the fair value of equity funds changes due to a decrease in a stock market index or other risk variables. The City does not have any equity instruments in the investment portfolio and, accordingly, is not exposed to this risk.

c) Liquidity Risk

Liquidity risk is the risk that the City will not be able to meet all of its cash outflow obligations as they come due. The City mitigates this risk by monitoring cash activities and expected outflows through extensive budgeting. Accounts payable and accrued liabilities are all current and the terms of long-term liabilities are disclosed in (Note 9).

There have been no significant changes to these risk exposures from 2022.

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

21. Asset retirement obligation

On January 1, 2022, the City adopted Canadian public sector accounting standard PS 3280 Asset Retirement Obligations. The new accounting standard addresses the reporting of legal obligations associated with the retirement of certain tangible capital assets, such as asbestos removal in retired buildings by public sector entities. The new accounting standard has resulted in a withdrawal of the existing accounting standard PS 3270 Solid Waste Landfill Closure and Post-Closure Liability. The standard was adopted on the modified retroactive basis at the date of adoption. Under the modified retroactive method of adoption, the assumptions used to estimate the City's asset retirement obligations are applied as of the date of adoption for the standard.

The City removed the accrued landfill obligation that had been recognized to date and recognized an asset retirement obligation upon adoption of PS 3280 on January 1, 2022. The liability represents the required closure and post-closure care costs for the landfill site owned by the City.

On January 1, 2022, the City recognized an additional asset retirement obligation relating to several buildings owned by the City that contain asbestos and underground fuel tanks.

The City's asset retirement obligations (AROs) consist of several obligations as follows:

(a) Landfill obligation:

The City owns three inactive landfills which are Kingston West (McAdoo's Lane), Belle Park and the Pittsburgh site. The costs were based upon the presently known obligations that will exist at the estimated year of closure of the site and for 25 years thereafter. As at December 31, 2023, these landfills have no remaining useful life. The City recognized an obligation relating to the removal and post-removal care of the landfills. These costs were discounted using a discount rate of 4% per annum and an inflation rate of 3% per annum. The transition and recognition of ARO's for landfill liabilities are amortized for 25 years post closure.

The Corporation of the City of Kingston
Notes to Consolidated Financial Statements
Year Ended December 31, 2023

21. Asset retirement obligation (continued)

(b) Asbestos and other obligations:

The City owns several buildings that are known to have asbestos and underground fuel storage tanks, which represents a health hazard upon demolition/decommission and there is a legal obligation to remove it. The City recognized an obligation relating to the removal and post-removal care of the asbestos and decommissioning of fuel storage tanks as estimated at January 1, 2022. These costs were not discounted due to uncertainty surrounding the expected timing of cash outflows. The transition and recognition of AROs involved an accompanying increase to the building capital assets and the restatement of prior year balances.

	Landfill	Asbestos and other removal	Total
Balance, January 1, 2022, as previously stated	\$ 5,052,000	\$ -	\$ 5,052,000
Adjustment on adoption of PS 3280 asset retirement obligations (note 19)	-	18,903,752	18,903,752
Balance, January 1, 2022, as restated	\$ 5,052,000	\$ 18,903,752	\$23,955,752
Accretion expense	-	(6,955)	(6,955)
Liabilities incurred during the year	248,000	-	248,000
Balance, December 31, 2022, as restated	\$ 5,300,000	\$ 18,896,797	\$24,196,797
Accretion expense	-	(7,431)	(7,431)
Liabilities incurred during the year	-	537,768	537,768
Liabilities settled during the year	(58,000)	-	(58,000)
Balance, December 31, 2023	\$ 5,242,000	\$ 19,427,114	\$24,669,114

The Corporation of the City of Kingston
Consolidated Schedule of Tangible Capital Assets
Year ended December 31, 2023

General Assets (In Thousands of Dollars)	Land	Land Improvements	Buildings	Vehicles and Machinery	Furniture, Fixtures and Equipment	Total General Assets
Cost:						
Balance, beginning of year	\$90,725	\$98,788	\$485,730	\$121,628	\$187,395	\$984,266
Adjustments relating to asset retirement obligations (Note 19)	-	-	18,820	-	76	18,896
Balance, beginning of year, restated	\$90,725	\$98,788	\$504,550	\$121,628	\$187,471	\$1,003,162
Add: Additions	5,799	9,876	21,185	4,723	18,595	60,178
Less: Disposals	-	-	-	(3,612)	(9,261)	(12,873)
Add: Asset retirement obligation additions	-	-	523	-	-	523
Balance, end of year	\$96,524	\$108,664	\$526,258	\$122,739	\$196,805	\$1,050,990
Accumulated Amortization:						
Balance, beginning of year	-	\$32,937	\$193,198	\$70,207	\$97,809	\$394,151
Adjustments relating to asset retirement obligations (Note 19)	-	-	11,887	-	76	11,963
Balance, beginning of year, restated	-	\$32,937	\$205,085	\$70,207	\$97,885	\$406,114
Add: Amortization	-	3,048	13,538	7,758	12,242	36,586
Less: Accumulated amortization on	-	-	-	(3,395)	(8,752)	(12,147)
Balance, end of year	-	\$35,985	\$218,623	\$74,570	\$101,375	\$430,553
Net Book Value of Tangible Capital Assets	\$96,524	\$72,679	\$307,635	\$48,169	\$95,430	\$620,437

The Corporation of the City of Kingston
 Consolidated Schedule of Tangible Capital Assets
 Year ended December 31, 2023

Infrastructure Assets

(In Thousands of Dollars)

	Land	Land Improvements	Plants and Facilities	Roads	Bridges and Culverts	Utility Networks	Other	Total Infrastructure Assets
Cost:								
Balance, beginning of year, restated	\$11,400	\$ 41,588	\$495,406	\$475,437	\$233,169	\$497,450	\$329,344	\$ 2,083,834
Add: Additions	-	-	21,746	10,343	10,824	16,541	12,664	72,118
Less: Disposals	-	-	(240)	(2,720)	-	(9,585)	(5,191)	(17,736)
Balance, end of year	\$11,400	\$ 41,588	\$516,912	\$483,060	\$243,993	\$504,406	\$336,817	\$ 2,138,216
Accumulated Amortization								
Balance, beginning of year	\$ -	\$ 25,571	\$194,872	\$258,754	\$ 15,441	\$135,654	\$132,891	\$ 763,183
Add: Amortization	-	192	15,512	10,619	4,017	7,735	8,069	46,144
Less: Accumulated	-	-	(240)	(2,059)	-	(6,655)	(2,573)	(11,527)
Balance, end of year	\$ -	\$ 25,763	\$210,144	\$267,314	\$ 19,458	\$136,734	\$138,387	\$ 797,800
Net Book Value of Tangible Capital Assets	\$11,440	\$ 15,825	\$306,768	\$215,746	\$224,535	\$367,672	\$198,430	\$ 1,340,416

The Corporation of the City of Kingston
Consolidated Schedule of Tangible Capital Assets
Year ended December 31, 2023, with Comparative Figures for 2022 (Restated)

Totals (In Thousands of Dollars)	2023 Total General Assets	2023 Total Infrastructure Assets	2023 Capital Works in Progress	2023 Total General and Infrastructure Assets	2022 Total General and Infrastructure Assets
Cost:					
Balance, beginning of year	\$984,266	\$2,083,834	\$62,573	\$3,130,673	\$3,019,340
Adjustments relating to asset retirement obligations (Note 19)	18,896	-	-	18,896	18,896
Balance, beginning of year, restated	\$1,003,162	\$2,083,834	\$62,573	\$3,149,569	\$3,038,236
Add: Additions	60,178	72,118	1,855	134,151	138,198
Less: Disposals	(12,873)	(17,736)	-	(30,609)	(26,865)
Add: Asset retirement obligation addition	523	-	-	523	-
Balance, end of year	\$1,050,990	\$2,138,216	\$64,428	\$3,253,634	\$3,149,569
Accumulated Amortization:					
Balance, beginning of year	\$394,151	\$763,183	-	\$1,157,334	\$1,098,538
Adjustments relating to asset retirement obligations (Note 19)	11,963	-	-	11,963	11,963
Balance, beginning of year, restated	\$406,114	\$763,183	-	\$1,169,297	\$1,110,501
Add: Amortization	36,586	46,144	-	82,730	77,476
Less: Accumulated amortization on disposals	(12,147)	(11,527)	-	(23,674)	(18,680)
Balance, end of year	\$430,553	\$797,800	-	\$1,228,353	\$1,169,297
Net Book Value of Tangible Capital Assets	\$620,437	\$1,340,416	\$64,428	\$2,025,281	\$1,980,274

The Corporation of the City of Kingston
Consolidated Schedule of Segmented Information
Year ended December 31, 2023
(In Thousands of Dollars)

Schedule of Segmented Information	General Government	Protection Services	Transportation Services	Environmental Services	Waste Water	Water
Revenue:						
Government grants	\$ 5,674	\$ 3,092	\$ 15,824	\$ 2,146	\$ 558	\$ -
Other municipalities	-	253	673	322	-	-
User fees and service charges	11,699	10,845	24,075	2,148	41,123	35,340
User fees - gas commodity	-	-	-	-	-	-
Other	2,844	351	24,689	-	-	-
Total Revenue	\$ 20,217	\$ 14,541	\$ 65,261	\$ 4,616	\$ 51,131	\$ 36,995
Expenses:						
Salaries, wages & employee benefits	\$ 33,570	\$ 76,562	\$ 35,568	\$ 6,435	\$ -	\$ -
Materials	3,582	5,207	19,257	1,284	156	228
Contracted services	12,901	4,844	10,012	9,113	19,979	15,210
Gas commodity purchases	-	-	-	-	-	-
Rents and financial expenses	835	940	5,670	576	5,362	5,280
External transfers	5,204	2,442	3,505	189	-	-
Amortization	6,340	4,765	25,442	3,439	13,854	9,902
Inter-departmental charges	(14,645)	823	679	3,163	937	930
Total Expenses	\$ 47,787	\$ 95,583	\$ 100,133	\$ 24,199	\$ 40,288	\$ 31,550
Excess of revenue over expenses (expenses over revenues)	\$ (27,570)	\$ (81,042)	\$ (34,872)	\$ (19,583)	\$ 10,843	\$ 5,445

The Corporation of the City of Kingston
Consolidated Schedule of Segmented Information
Year ended December 31, 2023
(In Thousands of Dollars)

Schedule of Segmented Information Continued	Health Services	Social and Family Services & Housing	Recreation and Cultural Services	Planning and Development Services	Gas Works
Revenue:					
Government grants	\$ 12,510	\$ 93,897	\$ 536	\$ 1,100	\$ -
Other municipalities	1,469	1,647	897	-	-
User fees and service charges	35	13,499	12,256	1,600	15,293
User fees - gas commodity	-	-	-	-	16,424
Other	-	31	2,109	26	-
Total Revenue	\$ 14,014	\$ 109,074	\$ 15,798	\$ 2,726	\$31,717
Expenses:					
Salaries, wages & employee benefits	\$ 13,379	\$ 29,016	\$ 23,479	\$ 4,608	\$ -
Materials	1,167	12,063	6,177	853	\$ 9
Contracted services	1,836	14,055	7,879	2,107	5,457
Gas commodity purchases	-	-	-	-	16,424
Rents and financial expenses	-	754	4,751	1,858	2,002
External transfers	15,158	70,528	1,598	3,512	-
Amortization	496	4,800	10,084	21	3,617
Inter-departmental charges	-	3,839	3,836	(201)	637
Total Expenses	\$ 32,036	\$ 135,055	\$ 57,804	\$ 12,758	\$28,146
Excess of revenue over expenses (expenses over revenues)	\$ (18,022)	\$ (25,981)	\$ (42,006)	\$ (10,032)	\$ 3,571

The Corporation of the City of Kingston
Consolidated Schedule of Segmented Information
Year ended December 31, 2023, with Comparative Figures for 2022 (Restated)
(In Thousands of Dollars)

Schedule of Segmented Information Totals	Total 2023	Total 2022
Revenue:		
Government grants	\$135,337	\$133,667
Other municipalities	5,261	4,783
User fees and service charges	167,913	157,748
User fees - gas commodity	16,424	15,155
Other	41,155	32,908
Total Revenue	\$366,090	\$344,261
Expenses:		
Salaries, wages & employee benefits	\$222,617	\$201,682
Materials	49,981	45,733
Contracted services	103,393	89,083
Gas commodity purchases	16,424	15,155
Rents and financial expenses	28,028	32,892
External transfers	102,136	102,325
Amortization	82,760	79,045
Inter-departmental charges	-	-
Total Expenses	\$605,339	\$565,915
Excess of revenue over expenses (expenses over revenues)	\$(239,249)	\$(221,654)
Taxation	279,917	268,019
Payments in Lieu	17,493	16,888
Investment in Government Business Enterprise	1,549	2,387
Investment Income	17,194	10,182
Taxation and Investment Revenue	\$316,153	\$297,476
Annual Surplus	\$76,904	\$75,822

Trust Funds

Independent Auditors' Report

To the Members of Council, Inhabitants and Ratepayers of The Corporation of the City of Kingston

Opinion

We have audited the Statement of Trust Funds of the Corporation of the City of Kingston (the "Entity"), which comprise:

- the statement of financial position as at December 31, 2023
- the statement of continuity of trust funds for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements, present fairly, in all material respects, the financial position of the Entity as at December 31, 2023, and the continuity of trust funds for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "**Auditor's Responsibilities for the Audit of the Statement**" section of our auditor's report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the Statement in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Draft for discussion purposes

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- * Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- * Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- * Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- * Conclude on the appropriateness of management's use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty

Draft for discussion purposes

exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.

- * Evaluate the overall presentation, structure, and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- * Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants, Licensed Public Accountants

Kingston, Canada

August 13, 2024

The Corporation of the City of Kingston

Trust Funds

Year Ended December 31, 2023, with comparative figures for 2022

Statement of Financial Position

Name of Fund	Rideaucrest Residents Fund	Donations & Endowments	Other	Total 2023	Total 2022
Assets					
Cash and short-term investments	\$28,184	\$ 40,400	\$99,716	\$168,300	\$167,307
Total	\$28,184	\$ 40,400	\$99,716	\$168,300	\$167,307
Fund Balances					
Unexpendable trust	\$ -	\$40,400	\$25,000	\$ 65,400	\$65,400
Capital/ earned surplus	28,184	-	74,716	102,900	101,907
Total	\$28,184	\$40,400	\$99,716	\$168,300	\$167,307

Statement of Continuity

Name of Fund	Rideaucrest Residents Fund	Donations & Endowments	Other	Total 2023	Total 2022
Balances, beginning of year	\$32,564	\$40,400	\$94,343	\$167,307	\$157,587
Donations and other revenue	38,578	-	384	38,962	37,669
Interest earned	-	2,082	4,989	7,071	3,017
Sub-Total	\$71,142	\$42,482	\$99,716	\$213,340	\$198,273
Expenses	42,958	2,082	-	45,040	30,966
Balances, end of year	\$28,184	\$40,400	\$99,716	\$168,300	\$167,307

The Corporation of the City of Kingston

Trust Funds

Notes to Financial Statements

Year Ended December 31, 2023

1. Significant Accounting Policies:

The financial statements of The Corporation of the City of Kingston “Trust Funds” are prepared by management in accordance with Canadian public sector accounting standards.

(a) Basis of Accounting:

These statements reflect the assets, liabilities, revenue, and expenses of the Trust Funds.

(b) Revenue Recognition:

Revenue and expenses are recorded on an accrual basis.

The accrual basis recognizes revenue as they become available and measurable. Expenses are recognized as they are incurred and measurable as a result of the receipt of goods or services and the creation of a legal obligation to pay.

(c) Use of Estimates:

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the period. Actual results could differ from those estimates.

2. Statement of Cash Flows:

A statement of cash flows has not been included in these financial statements as it would not provide additional meaningful information.

City of Kingston By-Law Number 2024–XXX

By-Law to Amend City of Kingston By-Law Number 2021-10, A By-Law to License and Regulate Short-term Rentals in 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 January 12, 2021, council for the City (“**council**”) enacted *City of Kingston By-Law Number 2021-10, “A By-Law to License and Regulate Short-term Rentals in the City of Kingston”*.

Council considers it necessary and desirable for the public to amend *City of Kingston By-Law Number 2021-10*:

Therefore, council enacts:

1. Amendment

1.1 *City of Kingston By-Law Number 2021-10, A By-Law to License and Regulate Short-term Rentals in the City of Kingston*, is amended as follows:

- (a) by adding the following heading immediately before the “Definitions” section: “**PART 1 – DEFINITIONS, ADMINISTRATION & INTERPRETATION**”;

By-Law to Amend By-Law Number 2021-10

- (b) by adding the following definition of “Boarding, Lodging or Rooming House” in subsection 1.1:
- “**Boarding, Lodging or Rooming House**” means a building,
- a. that has a building height not exceeding three (3) storeys and a building area not exceeding 600 square metres,
 - b. in which lodging is provided for more than four (4) persons in return for remuneration or for the provision of services or for both, and
 - c. in which the lodging rooms do not have both bathrooms and kitchen facilities for the exclusive use of individual occupants;”;
- (c) the definition of “Director” in subsection 1.1 is amended by deleting the words “Director of Building and Enforcement Services” and replacing them with the words “Director of Licensing and Enforcement Services”;
- (d) the definition of “Licensing and Enforcement Division” and “Division” is amended by deleting the words “Planning Services Department, Community Services Group” and replacing them with the words “Growth & Development Services”;
- (e) by adding the following definition of “Short-term Rental Brokerage” in subsection 1.1:
- “**Short-term Rental Brokerage**” means any Person who facilitates or brokers or Markets or causes to be Marketed or assists in any capacity in the booking process of a Short-term Rental reservation for others, whether directly or indirectly, including, without limitation, via the internet or other electronic platform, provided such Person collects, handles or receives a payment, fee, compensation or other financial benefit as a result of, or in connection with, the Short-term Rental;”;
- (f) subsection 2.4 is amended by deleting the words “of this By-Law” and replacing them with the following: “or Section 9 of this By-Law, as applicable,”;
- (g) by adding the following as subsection 2.10:
- “2.10 All Licence fees payable pursuant to this By-Law are non-refundable.”;
- (h) by adding the following after subsection 4.3:

By-Law to Amend By-Law Number 2021-10

- “4.4 No Person shall carry on the business of a Short-term Rental Brokerage without holding a valid Licence issued under the provisions of this By-Law.
- 4.5 No Person shall Market a Short-term Rental with an unlicensed Short-term Rental Brokerage.

PART II – SHORT-TERM RENTAL OPERATOR”;

- (i) subsection 5.1 is amended by deleting the words “This By-Law” and replacing them with the words “This Part”;
- (j) subsection 5.2 is deleted in its entirety and replaced with the following:
- “5.2 An Operator shall not hold more than two (2) Licences and shall not operate or permit the operation of more than two (2) Short-term Rentals at any time, either individually as a natural person or as an officer or director of a corporation that holds a Licence.”;
- (k) subsection 5.3 is amended by deleting the words “this By-Law” and replacing them with the words “this Part”;
- (l) subsections 5.4 and 5.5 are deleted in their entirety and replaced with the following:
- “5.4 A Licence under this Part is valid for a maximum of one (1) year from the date of issuance to March 31, and may be renewed prior to March 31 by paying the applicable annual Licence fee.
- 5.5 A Licence issued under this Part shall expire if it is not renewed by the date required in Section 5.4 above.
- 5.6 A Licence issued under this Part cannot be assigned or transferred from the Operator to another Person.”;
- (m) subsection 6.1 is amended by adding the following after the words “The Director shall issue or renew a Licence”: “under this Part”;
- (n) clause 6.1(a) is amended by adding the following after the words “in accordance with applicable”: “provisions of this”;
- (o) subsection 6.1 is amended by adding the following after clause (d) and by re-lettering the balance of subsection 6.1 accordingly:

By-Law to Amend By-Law Number 2021-10

- “e. the Short-term Rental and/or the Operator is not otherwise compliant with all applicable law, including the *Building Code Act* and any regulations made under it, including the Building Code, and the *Fire Protection and Prevention Act* and any regulations made under it, including the Fire Code; or”;
- (p) by adding the following after subsection 6.1 and by renumbering the balance of section 6 accordingly:

 - “6.2 Where the Director is of the opinion that an inspection of the Dwelling Unit or part thereof that is proposed to be used as a Short-term Rental is required, such inspection shall be carried out in accordance with Section 12 of this By-law and no Licence shall be issued or renewed until all matters identified in the inspection have been remedied to the satisfaction of the Director.”;
- (q) by deleting subsections 7.1 and 7.2 in their entirety and replacing them with the following:

 - “7.1 If a Short-term Rental is being rented by the room, no more than three (3) rooms shall be individually rented, to a maximum of four (4) occupants in the aggregate.
 - 7.2 No Operator shall permit more than two (2) occupants in each bedroom within a Short-term Rental, provided that children aged two (2) years old or younger shall not be included in this restriction, and no Operator shall permit more than ten (10) occupants rented under a single booking within a Short-term Rental.”;
- (r) subsection 7.6 is amended by adding the following clause (d):

 - “d. provide the Division with a link to the medium or material used to Market the Short-term Rental.”;
- (s) subsection 7.7 is amended by adding the following as clause (c) and by re-lettering the balance of subsection 7.7 accordingly:

 - “c. The total municipal accommodation tax charged and collected;”;
- (t) by adding the following as subsection 7.9:

 - “7.9 Every Operator shall collect and remit municipal accommodation

By-Law to Amend By-Law Number 2021-10

tax in accordance with City of Kingston By-Law Number 2018-95.”;

- (u) by adding the following after subsection 7.9 and by renumbering the balance of the by-law accordingly:

“PART III – Short-term Rental Brokerage

8 Licensing Requirements

- 8.1 A Licence issued under this Part is valid for a maximum period of three (3) years and will expire on March 31 of the applicable period. The Licence may be renewed every three (3) years prior to March 31 by paying the applicable Licence fee.
- 8.2 A Licence issued under this Part shall expire if it is not renewed by the date required in Section 8.1 above.
- 8.3 A Licence issued under this Part cannot be assigned or transferred from the Short-term Rental Brokerage to another Person.

9 Licence Issuance

- 9.1 The Director shall issue or renew a Licence under this Part to any Person who meets the requirements of this By-Law, except where:
- a. the past conduct of the Person affords the Director reasonable grounds to believe that the Person has not or will not carry on the Short-term Rental Brokerage in accordance with applicable provisions of this By-Law; or
 - b. the Director reasonably believes that the issuing of a Licence to a Person could be adverse to the public interest.
- 9.2 Any Person seeking to obtain a Licence under this Part shall provide:
- a. a completed application in the form prescribed by the Director including setting out such information and attaching such additional documentation as may be required by the Director including:
 - i) the full name of the applicant,

By-Law to Amend By-Law Number 2021-10

- ii) if the applicant is a corporation, the relevant duly certified incorporating documents and an updated certified copy of an annual return;
 - iii) if the applicant is a partnership, certified documents indicating the name of the partnership and the names and addresses of each partner; and,
 - iv) any other information required by the Director;
- b. proof that the applicant is eighteen (18) years of age or older;
 - c. the address of a place of business in the Province of Ontario, which is not a post office box, to which the Director may send during business hours any notice or documentation or communication that may be required under this By-Law and at which the applicant or the applicant's agent will accept receipt of such notice, documentation or communication;
 - d. the name, telephone number and email address of a designated representative;
 - e. the applicable fee as prescribed by the Fees and Charges By-Law; and
 - f. an up-to-date listing of every Short-term Rental being made available by the applicant within the jurisdictional boundaries of the City of Kingston, as at a date that is no later than seven (7) days from the date of the Licence application.

9.3 If required by the City, an applicant under this Part shall execute, prior to obtaining a licence, an agreement with the City governing the collection, use, disclosure, and retention of information on Short-term Rentals, hosts, and guests, on terms satisfactory to the Director.

9.4 The Director may, when issuing or renewing a Licence, or at any time the Director deems appropriate, impose such terms or conditions on the Licence as the Director considers appropriate.

9.5 A Short-term Rental Brokerage shall notify the Director, in writing, within fourteen (14) days of any change to the information or documentation submitted with the Short-term Rental Brokerage's application, and as soon as is practicable, provide such updated information or documentation as may be required by the Director.

By-Law to Amend By-Law Number 2021-10

10 Regulations

10.1 Every Short-term Rental Brokerage shall:

- a. remit to the Director the records required pursuant to this Part every three (3) months following the date of Licence issuance;
- b. make available to the Director the records or information required pursuant to this Part for a specific municipal address within forty-eight (48) hours following a request to do so;
- c. have and maintain a system for receiving and responding to complaints from the public;
- d. convey any communications issued by the Director that relate to matters of municipal regulation to all hosts in a format and manner prescribed by the Director;
- e. keep a record of each concluded transaction in relation to a Short-term Rental listed or advertised on its platform within the geographic boundaries of the City of Kingston for three (3) years following the last day of the rental period. A transaction is concluded on the last day of the rental period. The records retained shall include the following:
 - i. the name, address, licence number of the Short-term Rental Operator, and email contact information;
 - ii. the number of nights the Short-term Rental was rented;
 - iii. the nightly and total price charged for the Short-term Rental;
 - iv. the municipal accommodation tax charged on the transaction; and
 - v. the total number of complaints received by the Short-term Rental Brokerage in respect of each Short-term Rental Operator; and any other information required by the Director.

10.3 Within forty-eight (48) hours after written request from the Director, every Short-term Rental Brokerage shall remove from its platform any Short-term Rental listings identified by the City for removal.

10.4 No Short-term Rental Brokerage shall impose any term or condition or type of requirement on any Person, including a Short-term Rental Operator or guest using its platform or services, that prevents or hinders the ability of the City to enforce its by-laws.

By-Law to Amend By-Law Number 2021-10

PART IV – EXEMPTIONS, ENFORCEMENT, AND GENERAL”;

- (v) the former subsection 8.1 (Exemptions) is amended by deleting clause (j) and replacing it with the following:
 - “j. a Boarding, Lodging or Rooming House; or
 - k. accommodations rented out to tenants in accordance with the *Residential Tenancies Act, 2006*, S.O. 2006, c. 17.”;
- (w) the former section 9 (Enforcement) is amended by replacing all references to Section 9 with Section 12;
- (x) the former section 10 (Orders) is amended by replacing all references to Section 10 with Section 13; and
- (y) the former section 11 (Offence and Penalty Provisions) is amended by replacing all references to Section 11 with Section 14.

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 Number 2021-10

1 st Reading	date
2 nd Reading	date
3 rd Reading	date
Passed	date

Janet Jaynes
City Clerk

Bryan Paterson
Mayor

City of Kingston By-Law Number 2024-XX

By-Law to Amend City of Kingston By-Law Number 2005-10 “A By-Law to Establish Fees and Charges to be Collected by 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 14, 2004, council for the *City* (“**council**”) enacted *City of Kingston By-Law Number 2005-10, “A By-Law to Establish Fees and Charges to be Collected by the Corporation of the City of Kingston”*.

Council for the City considers it necessary and desirable for the public to amend *City of Kingston By-Law Number 2005-10*;

Therefore, council enacts:

1. Amendment

1.1 *City of Kingston By-Law Number 2005-10* is amended as follows:

- (a) Schedule S, Licensing & By-Law Enforcement, Business Licences, is amended by adding the following in alphabetical order:

Fee Description	Unit	Fee
-----------------	------	-----

By-Law to Amend By-Law ...--..

Short-term Rental Brokerage - Tier 1	Less than 100 listings	\$500
Short-term Rental Brokerage - Tier 2	101+ listings	\$1500

2. Coming into Force

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

1st Reading date

2nd Reading date

3rd Reading date

Passed date

Janet Jaynes
City Clerk

Bryan Paterson
Mayor

City of Kingston By-Law Number 2024-XX

By-Law to Amend City of Kingston By-Law Number 2020-69 “A By-Law to Establish a Process for Administrative Penalties”

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 April 7, 2020, council for the City (“**council**”) enacted *City of Kingston By-Law Number 2020-69, “A By-Law to Establish a Process for Administrative Penalties”*.

Council for the City considers it necessary and desirable for the public to amend *City of Kingston By-Law Number 2020-69*;

Therefore, *council* enacts:

1. Amendment

1.1 *City of Kingston By-Law Number 2020-69* is amended as follows:

- (a) Schedule B is amended by adding the following short form wording and penalty amounts in numeric order:

By-Law Number 2021-10, “Short-term Rental By-Law”		
By-Law Section	Short Form Wording	Penalty Amount

By-Law to Amend By-Law ...--..

4.3	Operating a short-term rental brokerage without a licence	\$300.00
4.4	Marketing a short-term rental with an unlicensed short-term rental brokerage	\$300.00

2. Coming into Force

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

1st Reading date

2nd Reading date

3rd Reading date

Passed date

Janet Jaynes
City Clerk

Bryan Paterson
Mayor

City of Kingston

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

Application Number	Roll Number	Property Location	From	To	Reason for Adjustment	Property Tax Class	Assessed Value Change	Amount of Tax Cancellation
Section 357(1) Applications								
1888	040.020.11500.0000	559 Bagot Street	1-Sep-23	31-Dec-23	357(1)(a) Class Change	CTN	133,000	\$ 873.01
						RTEP	(133,000)	-
1890	080.190.13205.0000	1287 Gardiners Road	1-Jan-24	31-Dec-24	357(1)(f) Clerical Error	CTN	634,100	\$ 33,940.15
						ITN	246,800	-
						DTN	85,600	-
						CUN	(3,900)	-
						DUN	(600)	-
1891	040.010.01800.0000	895 Montreal Street	7-Jun-23	31-Dec-23	357(1)(d) Fire, Demo	RTEP	69,000	\$ 568.04
1892	050.010.11800.0000	139 Pine Street	1-Jan-23	31-Dec-23	357(1)(a) Class Change	CTN	129,500	\$ 2,543.15
						RTEP	(129,500)	-
1893	070.100.05800.0000	43 Portsmouth Avenue	1-Jan-24	31-Dec-24	357(1)(d) Fire, Demo	RTEP	36,000	\$ 532.20
1895	040.110.03600.0000	83 Railway Street	5-Apr-24	31-Dec-24	357(1)(c) Became Exempt	ITN	2,584,000	\$ 61,022.91
						CTN	(845,200)	-
						E N	(1,738,800)	-
1896	090.060.34800.0000	901 Alnwick Lane	14-Feb-24	31-Dec-24	357(1)(d) Fire, Demo	RTEP	599,000	\$ 7,195.09
1898	050.120.05000.0000	618 Division Street	1-Apr-24	31-Dec-24	357(1)(d) Fire, Demo	RTEP	2,000	\$ 22.22

Application Number	Roll Number	Property Location	From	To	Reason for Adjustment	Property Tax Class	Assessed Value Change	Amount of Tax Cancellation
Section 358(1) Applications								
1889	080.190.13205.0000	1287 Gardiners Road	1-Jan-23	31-Dec-23	358(1) Clerical Error	CTN	634,100	\$ 33,110.48
						ITN	246,800	-
						DTN	85,600	-
						CUN	(3,900)	-
						DUN	(600)	-
Total								\$ 139,807.25

Distribution of Amounts

Municipal Portion	\$ 109,357.82
School Portion	\$ 30,449.43
Total	\$ 139,807.25



**City of Kingston
Report to Council
Report Number 24-213**

To: Mayor and Members of Council
From: Lanie Hurdle, Chief Administrative Officer
Resource Staff: None
Date of Meeting: August 13, 2024
Subject: Quarterly Report: Tourism Kingston – Q2 2024

Council Strategic Plan Alignment:

Theme: Regulatory & compliance

Goal: See above

Executive Summary:

In accordance with the Service Level Agreement entered into between the City of Kingston and Tourism Kingston ([Report Number 21-006](#)), the attached report (Exhibit A) provides detailed reporting on Q2 2024 for Tourism Kingston. Section 2.0 “Transparency, Reporting and Accountability” of the Service Level Agreement indicates “Tourism Kingston will be accountable to the Council of the City of Kingston in the performance of the activities and services provided in accordance with the provisions of this Agreement and/or as determined in the approved annual operating budget.” Specific direction to Tourism Kingston on reporting is included in Section 2.3 which reads in part:

“2.3 Tourism Kingston shall communicate with the City as follows:

- a) Annually, by way of the draft budget, and Tourism Kingston’s annual business Plan as updated to reflect the priorities of City Council;*
- b) Annually, by way of the Annual Financial Report as required by Clause 4.6 of this Agreement;*
- c) Quarterly, by way of Activity Reports to demonstrate the progress of Tourism Kingston in achieving its Strategic Plan and the impact of Tourism Kingston’s actions and*

August 13, 2024

Page 2 of 4

programs on the key performance measures of tourism. The Quarterly Reports shall form the basis of an Annual Year in Review Report to Council. All Activity Reports shall be publicly accessible;”...

The attached report is provided in fulfillment of the quarterly reporting requirement noted above.

Recommendation:

This report is for information only.

August 13, 2024

Page 3 of 4

Authorizing Signatures:

p.p. 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
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required

August 13, 2024

Page 4 of 4

Options/Discussion:

Exhibit A to this report provides an activity report from Tourism Kingston on results for Q2 2024.

Existing Policy/By-Law

[Report Number 21-006](#) dated December 1, 2020.

Notice Provisions

None

Financial Considerations

Section 4 of the Service Level Agreement relates to financial operations and provides clear parameters on funding to Tourism Kingston to undertake its core activities.

Contacts:

Lanie Hurdle, Chief Administrative Officer, 613-546-4291 extension 1231

Exhibits Attached:

Exhibit A – Q2 2024 Tourism Kingston Report to Council

SECOND QUARTER REPORT 2024

Kingston



Tourism Kingston quarterly report



Attn: Lanie Hurdle
Chief Administrative Officer
City of Kingston
216 Ontario Street
Kingston, ON K7L2Z3

July 23, 2024

RE: Tourism Kingston Q2 2024 report

Please find attached our summary report on the activities undertaken by Tourism Kingston for Q2: April through June 2024.

Outlined in the service level agreement with the City of Kingston, Tourism Kingston will work cooperatively and collaboratively with the city, other levels of government, partner organizations, and other tourism stakeholders in developing products and services that will attract visitors, ensure longer stays, and increase spending. The core tourism activities will align with the updated Integrated Destination Strategy (IDS) and Council's Strategic Priorities.

We are pleased to deliver our second-quarter activity measures within each of the seven portfolios. This quarter reflects a continued effort to see maximum economic impact within the City of Kingston.

We look forward to our continued work together. If you have any questions or require clarification on our activities or outputs, please do not hesitate to contact me.

Yours truly,

Megan Knott
CHIEF EXECUTIVE OFFICER
Tourism Kingston

MARKETING & COMMUNICATIONS



The Marketing and Communications team wrapped up a comprehensive campaign for the total solar eclipse in Q2. With funding from the Ontario Cultural Attractions Fund, we launched a campaign for the total solar eclipse in mid-February. We targeted Ottawa and Toronto, two of our primary markets not in the path of totality. We also created a webpage dedicated to the eclipse, which showcased all there was to see, do, and experience in Kingston to encourage multi-day stays in the city. Starting last fall, we proactively pitched the solar eclipse to media outlets to secure coverage for Kingston. To welcome visitors to Kingston for the eclipse on April 8, we installed pole pennants, banners, transit bus advertisements, and other pageantry in the downtown core and at hotels. These pole pennants were later updated with new imagery and installed on Sir John A. Macdonald Blvd.

This campaign performed exceptionally well with 20 million advertising impressions; 258,000 ad link clicks; and 203,000 website sessions. We also secured 293 media stories through our proactive efforts, resulting in 470 million earned media impressions.

Between April 3–10, Kingston saw 74,000+ visitors, with 37,000+ arriving on April 7 and 8 for the eclipse. Forty-six per cent of visitors stayed overnight. Most visitors came from Ontario, but we also saw visitors from across Canada, the U.S., and international origins. Based on visitor estimates, the province's Tourism Regional Economic Impact Model (TREIM) was used to calculate the estimated economic impact of the total solar eclipse and related programming. In total, Kingston saw a \$25.8 million economic impact from the solar eclipse. Str (hotel room nights), AirDNA (short-term rental room nights), Near Mobile, and Stats Can data was used to calculate visitation.

As spring arrived, we shifted our brand campaign to all things spring, promoting Kingston breweries, culinary, and spring experiences, bringing summer attractions and experiences into the campaign in May. We also celebrated Tourism Awareness Week in April. During Tourism Awareness Week each year, we raise awareness of the importance and impact of tourism and celebrate the people who make our sector and community great. For this year's campaign, we asked tourism partners to nominate people who embody the best of Kingston tourism. We then showcased seven Kingstonians, from hotel front-line staff to local festival organizers, through our social media. We also highlighted the roles of different sectors (Travel Trade, Business Events, Sport and Wellness, Film & Media, Music, Visitor Services, and Marketing) in the local tourism industry, including print ads in *The Kingston Whig-Standard*.

We partnered with Destination Ontario on two early summer campaigns: New York State drive markets (in partnership with Kingston Destination Group) and a French-language Quebec campaign (in partnership with St. Lawrence Parks Commission). Both campaigns have dedicated landing pages to serve **American** and **French** audiences. Both campaigns finished at the end of June. In total, Q2 saw 63,348,167 advertising impressions and 676,882 website sessions, sending 85,821 referrals to Kingston tourism businesses.

MARKETING & COMMUNICATIONS



At the start of Q2, we launched our newly redesigned and refreshed bilingual [events calendar](#). This project was supported by Francophone Community Grant Program funding, which allowed us to make the calendar available on our French-language site, [visitekingston.ca](#). The new events calendar was designed with the user experience on mobile top of mind.

In June, we attended the Travel Media Association of Canada media marketplace and conference. We met with 24 journalists and influencers with the goal of raising awareness about Kingston and securing media FAMs and coverage for the city. We were also a gold sponsor of the event and presented an interactive wellness break game in partnership with Improbable Escapes. This game, "The Limestone Seekers Society," showcased Kingston's history, attractions, inns, waterfront, and festivals as participants endeavoured to crack the Kingston code, all the while learning about Kingston's unique history, heritage, and attractions.

Our earned media for this quarter aligned with our paid efforts with a focus on historic Kingston, pairing the heritage, history, and architecture of Kingston with the city's dynamic cultural life to inspire multi-day visits. In May, we hosted Sonya Davidson, journalist for Toronto Guardian, as part of a historic Kingston itinerary. The goal of this trip was to promote existing historic attractions as well as two new openings this spring. Partners included the Great Lakes Museum, home of the S.S. Keewatin, and Bellevue House. In June, we hosted influencer [Kirsten Wendlandt](#) with a similar itinerary and engaged VIA Rail to promote service between Montreal and Kingston, highlighting sustainable travel to the city. We also partnered with Destination Ontario for a multi-day itinerary in collaboration with Visit The County to host U.S.-based influencers Bobo & ChiChi.

Staff chaired or participated in the destination marketing committee, digital and visual communicators committee, attractions committee, and solar eclipse working group meetings.

MARKETING & COMMUNICATIONS



These activities supported our 2024 annual plan goals:

- // Connect travellers and residents with Kingston
- // Drive sales for local businesses, supporting the continued recovery of Kingston's tourism industry
- // Leverage incentives, funding opportunities, and strategic campaigns and initiatives to extend reach
- // Support the sales sectors with targeted communications strategies and tactics that reach their unique audiences
- // Undertake a review and refresh of the events calendar to enhance the user experience
- // Support product development and programming around the solar eclipse in 2024; lead branding and marketing of the event to drive shoulder-season visitation
- // Celebrate tourism's impact and the importance of the industry to our community

Marketing and Communications work this quarter supported the following IDS initiatives:

- 7 – Expand adoption of Kingston's brand
- 10 – Develop/enhance enticing shoulder/winter tourism products
- 15 – Create targeted, flexible campaigns in Ontario
- 16 – Create flexible campaigns targeting key provincial markets
- 17 – Create flexible campaigns targeting new markets
- 20 – Create and animate downtown pedestrian-only zones

MARKETING & COMMUNICATIONS



2024 annual goals

Marketing and Communications	2024 goal	Q1	Q2	2024 result	% goal actual
Website sessions	2,000,000	512,738	676,882	1,189,620	59%
Website pageviews	2,500,000	670,211	899,648	1,569,859	63%
Referrals to partners (web + phone)	315,000	92,353	85,821	178,174	57%
Advertising impressions	110,000,000	32,933,373	63,348,167	96,281,540	88%
Social media link clicks	400,000	127,284	106,432	233,716	58%
Social media engagements	1,200,000	247,880	535,273	783,153	65%
Social media impressions	35,000,000	10,333,803	8,352,572	18,686,375	53%
Total followers	127,000	123,522	125,011	125,011	98%
Proactive high-value earned media stories*	425	76	307	383	90%
Total media stories	750	348	847	1,195	85%
Total earned media impressions	1,700,000,000	765,458,067	733,536,398	1,498,994,465	88%

* Each earned media story may appear in multiple syndicated media outlets.

2024 goals were increased since the Q1 report to accommodate the increase in activity due to the solar eclipse in Q2.

PARTNERSHIPS



Estimated economic impact of special projects in Q2: \$10,443

In early Q2, staff held the final of a series of stakeholder meetings ahead of the April 8 solar eclipse. These meetings, which started in 2023, confirmed 45 partner activities, including free, ticketed, and one-off events. In addition, some seasonal businesses and attractions opened early for the eclipse, including Ahoy Rentals, Fort Henry, and Kingston Pen. Based on the visitor traffic at the fort and penitentiary on the eclipse weekend, St. Lawrence Parks Commission kept both locations open during the weekends through the rest of April.

The wedding campaign launched in May: it is in market through December to showcase Kingston as an ideal destination for weddings. The target demographic for this campaign aligns with our leisure markets of Toronto, Ottawa, and Montreal. The [weddings microsite](#) showcases wedding services and venues; it receives almost 120,000 visits annually. Free listings are available on the site, as well as additional promotions on the website and social media for paying partners at three levels: basic, enhanced, and premium. Six partners participate in paid tiers, and more than 30 businesses from wedding services, fashion, and health and beauty participate in free listings.

Ahead of Tourism Awareness Week, we worked with attraction and experience partners to create or share promotions and incentives tailored to frontline hospitality workers. Frontline workers are often the first point of contact for visitors and residents, with firsthand knowledge of attractions and experiences. Ten partners supported this incentive with continued outreach throughout the season.

We have been working with new and returning signature attractions to support hotel packaging. Kingston Pen and Fort Henry are two of the attractions that will partner with hotels this summer with packages available on [visitkingston.ca](#). We created 20 packages with nine attractions or organizations and made 8,373 referrals to partners.

PARTNERSHIPS



We partnered with Rainbow Registered accredited accommodation partners to support Pride in June. Two hotels curated packages that included a donation to support Kingston Pride and Trellis HIV Community Care, respectively, to support the 2SLGBTQIA+ community in Kingston. Tourism Kingston is also proud to be a lead sponsor for Kingston Pride.

Additionally, 18 packages remain available year-round. These packages align with our marketing and earned media strategies with a focus on culinary, wellness, and family.

Planning for Open Farm Days 2024 in partnership with Frontenac County, South Frontenac, and the City of Kingston continued through this quarter in preparation for a six-week seasonal program in late Q3. This program's primary focus is to connect community through farming and food. Through our facilitation, one accommodation partner will create a new signature dining experience tied to overnight visitation.

We held monthly meetings with the Culinary Tourism Alliance to host an upcoming Feast On signature experience scheduled for September 28 at MacKinnon Brothers Brewing in partnership with Kingston Accommodation Partners and RTO 9. This program will support up to eight restaurants and beverage partners from the RTO 9 region. It will include Stay and Play packages designed to support a hub-and-spoke model: stay in Kingston and play in the surrounding communities.

External events attended:

- // Taste of Place Summit in Montreal
- // Travel Media Association of Canada (TMAC) in St. John's
- // Murney Tower Museum 100th anniversary planning committee
- // Feast On culinary event planning sessions
- // Open Farm Days 2024 planning sessions
- // TMAC planning sessions with committee organizers and Destination Ontario

PARTNERSHIPS



These activities supported our 2024 annual plan goals:

- // Create destination packaging
- // Grow destination partnerships
- // Grow partnerships that support EDII
- // Develop engaging multi-month destination activations
- // Effectively promote packages to both visitors and partners
- // Grow partner engagement

Partnerships and packaging work this quarter supported the following IDS initiatives:

- 9 – Support creation of flexible packages and itineraries
- 10 – Develop/enhance enticing shoulder/winter tourism products
- 11 – Enhance culinary tourism in Kingston
- 17 – Create targeted, flexible campaigns targeting new markets

PARTNERSHIPS



2024 annual goals

Packaging*	2024 goal	Q1	Q2	2024 result	% goal actual
See + Do packages	45	1	12	13	29%
Eat + Drink packages	45	18	2	20	44%
Rest + Relax packages	20	0	2	2	10%
Family packages	20	4	4	8	40%
Package referrals to partners	40,000	16,890	8,373	25,263	63%
Minimum room nights	700	514	55	569	81%
Estimated economic impact		\$1,600,000	\$10,443	\$1,610,443	

Special projects	2024 goal	Q1	Q2	2024 result	% goal actual
Facilitated events or activations	70	12	45	57	81%
Attendees, facilitated events or activations	12,000	345	10,033	10,378	86%
Partners involved or impacted	220	65	81	146	66%

Economic impact source: Rove Destination Insights Dashboard. Direct spend based on average daily rate and room night data for Visa program

2024 goal numbers have been updated to reflect increased activity due to the solar eclipse. The estimated economic impact for Q1 special projects has been updated to accurately reflect Kingstonlicious. Q2 numbers reflect partners and events supported through the eclipse working group; attendance and economic impact reflect Tourism Kingston-presented eclipse programming and packaging, i.e., visitor attendance at the VIC and the 360 dome. Economic impact for the community as a whole was \$25.8 million.

SPORT AND WELLNESS



Estimated economic impact of Sport & Wellness in Q2: \$1,440,334

The connections made at Sport Events Congress in Q1 continued to show value in Q2. We met with national sport organizations including Quadball Canada, Wheelchair Rugby Canada, and Swimming Canada to explore 2025 and 2026 hosting opportunities.

We're actively engaging with national sport organizations, seeking introductions to their provincial sport organization's leads for Ontario. We have received positive feedback from this endeavour, as organizations recognize Kingston's ideal geographic position and size for hosting provincial-level competitions. Even small regional or provincial sporting events have significant economic impact on the city: for every athlete in attendance, there may also be family members travelling to Kingston with them, as well as coaches and officials. These introductions are informing strategy in Q3 and Q4 and into 2025 resource planning as we develop a sales strategy to target those mid-size provincial championship events including youth, adult, and OFSAA (secondary school) competitions. Planning is underway to host an event in 2025 that would welcome provincial sport organization representatives to Kingston to tour facilities, accommodations, and attractions, while fostering professional development and industry collaboration to discuss the provincial sport system, its gaps, and future opportunities.

We represented Kingston at the first national Youth Sport Summit, hosted at Brock University. There, we participated in facilitated discussions and focus groups specifically designed to develop a partnership framework that benefits youth sport organizations and drives broader sport participation. We connected with sport leaders from other communities, specifically exploring infrastructure opportunities and grants for multi-use community sport spaces.

Working with the Marketing and Communications team, we relaunched the "Athletes of Kingston" feature series, which interviews local athletes who have gone on to represent Kingston, and in many cases, Canada, at notable events or levels of competition. In Q2, we showcased basketball player [Aaliyah Edwards](#), the highest drafted Canadian player in WNBA history, who went sixth overall in the 2024 draft. Aaliyah is on the basketball roster for Team Canada at the 2024 Olympic Games. Our second story featured [Justyne Bennett](#), a young athlete who is making a name for herself in the sport of para ice hockey (sledge hockey). This spring, Justyne made her national debut as one of three goaltenders for the Women's Para Hockey Canada team. Our stories were able to showcase these elite athletes getting their starts in sport in Kingston: Aaliyah with Kingston Impact Basketball and Justyne with the Greater Kingston Girls Hockey Association Ice Wolves. Engaging with Justyne has been additionally fruitful, as this has led to the creation of a new para ice hockey tournament for Kingston, which will utilize otherwise empty ice time at the INVISTA Centre in Q3 2024. This will be the first tournament of its kind in Kingston, inviting teams and individual athletes from across Ontario, Quebec, and New York State and engaging the region's para ice hockey community.

SPORT AND WELLNESS



We completed economic impact reporting for Queen's University to wrap up its 2023 and 2024 U SPORTS events and met with Queen's on a new collective strategy to bid on business to attract more sporting events to Kingston and to fill current openings in field, court, and accommodation availability.

As we continue to explore the impact that Tourism Kingston can have on the local sport community, we added a page to the Sport Tourism section of the [Visit Kingston](#) website to promote volunteer and work opportunities in the local sport community. We also are launching a monthly Kingston sport newsletter, which will roll out in Q3, to share notable updates, development opportunities, grants, and more, while providing the opportunity to raise the profile of existing events and sport leaders in our community.

Following through on the recommendations of the [Sport Tourism Strategic Framework](#), we held meetings with the City of Kingston, sport organizations, and individual community members about sport facility and infrastructure needs and prospective partnerships to fill gaps in community demand (soccer and basketball, specifically).

We collaborated with the Kingston Area Secondary School Athletic Association (KASSAA), local high schools, Queen's University, and St. Lawrence College to prospect and bid on OFSAA provincial events for Q4 2024, 2025, and 2026 – significant tournaments that bring business to Kingston during weekdays and in shoulder seasons. As a result, we have already secured AAA Boys Volleyball for Q4 2024, AAA Boys Basketball for Q1 2025, and AA/AAA Boys and Girls Soccer for Q2 2025. The bid for 2025 and 2026 OFSAA Football has been submitted for consideration. Tourism Kingston is helping to facilitate these events by connecting organizers with hotel partners, creating a curated sponsorship package to help the organizing committee seek local corporate support, coordinating a welcome reception for athletes, and providing incentive funding to help reduce costs associated with hosting the event. One of our goals is to encourage high school area sport leaders to see value in hosting OFSAA events and to support the tournament execution.

We attended community meetings and AGMs for local sport organizations, proposing new tournaments and expansion in 2025 and 2026 that would bring business to Kingston, benefit the community, the organization, and local families in reducing travel for competitive sport. A highlight of these efforts was collaborating with the Greater Kingston Girls Hockey Association and agreeing on a competitive girls' hockey tournament launch for 2025.

Staff participated in the sales committee this quarter.

SPORT AND WELLNESS



We supported new and returning events with incentive funding, marketing support, and consulting services, most notably:

// **Football Canada – Flag Nationals**

- 550 athletes
- 750+ spectators – including out-of-town visitors and local school groups invited to watch
- 1,100 room nights at Queen's residences

This successful event was secured for 2025. We also continued conversations with Football Ontario and Football Canada about future events (2026 Provincials, 2025 Tackle Nationals, 2026 and 2027 OFSAA).

// **Ontario Basketball Association – U17 and U19 Girls Ontario Cup**

- 650 athletes

We collaborated with OBA to cover the cost of room nights for out-of-town officials. There is the opportunity to bring the event back in 2025, in addition to more Ontario Basketball Association League games: proposals are in progress.

// **Canadian Volkssport Walking Festival**

- 387 participants from six Canadian provinces, 26 American states, and a handful of attendees from Norway, England, and Brazil

We worked with KAP and the event organizers to navigate challenges associated with hotel renovations and displaced attendees. We designed and distributed custom maps of downtown Kingston for event participants, encouraging visitor spend outside of festival activities and highlighting businesses that were offering special hours or deals for participants.

SPORT AND WELLNESS



// Kingston & the Islands Duplicate Bridge Tournament

- 200 participants

Tourism Kingston sponsored an evening reception to encourage another night stay; this was successful in driving extended bookings. This event will return to Kingston in 2026.

These activities supported our 2024 annual plan goals:

- // Work with local organizations to support off-season events and tournaments
- // Prospect sport-adjacent events to Kingston in collaboration with Business Events
- // Proactively build our business in the sport tourism industry through networking, business-to-business, and educational opportunities
- // Create wellness experiences and itineraries

Sport and Wellness activities this quarter supported the following IDS initiatives:

- 10 – Develop/enhance enticing shoulder/winter tourism products
- 21 – Improve relationship with Queen’s University
- 25 – Implement a sport and wellness tourism strategy

SPORT AND WELLNESS



2024 annual goals

Sport and Wellness	2024 goal	Q1	Q2	2024 result	% goal actual
Number of traces	2,000	408	695	1,103	55%
Number of bids prospected	50	22	14	36	72%
Number of bids submitted	20	4	10	14	70%
Number of bids won	10	3	5	8	80%
Number of events hosted	70	15	30	45	64%
Room nights	40,000	18,140	16,223	34,363	86%
Event attendees	38,000	32,604	26,270	58,874	155%
Estimated economic impact		\$1,475,376	\$1,440,334	\$2,915,710	

All numbers are based on date traces/leads began

Bids prospected - potential events

Bid submitted include both led and supported bids; not all bids require a formal bid proposal.

Economic impact source: Sport Tourism Canada's STEAM calculator

TRAVEL TRADE



Estimated economic impact of Travel Trade in Q2: \$1,876,030

In addition to our work on the solar eclipse working groups, we worked closely with Queen's University and St. Lawrence Parks Commission on an eclipse ambassador training event at Fort Henry Great Hall. Eclipse ambassadors included hotel frontline staff, other tourism partners, and community volunteers.

We also worked with Short Trips, a Toronto-based tour operator, to bring two bus groups from Toronto into Kingston for the eclipse event at Fort Henry. Short Trips is now making regular visits to Kingston as a result of their positive experience in April. We continue to work with them to include S.S. Keewatin as a new product in their itineraries.

This quarter, we took part in Rendezvous Canada (RVC), where we met with more than 100 tour operators. RVC is Destination Canada's signature annual event, bringing together international travel buyers with Canadian tourism businesses and destinations. Throughout the event, we captured updated contact information from tour operators and industry partners. Our follow-ups included personalized sample itineraries and travel assistance for Concord Tours, Short Trips, and Onward Group Travel Services. We also sent a digital summer travel guide for groups to all attendees at RVC.

We regularly host familiarization tours, called FAM tours, for tour operators and travel agents to provide training and first-hand experience of the many incredible places to go and things to do in Kingston. The objective is to encourage the development of more Kingston itineraries for travellers in our target markets, and to equip our partners with the information they need to effectively sell Kingston. In Q2, we hosted six FAM tours:

- // Tourism Awareness Week FAM, April 15
- // Concord Tours FAM, May 1–2
- // Jonview + Naar Italy, May 13–14
- // TUI France, May 20
- // Destination Ontario + Tundra Voyages, June 17–19
- // Jonview + TUI, June 20

TRAVEL TRADE



The ROI for a successful FAM tour can range from \$24,000 to \$56,000 per scheduled tour, depending on variables such as length of stay and number of guests per group. For example, the Concord FAM tour has yielded two upcoming trips, each with an estimated economic impact of \$24,000.

Kingston welcomed the inaugural visit of the cruise ship *Pearl Mist* on May 21–22. *Pearl Mist* holds 210 guests and 70 crew members. This visit had an estimated economic impact of \$84,000 for the community. We held a welcome ceremony at Crawford Wharf, complete with bagpiper and Kingston's Town Crier, as well as a commemorative plaque given to the ship's captain. Once ashore, passengers, who came from across North America, were able to explore and shop downtown. Local band Dead Root Revival went on board to entertain passengers during their stay. Ollin, a local Indigenous drum circle, performed dockside for crew and passengers as they tendered back out to the ship en route to their next port of call. *Pearl Mist* will return to Kingston in October.

Tour bus traffic increased in Q2: We continued our work with the City of Kingston to provide dedicated tour bus parking along King Street just west of Clarence. With complementary marketing to tour bus companies and their drivers, this system minimizes incidents of tour buses idling downtown. And with colourful benches and branded welcome flags, this parking area also provides bus passengers a comfortable location for disembarking and re-entry.

Staff chaired or co-chaired the cruise committee and solar eclipse working group meetings and participated in the sales committee.

These activities supported our 2024 annual plan goals to:

- // Host prospective domestic and international clients from primary markets
- // Increase brand awareness and intensify the travel trade market
- // Develop new products and packages
- // Position Kingston as a key cruise hub
- // Work with the City of Kingston on an efficient tour bus strategy

Travel Trade work this quarter supported the following IDS initiatives:

- 9 – Support the creation of flexible packages and itineraries
- 18 – Support multi-channel visitor services program with a focus on operators

TRAVEL TRADE



2024 annual goals

Travel Trade	2024 goal	Q1	Q2	2024 result	% goal actual
Number of traces	600	181	484	665	111%
Definite leads	75	6	52	58	77%
Referrals	450	141	80	221	49%
Cruise passengers	1,300	330	0	330	25%
Number of buses booked	75	4	50	54	72%
Estimated economic impact		\$248,968	\$1,876,030	\$2,124,998	

Numbers for the Pearl Mist visit are reflected in Q1 in this chart, due to reporting timing in CRM software. Starting in Q3, cruise numbers will be reported in the quarter in which they occur.

Traces - contact with clients and prospects

Definite leads - potential business that has turned into booked business

Referrals - provision of local partner information to clients

Economic impact sources: TourTracker Pro (buses); University of Minnesota (Duluth) Great Lakes traffic study calculator (cruises)

BUSINESS EVENTS



Estimated economic impact of Business Events in Q2: \$1,656,627

The 2024 Business Events campaign is now in market, promoting Kingston as an ideal destination for small meetings and business events. The goal of the campaign is to generate new leads from event planners in the GTA, Ottawa, and Montreal markets and to support sales efforts pre- and post-events when connecting with event planners.

In May, we hosted our first “travelling FAM” at the VIA Rail Station Business Lounge in Ottawa. We showcased all that Kingston has to offer as a business events destination to 40 Ottawa-based meeting planners. For this event, we also involved four accommodation partners and three attractions/maker partners. The gathering started with Kingston and VIA Rail presentations, followed by a Kingston-themed “cinq-à-sept” style reception.

We attended the national conference for the Canadian Society of Professional Event Planners (CanSPEP) in Victoria June 25–28, meeting with many of the 120 independent planners there from across Canada. On the second last day of the conference, it was announced that Kingston will host the 2025 CanSPEP National Conference. This is a tremendous coup, as Kingston won out over Ottawa, Gatineau, Edmonton, Mississauga, and other prospective cities.

We continued our work with Lionhearts to roll out the food reclamation program, which will collect and redistribute left-over food from all large Kingston events in which Tourism Kingston is involved.

Staff participated in the sales committee, as well as a conference centre meeting to discuss technical specifications to include in the project RFP. Tourism Kingston’s CEO will also sit on the review committee this fall for conference centre proposals.

These activities supported our 2024 annual plan goals:

- // Target specific business events sectors
- // Prioritize sustainability in business planning
- // Conduct spring and fall sales missions to Toronto, Montreal, and Ottawa
- // Promote opportunities for tourism partners to join Tourism Kingston at 2024 trade shows

Business Events activities this quarter supported the following IDS initiatives:

- 13 – Create a sustainable tourism development plan
- 19 – Launch conference centre development

BUSINESS EVENTS



Q2 events hosted in Kingston as a direct result of Business Events bids and outreach:

Event	Dates	Attendees	Room nights
Therapeutic Gastroenterology Trainee Programme	April 5–6	24	48
Northeast Shrine Association Spring Planning Conference	April 18–20	50	150
OMERS One-Day Member Symposium	April 25	-	Meeting space only
Canadian Society of Association Executives Board/ Staff Retreat	May 1–2	16	26
Venture for Canada Training Camp	May 12–June 5	70	735
Venture for Canada Alumni Summit	May 24–25	100	200
Camerise Group Meeting	May 25	12	12
BGC Canada (Boys & Girls Clubs) National Conference	May 27–31	250	1,000
Ontario Ministry of Labour Leaders Forum	May 29–30	100	200
WPBS Public Television board meeting	June 2	20	20
PBR Kingston Classic	June 2-4	30	73
Retraite en Action Club de Vélo Part 1	June 9–15	60	420
COSIRES Conference	June 16–20	45	90
Eclipsys Solutions team meeting	June 16–17	45	90
Retraite en Action Club de Vélo Part 2	June 16–22	60	420
Vespa Club of Canada's VESPA DAYS	June 20–22	100	300
Feed Ontario Conference 2024	June 23–25	140	450

BUSINESS EVENTS



2024 annual goals

Business Events	2024 goal	Q1	Q2	2024 result	% goal actual
Number of traces	1,000	351	425	776	78%
Tentative leads	30	13	12	25	83%
Definite leads	40	2	17	19	48%
Contracted room nights	9,000	3,523	2,407	5,930	66%
Estimated economic impact		\$1,505,093	\$1,656,627	\$3,161,720	

All numbers are based on date traces/leads began

Traces - contact with clients and prospects

Tentative leads - prospect converts to a business opportunity for the partners to respond to

Definite leads - booked business

Economic impact reflects room nights and indirect spend for delegates

Economic impact source: Destinations International Event Impact Calculator

Estimated economic impact number for Q1 has been updated since the Q1 report, due to recent improvements in the CRM software.

FILM & MEDIA



Estimated economic impact of Film & Media in Q2: \$761,280

Location tours

We had a busy quarter for location tours, with visits from major American studios and streaming platforms and top Canadian broadcasters to small, independent film producers and even immersive media production houses interested in bringing new media art installations to locations such as Kingston Penitentiary. Location tours this quarter included:

- // *Gen V* (Amazon Prime/Sony Pictures TV series)
- // *Star Trek: Starfleet Academy* (Paramount TV series)
- // Corus Entertainment
- // *Harbourfront* (feature film)
- // *The Haunted* (feature film)
- // Smithsonian Channel
- // Three visits from independent producers in Toronto

Two of these tours resulted in production shoots in this quarter: *Harbourfront* and *The Haunted*, each of which was in Kingston for two days.

We added 64 new locations to the locations database, part of the online Kingston Production Directory.

Productions

Q2 saw a number of new film and television productions in Kingston and the surrounding regions encompassing a variety of genres, both scripted and unscripted. *De-Influencer 2*, a horror-comedy sequel to a popular independent film, shot in Kingston, Cornwall, and the SDG counties this quarter. *Love At Frost Sight* is a romantic comedy from Netflix that filmed in Brockville with the support of the Kingston Film & Media team. Both are Tier 1 productions and *De-Influencer 2* is the latest film to be produced entirely end-to-end in the region. The Film & Media team also supported five more Tier 2 productions this quarter, all of which resulted from previous location tours:

- // *Amazing Race Canada* (four days of production)
- // Commercial (two days of production)
- // CBC's *Ghosting* (two days of production)
- // *Ghost Hunters of the Grand River* (three days of production)
- // Zargara Productions untitled film (four days of production)

FILM & MEDIA



Workshops and events

Intimacy Coordinator workshop – An on-set intimacy coordinator is responsible for ensuring that the privacy and dignity of actors are protected, acting as an advocate for them. Mattea Kennedy, a SAG-AFTRA certified intimacy coordinator, discussed aspects of consent and chain of communication; the coordinator’s role through pre-production, production, and post-production; and the training and certification needed for this role.

RTO 9 production workshop – This workshop was designed for municipal organizations in South Eastern Ontario to learn about the intricacies of hosting film and TV productions, as well as the support available from Kingston Film & Media. The goal is to facilitate new productions in Kingston and surrounding communities. A [recording of the workshop](#) is now available.

Locations workshop – This workshop helped local business and property owners understand how they can make their properties available to productions as filming locations, and the associated considerations.

Show & Tell: A Filmmakers’ Open Mic – Eight local filmmakers showcased recent work on the big screen at The Screening Room in front of a live audience. They were then interviewed about their processes and artistic intentions. This event offered a very positive, non-competitive environment with a great turnout of 51 audience members.

The Spring Makers Meetup – This event at the Broom Factory brought together 40 artists and creators to discuss current and upcoming projects and form new collaborations.

We added 34 new vendor/cast/crew listings to the Kingston Production Directory this quarter.

Industry events

Film & Media staff attended three key industry events to promote Kingston as a production destination:

In April, we attended NAB Show, the largest TV and streaming market in the world, hosted by the National Association of Broadcasters at the Las Vegas Convention Center. We had more than 45 one-on-one meetings with representatives from Disney, Paramount, Netflix, and many others to highlight Kingston’s many unique locales and services available for the production industry.

In May, we attended the OverActive Media eSports event in Toronto. This served as a learning opportunity as we are developing a Kingston eSports strategy. We also connected with several major event organizers who will be visiting Kingston for FAM tours in the next quarter with an eye toward hosting events here in the next year.

In June, we participated in an Ontario Creates FAM tour in Toronto. Ten production executives from major Hollywood and U.K.-based studios, including Lionsgate, A24, and Amazon, were in attendance. Several leads were generated from this event: we intend to welcome a number of production teams to Kingston for location scouts in the coming months.

FILM & MEDIA



Staff participated in meetings of the Cinema Society of Kingston; the Ontario Creates municipal roundtable (with film commissioners from across the province); and the Canadian Film and Television Commissions.

These activities supported our 2024 annual plan goals:

- // Expand activities and share expertise as the film office for South Eastern Ontario, supported by RTO 9
- // Roll out a new workshop training series
- // Promote locations beyond Kingston Penitentiary for big-budget studio productions to increase pipeline and diversify the style and genres of productions we welcome to Kingston
- // Attract eSports and other interactive media productions
- // Leverage key industry events to promote Kingston as a premier global production hub

Film & Media work this quarter aligned with the following IDS initiatives:

- 4 – Develop a creative industries tourism plan
- 8 – Address immediate labour bottlenecks
- 14 – Leverage underutilized assets

FILM & MEDIA



2024 annual goals

Productions	2024 goal	Q1	Q2	2024 result	% goal actual
Tier 1 (over one week)	4	1	2	3	75%
Tier 2 (overnight to one week)	10	5	7	12	120%
Tier 3 (single day)	10	0	0	0	0%
Local productions (within 100 km)	12	6	3	9	75%
Non-local productions (>100 km travel)	12	0	6	6	50%
Estimated economic impact		\$229,150	\$761,280	\$990,430	
Workshops/events					
Events	15	9	5	14	93%
Participants	800	620	133	753	94%
Location tours					
Tours	20	2	9	11	55%
Participants	200	15	38	53	27%
Kingston Production Directory					
Location listings	100	12	64	76	76%
Vendor/crew listings	100	19	34	53	53%

Economic impact sources: Producers' reporting and Film & Television EI calculator



Estimated economic impact of sponsored music events in Q2: \$69,638

The Kingston Music Officer made significant strides in furthering the [Kingston Music Strategy](#) (KMS). We reviewed the community applications for the Kingston Music Advisory Committee and selected 15 committee members, with representation from musicians, industry experts, and community advocates. We held our inaugural meeting this quarter and have planned bimonthly meetings through 2024. This is a supporting action of the Kingston Music Strategy (KMS 3.1 – Amplify connection and visibility).

The Music Office facilitated and developed 15 industry-related workshops and professional development events this quarter in alignment with the KMS Pillar 2 – Empower & invest in talent. Highlights include:

You & the music industry with Tara Shannon – Geared towards emerging and established artists

Youth Open Mic – Targeted to emerging artists under 18, providing professional mentorship and performance opportunities

Spring Reverb Festival – We co-presented 10 industry panels on crucial topics such as music law, DIY touring, and the future of AI in music, offering free access to professional development resources for Kingston musicians (KMS 2.4, 2.8)

Also this quarter the Kingston Music Office organized several artist showcases, including a solar eclipse event at the Visitor Information Centre featuring local DJs Mat Almeida, Alex/A Lazy DJ, and Taylor. We provided programming consultancy for YGK BeerFest at Fort Henry in June, showcasing local talents such as Alex Mundy and Kasador. We also provided sponsorship and partnership to events such as Juvenis Youth Festival, Cantabile Concert's Considering Matthew Shepard concert, and Musiikki Merch Market, including marketing support, in-kind donations of space, and curation assistance. This aligns with supporting KMS action 3:5 – Facilitate networking opportunities for local musicians.

To assist artists, the Kingston Music Office launched a new Instagram channel, which has grown to 539 followers in just two months. Our regular newsletter also continues to grow with increased engagement. Additionally, we introduced "Release Radar," a survey for local musicians to inform us of upcoming releases, which we will promote on our Instagram channel. Website updates are ongoing and set to be released in early Q3. This aligns with supporting KMS action 4.3 – Create a public-facing webpage with updates on the Music Office's activities, programs, and impact.

During Q2, the Kingston Music Officer attended the London City of Music Conference as a panelist and case study presenter, highlighting the Broom Factory project and Kingston music initiatives. She also represented Kingston at Canadian Music Week (CMW) in Toronto, participating in the Music Cities Symposium and fostering new connections that hold promise for future music events for Kingston. Kingston was short-listed for Music City of the Year at the Canadian Live Music Association Industry Awards during CMW.

MUSIC



Staff participated in the St. Lawrence College Music & Digital Media Programming Advisory Committee, plus meetings of the Music Cities network (with music officers from Toronto, London, Guelph, Hamilton, Mississauga, and Ottawa.)

Finally, Kingston Music Office completed the quarter with "In the Key of Kingston," a public art project featuring local emerging trans artist and activist Hill Werth, celebrating Kingston Pride Month with a new painting and piano.

Events attended

- // London City of Music Conference (delegate and panelist)
- // Canadian Music Week, Toronto (delegate, Music Cities Symposium)
- // Capital Music Awards, Ottawa (guest)

Events sponsored and economic impact

Musikki Merch Market	50 attendees	nine artists	-
Spring Reverb Music Festival	2,970 attendees	75 artists paid	30 volunteers
Cantabile Choirs concerts	350 attendees	15 artists paid	100 participants
Juvenis Festival events	150 attendees	20 artists	10 volunteers

// Estimated economic impact of sponsored events: **\$69,638**

These activities supported our 2024 annual plan goals:

- // Strengthen music-friendly infrastructure
- // Create professional development and networking opportunities for local artists
- // Support activation and development of spaces for musical experiences
- // Provide support for local promoters, organizers, festivals, and venues
- // Increase connections and visibility in the community to support creative industries growth

Music work this quarter supported the following IDS initiatives:

- 4 – Develop a creative industries tourism plan
- 10 – Develop/enhance enticing shoulder and winter tourism products
- 23 – Activate the waterfront

MUSIC



2024 annual goals

Live events	2024 goal	Q1	Q2	2024 result	% goal actual
Kingston facilitated roadshows	8	1	1	2	25%
Artists/bands impacted	25	3	2	5	20%
Workshops/professional development events	20	5	15	20	100%
Attendees at workshops/events	750	240	490	730	97%

Sponsored events					
Sponsored music events	25	4	5	9	36%
Attendees - sponsored events	15,000	1,325	6,200	7,525	50%
Artists/bands impacted	600	49	239	288	48%
Estimated economic impact of sponsored events		\$67,490	\$69,638	\$137,128	

Kingston Production Directory					
Music listings	25	5	15	20	80%

Economic impact source: TREIM

VISITOR SERVICES



We welcomed just under 43,000 visitors to the Visitor Information Centre.

Q2 visitor insights:

- // 50.69% of visitors came from Ontario.
- // 9.82% of visitors came from Quebec.
- // 1.6% of visitors came from the U.S.
- // 25.34% came from outside North America.
- // Visitors travelled an average of 394 km.
- // 47.3% of visitors stayed overnight.
- // 25.9 hours was the average length of stay.

Visitor counts are from installed door counters at the Visitor Information Centre. Visitor insights are based on Near mobile data, part of our Destination Insights Dashboard.

Q2 started off strong, with increased traffic for the April 8 solar eclipse. We saw record numbers of sales, which included eclipse glasses and merchandise.

For the summer season at the Visitor Information Centre, we hired 10 bilingual summer staff. We also continued our partnership with Destination Ontario, which enabled us to hire one destination ambassador. This ambassador works closely with summer staff at the Visitor Information Centre, and assists visitors in the community at major attractions and events.

The launch of the new English and French event calendars this quarter helped our staff to quickly find and recommend ideas for visitors seeking family, food & drink, live music, museums & attractions, arts & culture, film & media, nature & outdoor, or sport & wellness activities.

We continued recruiting for our Enhanced Profile Program, which enables tourism partners to market their businesses in a variety of ways. By the end of the quarter, 31 partners had joined or renewed their annual commitment to the program, with another four due to renew later in the year.

As seasonal attractions opened in April and May, we sold tickets at the Visitor Information Centre for the following tourism partners: Kingston Trolley Tours, Kingston 1000 Islands Cruises, The Haunted Walk, Fort Henry, Kingston Pen Tours, Kingston Food Tours, and – new for 2024 – S.S. *Keewatin* guided tours and Blue World Marine Adventures kayak experiences.

VISITOR SERVICES



This quarter, we refreshed our summer merchandise offerings. Working with local artists and suppliers, we created new T-shirts, posters, and other items. We also added to our makers corner with two local authors (including an Indigenous writer) and two other local artisans.

In June, we supported Drag in the Park and the Kingston Pride community fair. We highlighted our Pride merchandise for sale all month and donated 25 per cent of the proceeds to Kingston Pride. We also participated in the first Princess Promenade of the season, hosted by Downtown Kingston.

Staff participated in the attractions committee, sales committee, and solar eclipse working group this quarter.

These activities supported our 2024 annual plan goals:

- // Develop a strong and diverse seasonal staff team
- // Increase retail offerings at the Visitor Information Centre
- // Increase attraction ticket sales
- // Promote the benefits of the Enhanced Profile Program to tourism partners
- // Improve visitor data collection
- // Community outreach

Visitor Services work this quarter supported the following IDS initiatives:

- 10 – Develop/enhance enticing shoulder/winter tourism products
- 13 – Create a sustainable tourism development plan

VISITOR SERVICES



2024 annual goals

Visitors	2024 goal	Q1	Q2	2024 result	% goal actual
Number of interactions	60,000	9,197	42,998	52,195	87%

Tickets sold for partners	2024 goal	Q1	Q2	2024 result	% goal actual
	3,375	0	2,100	2,100	62%

Revenue	2024 goal	Q1	Q2	2024 result	% goal actual
Enhanced Profile Program	\$26,300	\$7,722	\$17,876	\$25,598	97%
Merchandise	\$65,000	\$108,881	\$50,333	\$159,214	245%

Increased visitor traffic and merchandise sales in both Q1 and Q2 were due to the solar eclipse on April 8.

GUIDING DOCUMENTS

Work each quarter is measured against a number of guiding documents, including:



Kingston's Integrated Destination Strategy 2022-2027



Tourism Kingston 2024 Annual Plan



Kingston Music Strategy



Sport Tourism Strategic Framework



FINANCIAL SUMMARY: YEAR TO DATE

Revenue	Total Budget	YTD Actuals	Variance	% Spent
Municipal Funding	\$ 1,587,918	\$ 793,959	\$ 793,959	50%
Municipal Other - Cultural Services SLA	\$ 150,000	\$ 150,000		100%
Other Revenue				
KAP Contribution	\$ 1,600,000	\$ 800,000	\$ 800,000	50%
KAP Contribution - Other	\$ 28,000	\$ 13,138	\$ 14,862	47%
MAT 35% - Film and Media	\$ 350,000	\$ 350,000		100%
MAT 65% - STR	\$ 60,000	\$ 13,897	\$ 46,103	23%
MAT 35% - Film Incentive		\$ 40,000	\$ (40,000)	0%
Francophone 2023 - 2024	\$ 22,980	\$ 16,980	\$ 6,000	74%
Experience Ontario	\$ 26,142	\$ 21,600	\$ 4,542	83%
VIC Sales & Commissions:				
Resale	\$ 65,000	\$ 46,445	\$ 18,555	71%
Ticket sales & other revenue	\$ 28,500	\$ 7,811	\$ 20,689	27%
Brochure racking	\$ 26,300	\$ 22,591	\$ 3,709	86%
Solar Eclipse		\$ 106,585	\$ (106,585)	0%
Music Revenue	\$ 50,000	\$ 50,000		100%
Film Revenue	\$ 70,000	\$ (14,500)	\$ 84,500	-21%
Business Events Revenue	\$ 5,500	\$ 3,295	\$ 2,205	60%
Travel Trade Revenue	\$ 2,550	\$ 2,459	\$ 91	96%
Sport & Wellness Revenue	\$ 2,000	\$ 40,772	\$ (38,772)	2039%
Marketing Revenue	\$ 75,000	\$ 147,087	\$ (72,087)	196%
Partnership Revenue	\$ 40,000	\$ 20,000	\$ 20,000	50%
Other Funding	\$ 249,382	\$ 707,590	\$ (458,208)	284%
Total Revenue	\$ 4,439,272	\$ 3,339,709	\$ 1,206,148	75%
Expenditures				
Wages & Benefits	\$ 1,789,000	\$ 822,643	\$ 966,357	46%
Other Administrative Expenses	\$ 250,000	\$ 183,963	\$ 66,037	74%
Reserve	\$ 50,000	\$ 25,000	\$ 25,000	50%
Software Maintenance	\$ 64,000	\$ 47,075	\$ 16,925	74%
Project Expenses				
Marketing Digital Content Media Relations	\$ 1,650,000	\$ 987,165	\$ 662,835	60%
Special Projects		\$ 443,477	\$ (443,477)	0%
Partnerships	\$ 40,000	\$ 30,000	\$ 10,000	75%
Francophone Community Grant 2023 - 2024	\$ 22,980	\$ 22,980		100%
Experience Ontario	\$ 26,142	\$ 27,677	\$ (1,535)	106%
Business Events	\$ 78,000	\$ 49,605	\$ 28,395	64%
Travel Trade	\$ 72,000	\$ 46,583	\$ 25,417	65%
Sport & Wellness	\$ 105,150	\$ 79,935	\$ 25,215	76%
Film	\$ 112,000	\$ 35,573	\$ 76,427	32%
MAT 35% - Film Incentive		\$ 40,000	\$ (40,000)	0%
Music	\$ 50,000	\$ 26,470	\$ 23,530	53%
Visitor Services	\$ 130,000	\$ 99,341	\$ 30,659	76%
Solar Eclipse		\$ 46,431	\$ (46,431)	0%
Total Expenditures	\$ 4,439,272	\$ 3,013,918	\$ 1,425,354	68%
Surplus/(Deficit)		\$ 325,791	\$ (219,206)	68%

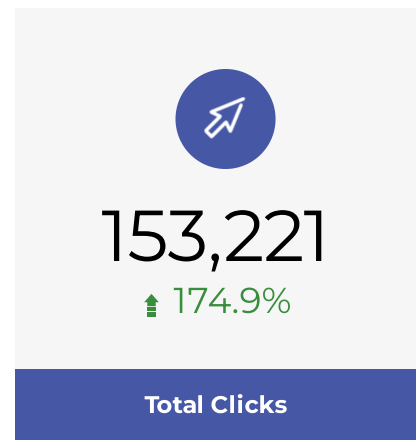
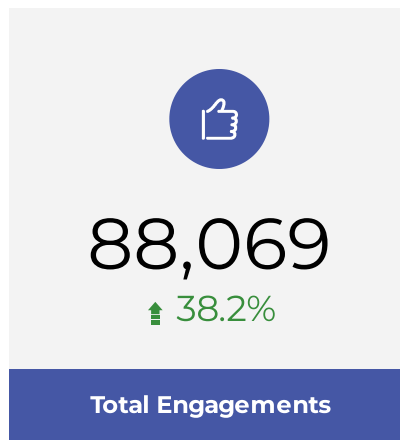
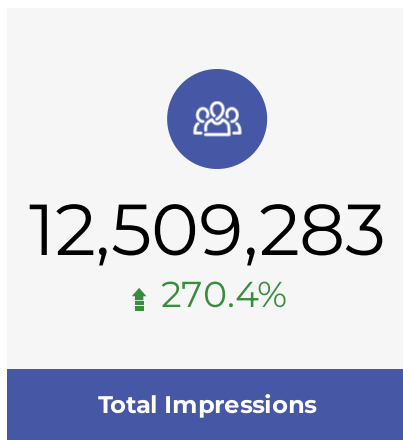
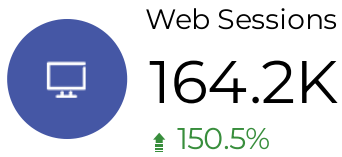


digital report

KINGSTON

Overview - April 2024

The big picture of our digital activity this month



Apr 1, 2024 - Apr 30, 2024

Website

- Web sessions increased 150% YoY in April, and decreased 27% MoM, generating 164k sessions.
- With the eclipse campaign in-market we were generating roughly 10-14k sessions per day, peaking at 14 on April 7th. on April 9th we saw an 80% decrease in sessions, dropping to 2800. Sessions begin to jump up again on April 22nd, hovering around 5.5k by EoM.
- Our return visitors rate increased by 58% from 6% to 9.5% MoM.
- The newsletter saw stable open rates with CTRs shifting slightly.
- Lead generation conversions continue to see strong growth MoM.

Paid Digital

We rolled out brand campaign assets with several vendors in April, launching on the Toronto Sun, Escapism & Foodism and CP24 and including Meta, Google and StackAdapt.

Meta (FB/IG):Boosted Posts:

1.91% CTR (+7%) | \$0.20 CPC (-13%) | \$3.80 CPM (-7%)

- Impressions increased by 61% and link clicks increased by 73%, without solar posts in-market impressions remained flat MoM, but clicks still saw a 23% increase.
- "25 things to do" continues to deliver the highest clicks and CTRs at 4.49% for EN and 2.64% for FR.
- "Elm Cafe" delivered the next highest clicks and CTR at 2.47%.

Brand Campaign:

2.94% CTR (+36%) | \$0.27 CPC (-34%) | \$7.89 CPM (-10%)

- The CTRs saw improvements in April delivering a 25% YoY increase, while CPCs saw a 34% MoM decrease, but remained stable YoY.
- Clicks increased across all audience segments, but we see the strongest growth from the "Travellers" and "Food & Drink" audiences, which is likely attributed to the time of year.
- We decided to pause the remarketing campaign to focus efforts on speaking to new audiences and lower overall costs. As a result, we saw greater efficiency in the campaign across all key metrics.
- Page & Post Engagers consistently delivered the strongest CTRs within the remarketing campaign
- Creative performance:
 - The carousel Q2 delivered a 3.37% CTR and a \$0.20 CPC.
 - "Wellness" delivered the 2nd strongest CTR at 2.9% and a \$0.47 CPC.
 - "25 things (Spring)" delivered a 1.2% CTR and a \$0.54 CPC.

Solar Eclipse Campaign:

1.41% CTR (+15%) | \$0.28 CPC (-39%) | \$3.91 CPM (-30%)

- "Families" & "Nature" Interest audiences delivered the highest CTRs within the prospecting campaign at 1.68%.
- The remarketing campaign (page engagers) generated the most clicks with the highest CTR at 2.49%.
- The "Carousel" creative is our top-performing ad with a 1.79% CTR and \$0.24 CPC
- The "Merch" ad is the lowest-performing ad with a 0.34% CTR.

StackAdapt:Brand Campaign:

1.53% CTR (-10%) | \$0.44 CPC (+10%) | \$6.81 CPM (-)

- Our CTRs decreased slightly MoM, but we see clicks & impressions trending upwards after the Solar Eclipse campaign ended.
- The campaign generated 329K impressions and 5K clicks.
- Travel is the top-performing audience segment in April (1.9% CTR), with Spa interests delivering the next best CTR at 1.8%.
- The "Brand" banners are driving the highest CTR at 2.19%, and a \$0.31 CPC.
- The 300x600 and 300x350 banners deliver the highest CTRs.

Solar Eclipse:

0.24% CTR (+14%) | \$2.43 CPC (-13%) | \$5.83 CPM (-)

- The campaign performed well in the week leading up to the eclipse, generating 722K impressions and 2,569 clicks.
- The top-performing audience segments are Budget travel/Family travel, followed by Science interested users. Science and Nature interests are a new segment that would be relevant to test within the brand campaign.
- The countdown banners delivered the highest CTR at 0.47%.
- The 300x600 and 300x350 banners deliver the highest CTRs.

Recommendation:

- Test running a "Nature/Outdoor Enthusiasts" audience segment within the brand campaign.

Apr 1, 2024 - Apr 30, 2024

EmailCONSUMER

Avg. open rate: +6% (41.37%)

Avg. CTR: -16% (14.10%)

Total unsub: +30% (26)

MEMBER

Avg. open rate: -3% (39.89%)

Avg. CTR: +83% (6.34%)

Total unsub: -% (0)

Google:Demand-Gen:

Solar Eclipse:

1.44% CTR | \$0.09 CPC | \$1.30 CPM

- This was our first time running a Demand-Gen campaign for Tourism Kingston, which is great for maximizing reach as they provide access to Google's most visual, entertaining channels (YouTube, Discover and Gmail).

- The Entertainment and Leisure audience segments delivered the highest CTRs at 1.75%

- The description with the highest CTR (2.5%) is "*For one of the best views in Canada: witness the April 8 total solar eclipse in Kingston.*"

- The headline with the highest CTR (2.3%) is "*Total solar eclipse events.*"

- Square images delivered the highest CTRs and clicks.

Recommendation:

- We recommend testing a demand-gen campaign within the brand campaign if the display campaign performance does not improve over the next month.

Display:

Brand:

0.51% CTR | \$0.16 CPC | \$0.81 CPM

- The brand campaign launched after the Solar Eclipse campaign ended, and delivered a strong 0.51% CTR within the first month.

- The "Families" audience segment delivered the strong CTR at 0.65% while the "Leisure" interest segment delivered the lowest CTR at 0.36%

- The "Entertainment" segment delivered the second highest CTR at 0.49%

- Headlines and descriptions that specify the season (e.g.; Spring) delivered higher performance.

- Display campaigns don't provide granular details into the performance of each asset, and we may be better off converting the campaign to a Demand-Gen campaign depending on whether or not we can lower our costs further.

Performance Max:

0.61% CTR | \$0.09 CPC | \$0.57 CPM

- We also started implementing Performance Max campaigns in April, which allows advertisers to access all of Google's ad inventory (YouTube, Display, Search, Discover, Gmail, and Maps), and complements search campaigns to help convert customers.

- The "Families" and "Leisure" audience segments delivered the highest CTRs at 1.17%, while the "Entertainment" segment delivered the lowest CTR (0.51%)

- Our top audience segments outside of our current targeting are International travellers and users looking for vacation rentals, and this could be an additional segment worth including.

Recommendation:

- Test including "vacation rentals" segment if audience performance trends upwards MoM.

YouTube:

2.46% CTR | \$0.11 CPV | \$0.13 CPC | \$3.18 CPM

- The campaign is delivering a very strong 2.46% CTR and cost-efficient \$0.11 CPV. Historically we drive a \$0.10 CPV, which we are on track to achieve by May, and further decrease throughout the year.

- The Food & Drink delivered the highest CTR at 2.87%, followed by "Entertainment" at 2.25%.

- The "Leisure" segment delivered the lowest CTR at 1.9%

- ~50% of users drop off after watching 25% of the video. "Families" and "Leisure" see lower retention with 32-46% of users dropping off after 25% of the 45s ad. We'll continue to monitor this audience and will remove any underperforming segments within the overall audience group.

Paid Search

- The Solar Eclipse campaign was our top performing event (even with only 7 days in April), generating over 23% (930) of all web referrals in April

- Trolley tours generated 10% (404) of all web referrals

- Of the 4,036 referrals seen in April, 4,024 were web referrals, 8 were calls to hoteliers, and 3 were calls to operators

- In April, 46% of all web visits from ads resulted in a web/phone referral to a hotel or operator, down slightly from 49% in March

Consumption

Is our content marketing working?

Apr 1, 2024 - Apr 30, 2024

Glossary of Terms

Sessions

of times your site was visited.

Users

of people who visited your site.

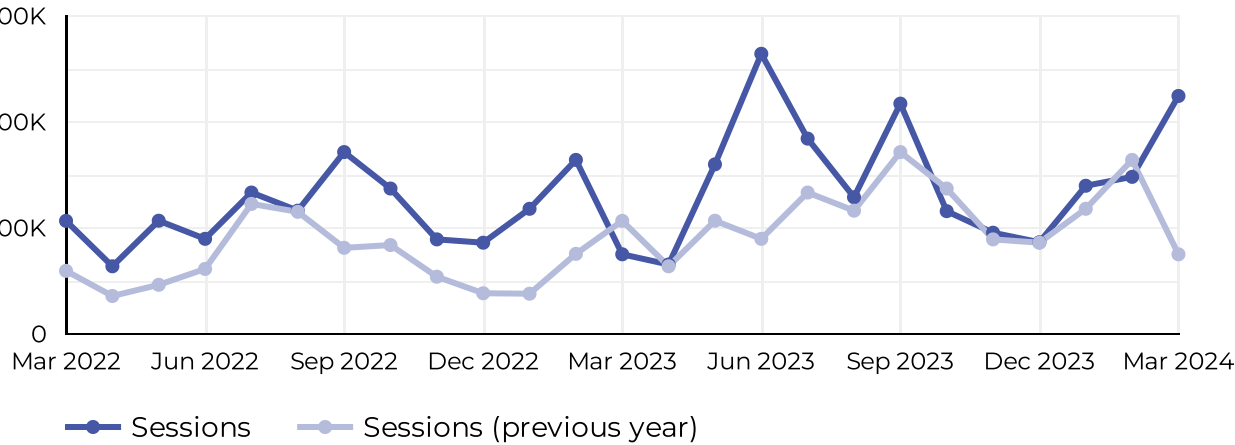
Page Views


of pages that have been viewed on your site.

% Return Visitors


% of user who have visited your site more than once.

* All percent change is Year Over Year






Sessions
164.2K
↑ 150.5%



Users
134.5K
↑ 151.9%



Page Views
225.0K
↑ 151.33%

Retention

Are users coming back and consuming our content?



9.5





% Return Visitors

Lead Generation

Are users converting online?

Operators

Hotels

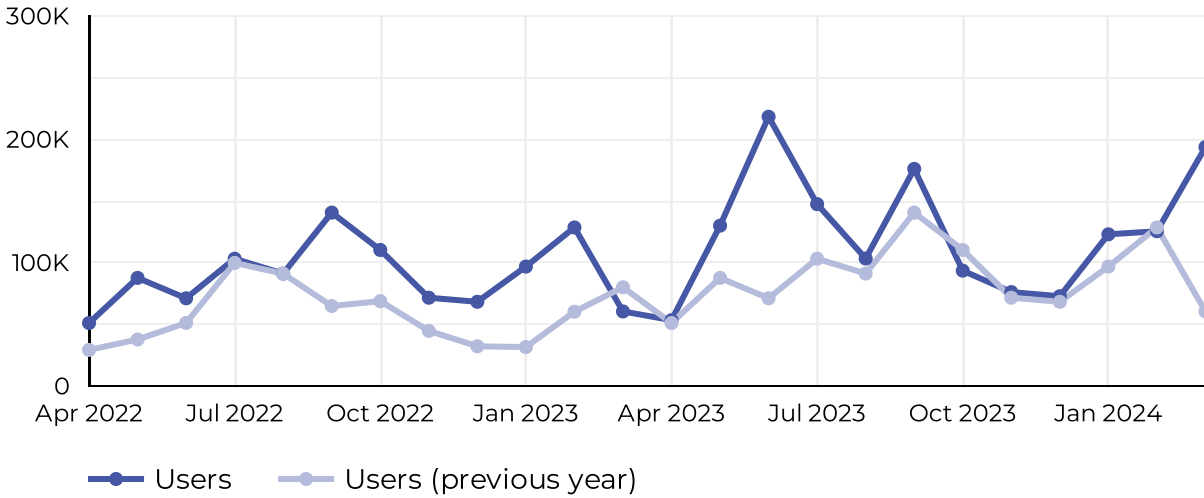
Operators		Hotels	
 21,363 ↑ 100% Web Referrals	 178 ↑ 74.5% Clicks to Call	 3,087 ↑ 576.97% Web Referrals*	 134 ↑ 2580% Clicks to Call


*Migration of Google Analytics took place in May. This review found that many hotel referrals are being captured as operator referrals, which has likely affected the breakdown of referrals in this report. This will be corrected going forward.

Consumption

How is our audience using our site?


Users
134,450





00:00:28

Avg. Engagement per Session



1.37

Pages/Sessions

Apr 1, 2024 - Apr 30, 2024

Glossary of Terms

Users

of people who visited your site.

Avg. Engagement per Session

Average length of time that the website was in focus in the browser.

Avg. Time on Site

Average time spent on site during one session.

Pages/Sessions

Average # of pages viewed per session.

Avg. Time on Page

Average time spent on a single page.

Impressions

The number of times your content was served to users on Twitter & Facebook.

Engagements

The total number of engagements across Twitter, Facebook, and Instagram.

Link Clicks

The number of clicks on links within your content on Twitter & Facebook.

* All percent change is Year Over Year

Social Media

An overview of activity on our social media channels



24,179
Instagram Followers



64,527
Facebook Page Likes




69,133
Facebook Page Follow



9,001
X Followers




2,792
TikTok Followers




2,933,475
↑ 119.2%

Impressions



85,454
↑ 55.4%

Engagements

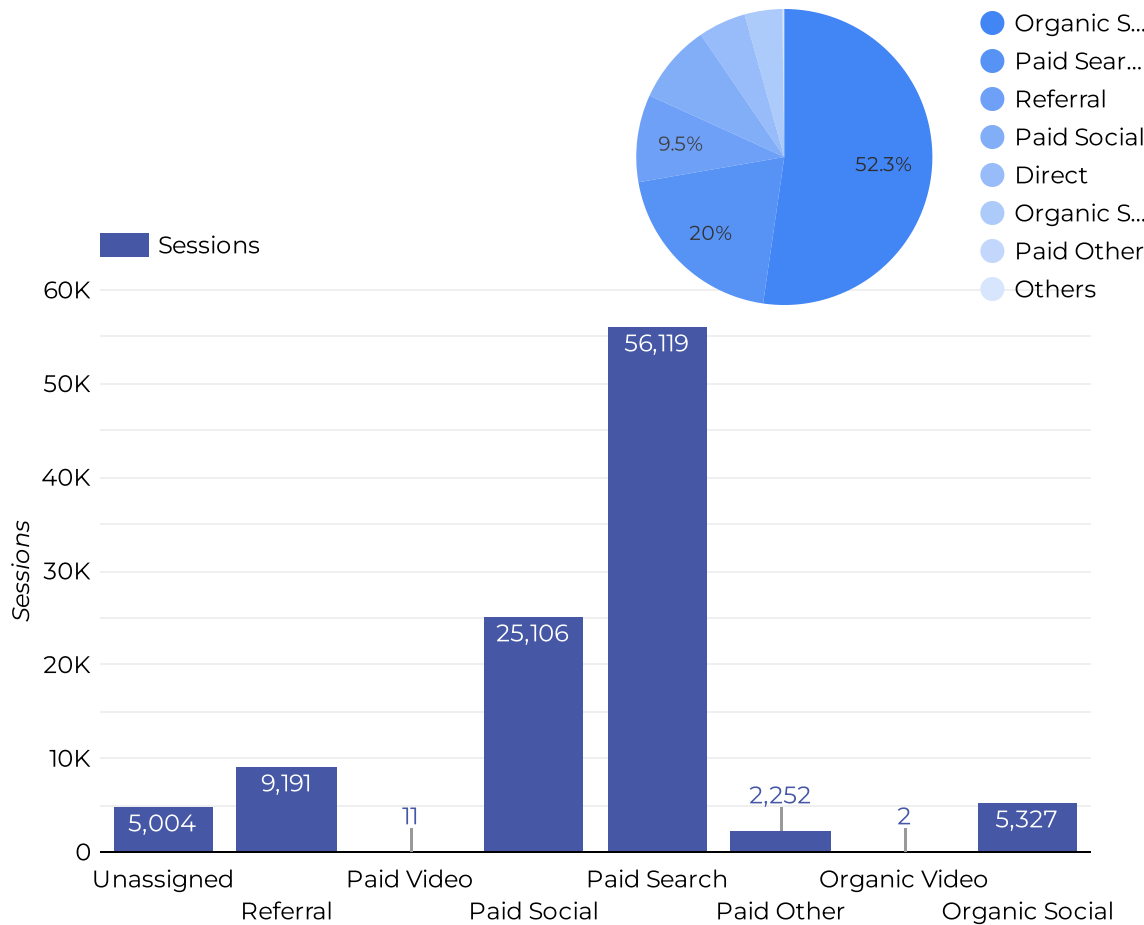


36,198
↑ 64.4%

Clicks

Website Metrics

Where is our audience coming from and what are they consuming?



Apr 1, 2024 - Apr 30, 2024

Glossary of Terms

Unassigned

Untagged sources.

Organic Search

Visitors referred by an unpaid search engine listing.

Organic Social

Visitors from organic social posts.

Paid Search

Visitors from paid search ads.

Direct

Visitors who visited the site by typing the URL directly into their browser or from bookmarks, untagged links within emails or documents.

Referral

Visitors referred by links on other websites.

Display

Visitors from display advertising.

Website Metrics - Top 10

Traffic by City

Rank	City	Sessions
1.	Toronto	34,744
2.	Kingston	28,261
3.	Montreal	12,307
4.	(not set)	8,643
5.	Ottawa	8,277
6.	Brampton	3,027
7.	Mississauga	3,027
8.	Hamilton	1,736
9.	Markham	1,467
10.	Vaughan	1,428

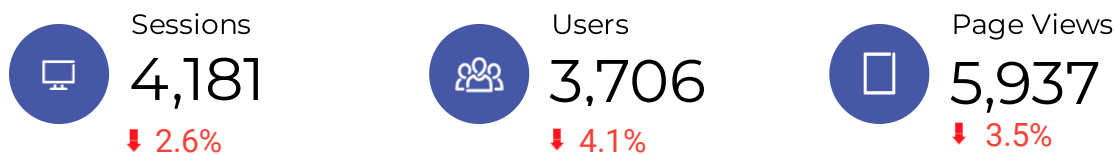
Most Visited Pages

Rank	Landing page	Sessions
1.	/eclipse2024	62,659
2.	/together	28,521
3.	/25-things-to-do-in-kingston-in-april	7,535
4.	/your-guide-to-the-total-solar-eclipse...	5,561
5.	(not set)	4,848
6.	/visitor-survey	4,016
7.	/	3,983
8.	/see-do/top-attractions	3,084
9.	/eye-safety-during-the-total-solar-ecli...	1,781
10.	/events-calendar	1,645

French and Chinese Sites

Website metrics from each of our French and Chinese sites

French

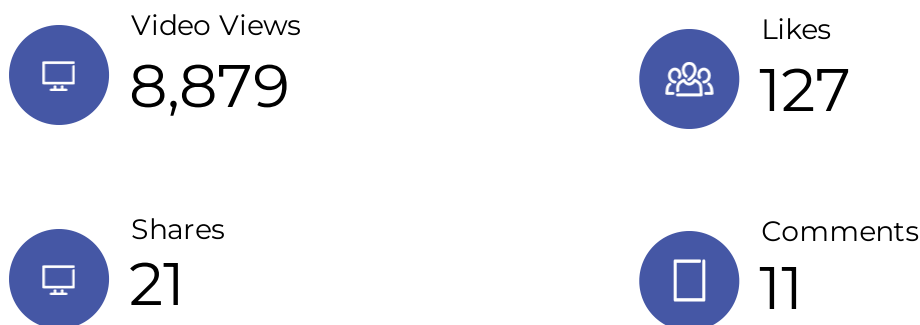


Chinese



TikTok

Metrics from VisitKingston's TikTok account for the month



Apr 1, 2024 - Apr 30, 2024

Glossary of Terms

Sessions

of times your site was visited.

Users

of people who visited your site.

Page Views

of pages that have been viewed on your site.

Video Views

The number of times viewers watched your videos in the selected date range.

Likes

The number of likes your videos received in the selected date range.

Comments

The number of comments your videos received in the selected date range.

**comparison is year over year*

Apr 1, 2024 - Apr 30, 2024

Email Marketing

An overview of email campaigns this month

Consumer Newsletter



9,134

Total Deliveries



3,779

Total Unique Opens



533

Total Clicks



26

Total Unsubscribes



41.37%

Average Open Rate



14.10%

Average CTR

Benchmarks: Open Rate - 24% | CTR - 12%

Member Newsletter



356

Total Deliveries



142

Total Unique Opens



9

Total Clicks



0

Total Unsubscribes



39.89%

Average Open Rate



6.34%

Average CTR

Glossary of Terms

Deliveries

Number of successful emails sent.

Unique Opens

of people who opened your emails.

Open Rate

Opens divided by deliveries.

Clicks

of clicks that were taken on your email.

CTR

Clicks divided by unique opens.

Apr 1, 2024 - Apr 30, 2024

Paid Digital | Content Boosting

A snapshot of our Meta ads in market this month

English Boosted Content

Ad Names	Impressions	Link clicks	CTR	CPC	CPM
TK (0409) Boosted Post Engagement Solar Eclipse ...	192,535	16	0.01%	\$33.19	\$2.76
TK (0401) Boosted Post Traffic Solar Eclipse Tour Gu...	189,121	2,883	1.52%	\$0.25	\$3.74
TK (0326) Boosted Post Traffic 25 things in April	91,652	1,719	1.88%	\$0.17	\$3.17
TK (0403) Boosted Post Traffic Solar Eclipse Eye Saf...	47,175	1,093	2.32%	\$0.16	\$3.75
TK (0418) Boosted Post Traffic Elm Cafe	44,844	1,104	2.46%	\$0.15	\$3.70
TK (0402) Boosted Post Traffic Celestial Menus	42,161	590	1.40%	\$0.30	\$4.20
TK (0426) Boosted Post Traffic 25 things in May	21,850	975	4.46%	\$0.05	\$2.43
TK (0412) Boosted Post Traffic Aaliyah Edwards	17,825	283	1.59%	\$0.19	\$3.06
Grand total	647,163	8,663	1.34%	\$0.25	\$3.33

French Boosted Content

Ad set name	Impressions	Link clicks	CTR	CPC	CPM
TK (0426) Boosted Posts Traffic FR 25 chose a faire ...	19,535	516	2.64%	\$0.10	\$2.67
TK (0326) Boosted Posts Traffic FR 25 choses a faire ...	119,115	2,170	1.82%	\$0.27	\$4.85
Grand total	138,650	2,686	1.94%	\$0.23	\$4.54

Paid Digital | Solar Eclipse Campaign

A snapshot of our digital ads in market this month

Meta

Campaign name	Impressions	Link clicks	CTR	CPC	CPM
TK (2024) Solar Eclipse Prospecting Traffic	827,120	13,342	1.61%	\$0.22	\$3.53
TK (2024) Solar Eclipse RMKT LPVs	199,922	3,908	1.95%	\$0.34	\$6.62
Grand total	1,027,042	17,250	1.68%	\$0.25	\$4.13

StackAdapt

Campaign	Impressions	Clicks	CTR (%)	CPC	CPM
TK (2024) Solar Eclipse Display	722,626	2,569	0	\$1.62	\$5.75
Grand total	722,626	2,569	0	\$1.62	\$5.75

Google Display

Campaign	Impressions	Clicks	CTR	CPC	CPM
TK (2024) Solar Eclipse DMGen Traffic	3,320,605	47,784	1.44%	\$0.09	\$1.30
Grand total	3,320,605	47,784	1.44%	\$0.09	\$1.30

Apr 1, 2024 - Apr 30, 2024

Paid Digital | Brand Campaign

A snapshot of our digital ads in market this month

Meta

Campaign name	Impressions	Link clicks	CTR ▾	CPC	CPM
TK (2024) Brand Campaign Prospecting Traffic	241,313	7,855	3.26%	\$0.23	\$7.62
TK (2024) Brand Campaign REMKTG EN Traffic	63,963	1,102	1.72%	\$0.52	\$8.91
Grand total	305,276	8,957	2.93%	\$0.27	\$7.89

StackAdapt

Campaign	Impressions ▾	Clicks	CTR (%)	CPC	CPM
TK (2024) Brand Campaign Display	329,384	5,055	2	\$0.44	\$6.80
Grand total	329,384	5,055	2	\$0.44	\$6.80

Google Display

Campaign	Impressions	Clicks	CTR	CPC	CPM
TK (2024) Brand Campaign YouTube	425,173	10,460	2.46%	\$0.13	\$3.18
TK (2024) Brand Campaign PMax	1,200,278	7,336	0.61%	\$0.09	\$0.57
TK (2024) Brand Campaign Display	1,064,005	5,450	0.51%	\$0.16	\$0.81
Grand total	2,689,456	23,246	0.86%	\$0.12	\$1.08

Toronto Sun

Creative Sizes	Impressions ▾	Clicks	CTR
300x250	228,161	544	0.24%
320x50	53,386	16	0.03%
728x90	28,407	8	0.03%
970x250	1,555	2	0.13%
300x600	1,011	0	0.00%
Grand total	312,520	570	0.09%

Apr 1, 2024 - Apr 30, 2024

Lead Generation

A snapshot of our digital lead generation

Top Outbound Clicks (Website Referrals to Partners and Community)

Event Action	Total Clicks
https://www.cityofkingston.ca/residents/city-calendar-events/featu...	3,741
https://visitkingston.square.site/shop/2024-eclipse-merch/8?page=...	3,534
https://www.queensu.ca/physics/news-events/2024-total-solar-ecli...	2,814
https://www.forthenry.com/event/solar-eclipse-2024/	2,549
https://www.cityofkingston.ca/residents/parking/parking-lots	2,151
https://visitkingston.square.site/shop/2024-eclipse-merch/8?page=...	2,050
http://www.kingstonfoodtours.ca/	1,940
http://www.1000islandscruises.ca/	1,574
https://www.kingstontrolley.ca/reserve/	1,492
https://downtownkingston.ca/blogs/embrace-the-season/art-after-...	1,252

Paid Digital

A snapshot of our digital ads in market this month

Google Search - Search Warrant

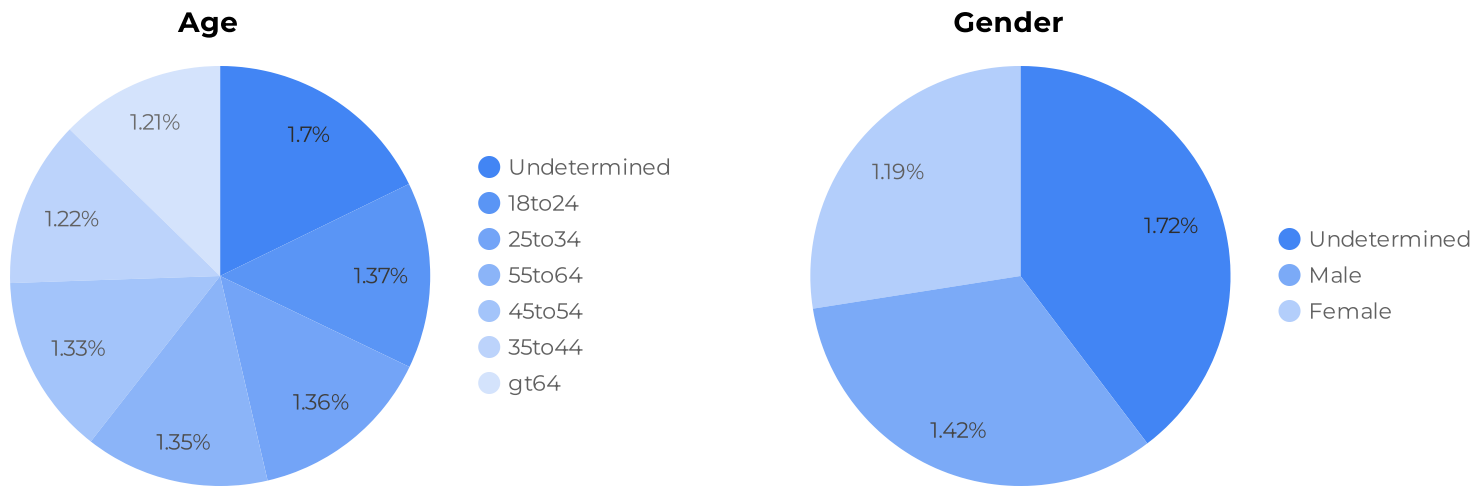
Session campaign	Impressions	Clicks	CTR	Views
KA:24 Things to do in April	20,929	5,132	24.52%	9,636
KA:23 2024 Solar Eclipse	12,421	2,146	17.28%	3,835
KA:24 April Events: Kingston Trolley Tour	3,251	745	22.92%	1,222
KA:24 April Events: The Original Haunted Walk of Kingston	1,138	253	22.23%	367
KA:24 April Events: Art Threads	1,084	219	20.20%	246
KA:24 April Events: Art After Dark	400	234	58.50%	265
KA:24 April Events: Kingston Food Tours	399	68	17.04%	70
Grand total	39,622	8,797	22.20%	15,768

Website Audience

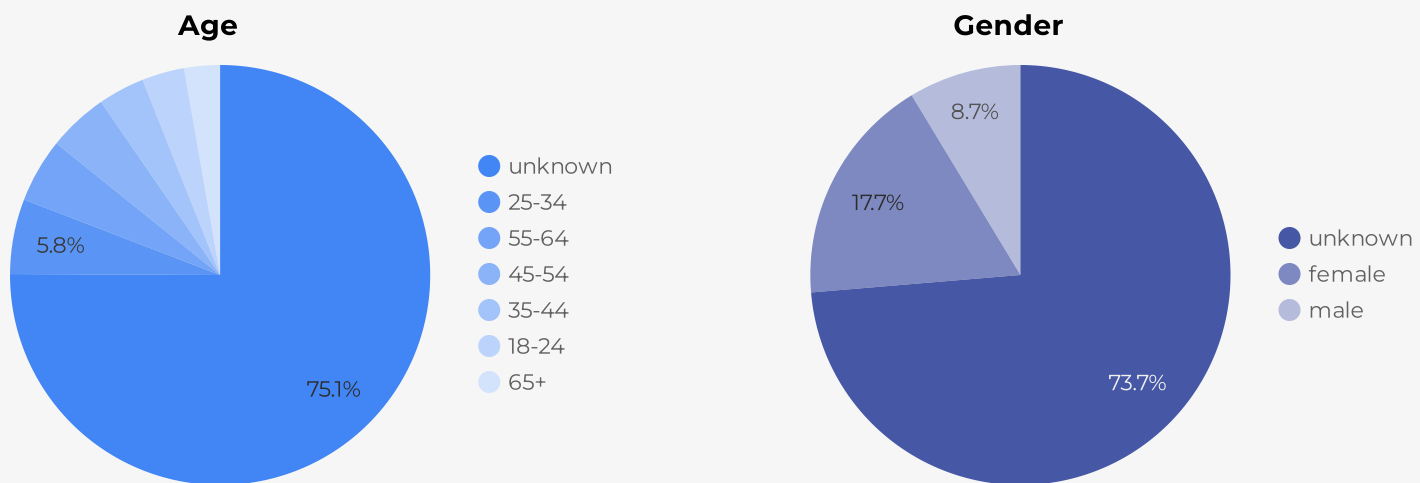
Apr 1, 2024 - Apr 30, 2024

A snapshot of the audience visiting our website

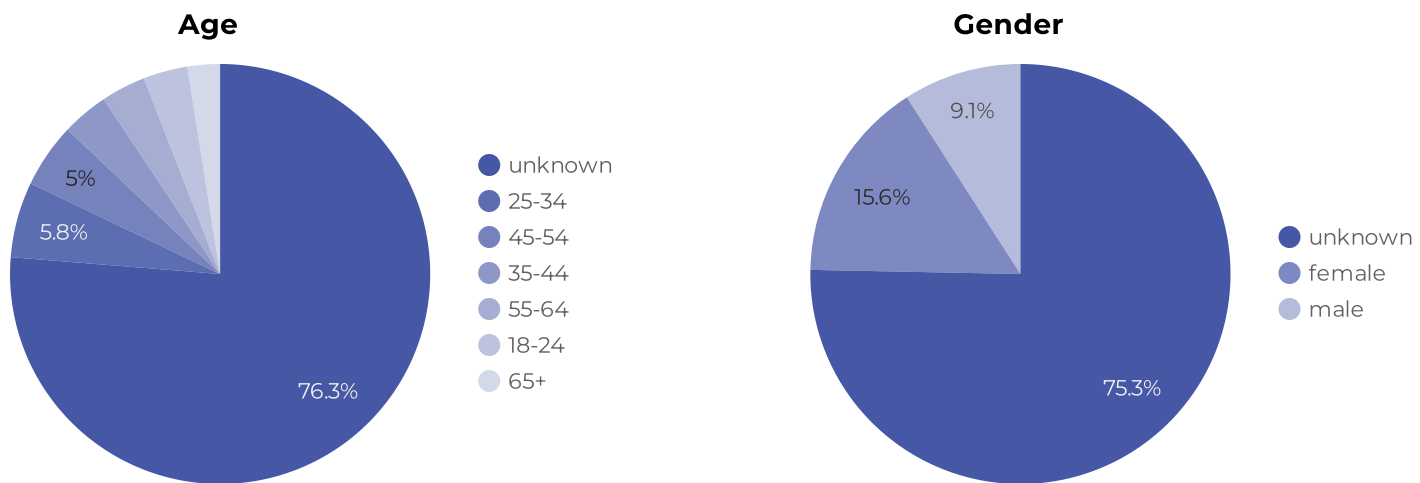
Click-through Rate by Audience on Google Ads



Hotel Leads by Audience



Operator Leads by Audience



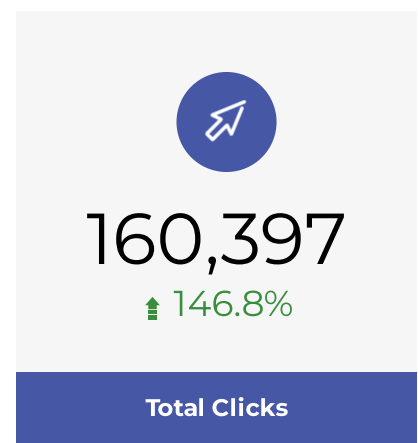
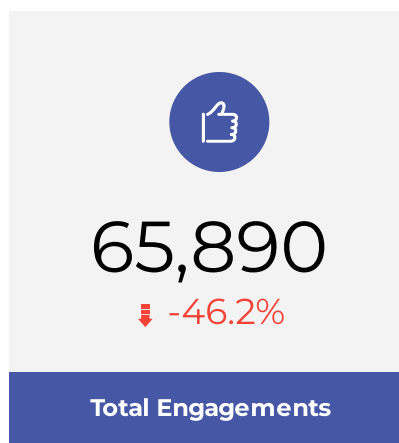
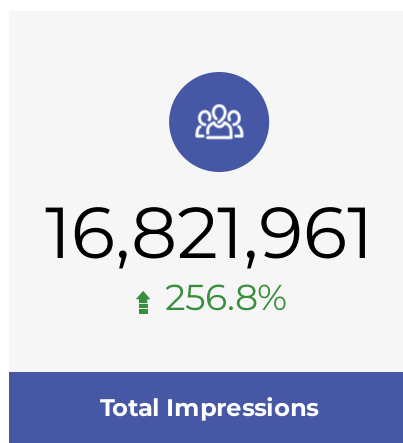
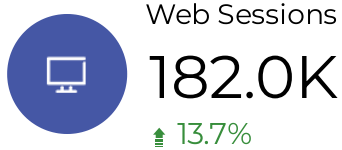


digital report

KINGSTON

Overview - May 2024

The big picture of our digital activity this month



May 1, 2024 - May 31, 2024

Website

- Web sessions increased 13% YoY in May, and increased 10% MoM, generating 182k sessions.
- Growth in sessions is directly attributed to paid search (+67%) and display (+148K%).
- Our return visitors rate increased by 9% from 9.5% to 10.4% MoM.
- The newsletter saw strong CTR increases across both segments with stable open rates, indicating users resonated with the messaging.
- Lead generation conversions continue to see strong growth MoM.

Paid Digital

Our campaigns were live across Toronto Sun and self-serve channels Meta, Google and StackAdapt. In May we rolled out radio ads on the Bell media network and paused for the month across CP24 and Escapism/Foodism.

Meta (FB/IG):

Boosted Posts:

2.26% CTR (+18%) | \$0.14 CPC (-27%) | \$3.27 CPM (-14%)

- Impressions decreased by 17% and link clicks increased by 18%, while spend decreased by 29% due to no longer having the solar eclipse campaign in-market.
- The engagement rate was 2.6% (+24%).
- "Best Restaurant pt.2" delivered an 8.2% CTR (+104% higher than the next best performer).

Brand Campaign:

2.41% CTR (-26%) | \$0.26 CPC (+12%) | \$6.31 CPM (-17%)

- Impressions saw a 81% increase MoM due to a 48% increase in the budget, which essentially forces the campaign into the learning phase again with an influence of users that large. Any budget change above 15% will throw the campaign into learning mode, or any changes to creative.
- Impressions increased on average 90% across all audiences, which resulted in a consistent CTR decrease. The CTRs decreased by ~30% across all audience segments, with families seeing the lowest decline at -18%.
- The carousel: Q2 delivered the highest CTR at 3%
 - Q2 Brand 30s video delivered the lowest CTR at 0.93%.

Business Events Campaign:

1.84% CTR | \$0.49 CPC | \$9.00 CPM

- The Generic/Unintentional Planner segment delivered the highest CTR at 1.94%, while professionals in the event industry delivered a 1.75% CTR.

VIA Rail Campaign:

0.67% CTR | \$0.86 CPC | \$5.74 CPM

- LinkedIn did not spend in full, so we've put the campaign back in-market to spend the remaining budget (\$2,585)

StackAdapt:

Brand Campaign:

0.84% CTR (-45%) | \$0.81 CPC (+95%) | \$6.79CPM (-)

- The campaign generated 329K impressions and 2700 clicks.
- Travel is the top-performing audience segment MoM (6.82% CTR), with news and sports delivering the next best CTRs at 2.5%.
- The "[Inspiring Culture](#)" landing page is driving the highest number of views (50), while the "[Fresh Flavours](#)" page delivered the next best at 21 views.

Email:

CONSUMER

Avg. open rate: +3% (42.69%)
 Avg. CTR: +36% (19.27%)
 Total unsub: +23% (32)

MEMBER

Avg. open rate: +4% (41.40%)
 Avg. CTR: +105% (12.99%)
 Total unsub: -% (0)

May 1, 2024 - May 31, 2024

Google:Demand-Gen:

Business Events:

1.52% CTR | \$0.10 CPC | \$1.56 CPM

- We're seeing strong CTRs with the launch of the Demand Gen campaign that we're unable to deliver with a standard display campaign.
- All audience segments are delivering comparable CTRs between 1.4%-1.6%. We've segmented the audience into Business Event-related queries, industry professionals, and Industry Associations, with Industry Associations delivering the highest CTRs, but also the highest CPMs as the audience is very niche, targeting all event planner association websites within Canada.
- Best performing copy: *See more. Do more. Taste more. Get more with your business event in Kingston. Plan today.*
- Lowest performing copy: *Why meet in a small city? See, do, and save more. Plan your business event in Kingston.*

Display:

Brand:

0.53% CTR (+4%) | \$0.14 CPC (-12%) | \$0.74 CPM (-9%)

- Our CTR saw a small increase as a result of our audience optimizations, eliminating audiences that deliver a CTR below 0.50% which is our benchmark based on performance and industry standards.
- Leisure, Food & Drink, and Travel audience segments delivered the highest CTRs at 0.56%-0.66% CTR.

Recommendations:

- We typically see CTRs 3x higher within demand-gen campaigns, and they also provide more insights for us to optimize. Therefore, we recommend converting the display campaign to a demand-gen campaign.

Performance Max:

0.61% CTR (-) | \$0.09 CPC (-) | \$0.56 CPM (-2%) | \$0.45 CPV (+28%)

- Performance Max campaigns allow advertisers to access all of Google's ad inventory (YouTube, Display, Search, Discover, Gmail, and Maps), and complement search campaigns to help convert customers, but currently, performance metrics and insights are limited for this campaign type. Note: Google is rolling out more PMax insights available to advertisers throughout 2024.
- We removed low-performing image assets and copy which resulted in performance remaining stable despite increasing impressions by 246% to 4.1M. A typical CTR from PMax campaigns is usually around 1%, but achieving that CTR is harder outside of the e-commerce space. We will continue to optimize best-performing assets, which will increase our CTR over time.
- Best performing copy speaks to vacations or weekend getaways, "no pressure, no deadlines".
- The lowest performing copy is generic "*Kingston trip packages, experiences, and travel inspo*" and "*For the views, the vibe, and the time outside: get together in Kingston*".

YouTube:

1.85% CTR (-25%) | \$0.13 CPV (+22%) | \$0.09 CPC (| \$1.73 CPM (-45%)

- The CTRs decreased as we drastically increased our reach by 532%. It's expected to have a CTR decrease with a large increase in impressions.
- Optimizations we make feed into our YouTube campaign, allowing us to share learnings
- Historically we drive a \$0.10 CPV, which we have surpassed in May with a \$0.09 CPV.
- The Families, Leisure and Travellers segments delivered a strong average. 2.75% CTR.
- The "Entertainment" segment delivered the lowest CTR at 1.78%
- We've been optimizing the campaign to remove low view rate placements, which resulted in a 10% increase in in-feed placements, which require the viewer to physically engage with the ad to count as a view.
- We've seen our video play time increase as more users in the "travellers" and "Food & Drink" audience view 75-100% of the video.

Paid Search

- The Kingston Pen Tours campaign generated 24% of all web referrals in May
- Search ads that were paired with the "Waterfront" site link saw a 146% increase in referrals month over month
- Of the 7,159 referrals seen in May, 7,135 were web referrals, 21 were calls to hoteliers, and 3 were calls to operators
- In May, 68% of all web visits from ads resulted in a web/phone referral to a hotel or operator

PCMA Convene Podcast:

- 52 podcast downloads reported. The ad is host-read and repeated throughout the podcast episodes ensuring multiple impressions per spot.
- On April 29th PCMA Podcast tagged Tourism Kingston in an organic social post, driving a noticeable increase (+66%) in US visitors to the TK website. By May 31st, we saw a 126% increase to US visitors (~3500 sessions).
- **Note:** There is a DO partnership US campaign that launched on the 27th, which was driving up US sessions by ~200 daily, and after the PCMA social boost, we see an increase of 1k sessions daily until June 1 when performance begins to stabilize.

May 1, 2024 - May 31, 2024

Consumption

Is our content marketing working?

Glossary of Terms

Sessions

of times your site was visited.

Users

of people who visited your site.

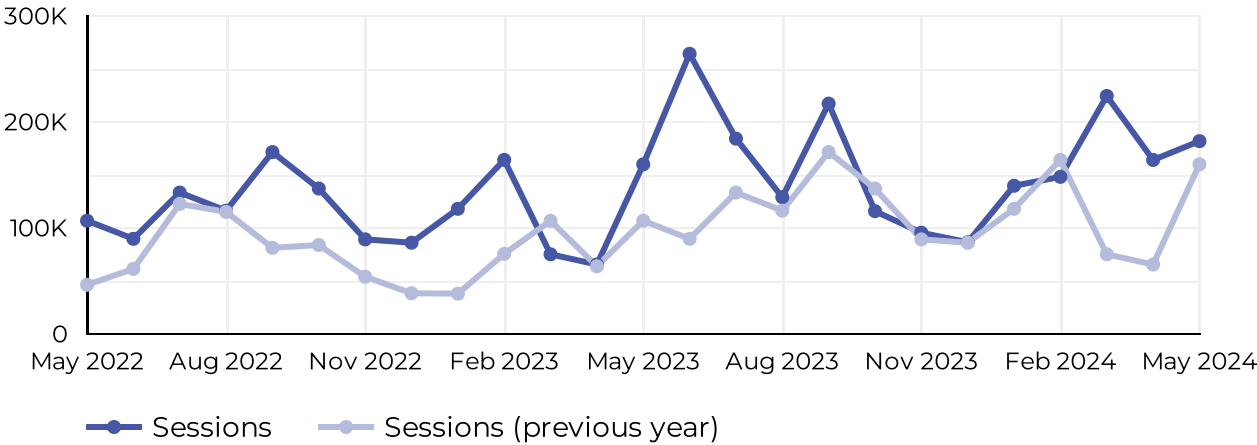
Page Views




of pages that have been viewed on your site.

% Return Visitors

% of user who have visited your site more than once.

* All percent change is Year Over Year



 <p>Sessions 182.0K ↑ 13.7%</p>	 <p>Users 154.9K ↑ 19.1%</p>	 <p>Page Views 258.2K ↑ 151.33%</p>
---	---	--

Retention

Are users coming back and consuming our content?



10.4





% Return Visitors

Lead Generation

Are users converting online?

Operators

Hotels

 <p>22,773 ↑ 49.92%</p> <p>Web Referrals</p>	 <p>75 ↓ 42.75%</p> <p>Clicks to Call</p>	 <p>2,268 ↑ 248.4%</p> <p>Web Referrals*</p>	 <p>208 ↑ 20,700%</p> <p>Clicks to Call</p>
---	--	---	--

*Migration of Google Analytics took place in May. This review found that many hotel referrals are being captured as operator referrals, which has likely affected the breakdown of referrals in this report. This will be corrected going forward.

Consumption

How is our audience using our site?

Users
154,908

May 1, 2024 - May 31, 2024

Glossary of Terms

Users

of people who visited your site.

Avg. Engagement per Session

Average length of time that the website was in focus in the browser.

Avg. Time on Site

Average time spent on site during one session.

Pages/Sessions

Average # of pages viewed per session.

Avg. Time on Page

Average time spent on a single page.

Impressions

The number of times your content was served to users on Twitter & Facebook.

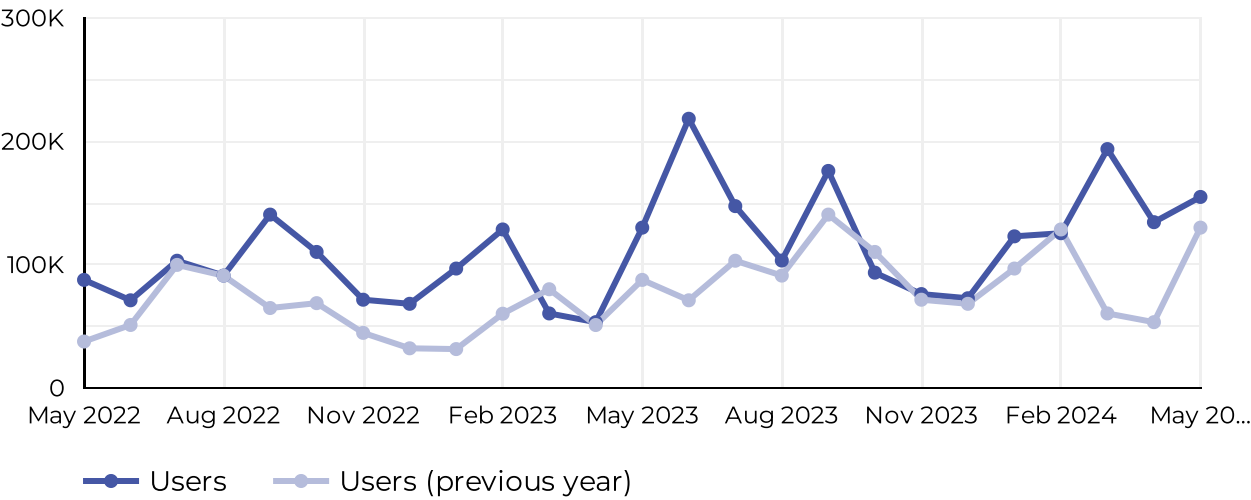
Engagements


The total number of engagements across Twitter, Facebook, and Instagram.

Link Clicks

The number of clicks on links within your content on Twitter & Facebook.


* All percent change is Year Over Year





00:00:22

Avg. Engagement per Session




1.42

Pages/Sessions

Social Media

An overview of activity on our social media channels




24,351
Instagram Followers




64,621
Facebook Page Likes




69,348
Facebook Page Follow



9,030
X Followers




2,857
TikTok Followers




2,445,355
↑ 46.8%

Impressions



62,277
↓ -43.7%

Engagements

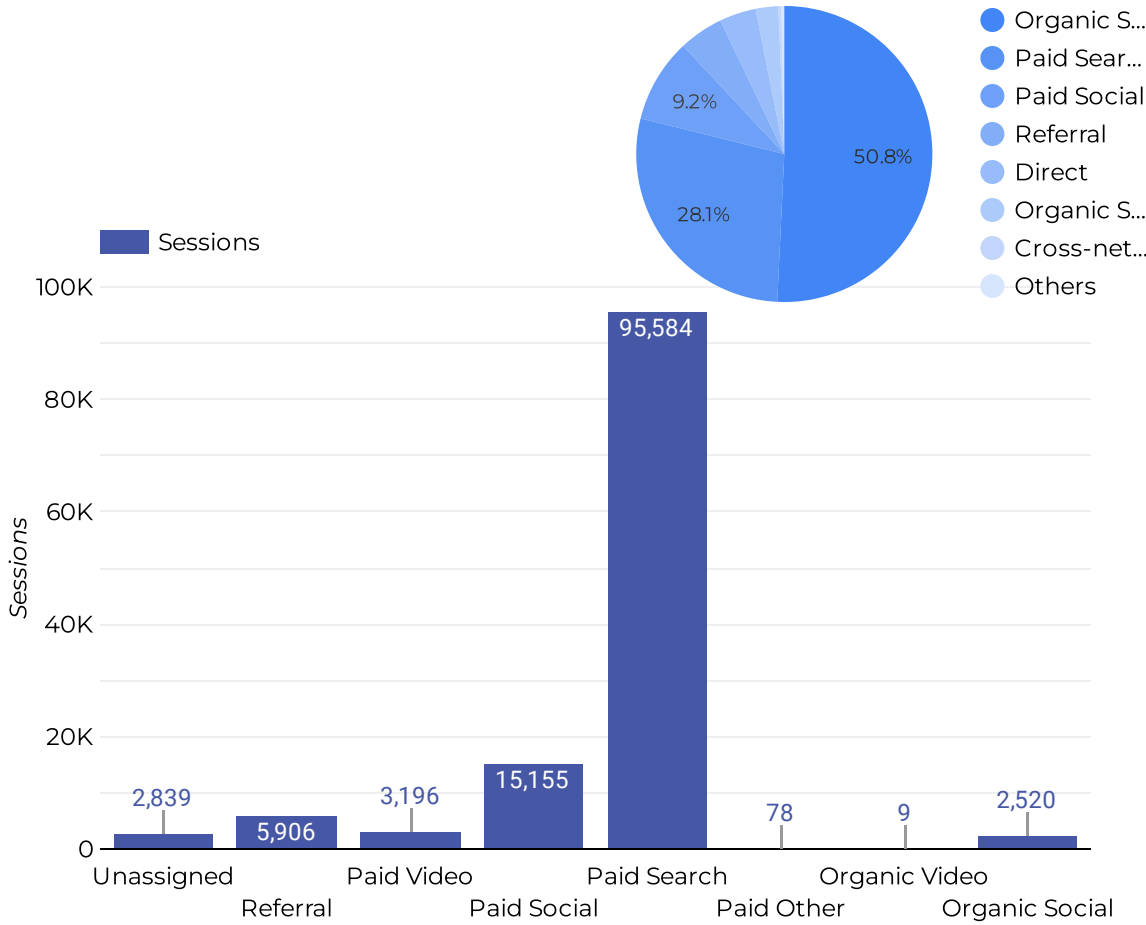


24,371
↓ -12.1%

Clicks

Website Metrics

Where is our audience coming from and what are they consuming?



May 1, 2024 - May 31, 2024

Glossary of Terms

Unassigned

Untagged sources.

Organic Search

Visitors referred by an unpaid search engine listing.

Organic Social

Visitors from organic social posts.

Paid Search

Visitors from paid search ads.

Direct

Visitors who visited the site by typing the URL directly into their browser or from bookmarks, untagged links within emails or documents.

Referral

Visitors referred by links on other websites.

Display

Visitors from display advertising.

Website Metrics - Top 10

Traffic by City

City	Sessions
1. Toronto	38,902
2. Kingston	22,704
3. Montreal	20,466
4. (not set)	9,132
5. Ottawa	8,488
6. Mississauga	2,973
7. Brampton	2,753
8. New York	2,226
9. Vaughan	1,717
10. Hamilton	1,523

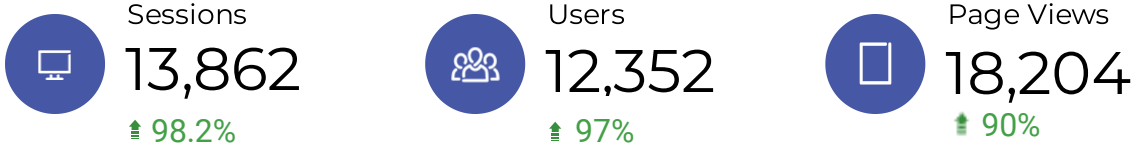
Most Visited Pages

Page path	Sessions
1. /together/	92,760
2. /25-things-to-do-in-may/	14,498
3. /usa/	9,602
4. /12-best-kept-secret-restaurants-in-ki...	5,284
5. /see-do/top-attractions/	5,126
6. /meet-in-kingston/	5,016
7. /	4,811
8. /visitor-survey/	3,843
9. /events-calendar/	3,387
10. /category/top-25-things-to-do/	1,988

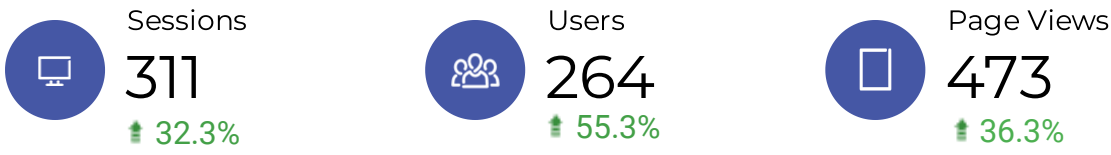
French and Chinese Sites

Website metrics from each of our French and Chinese sites

French

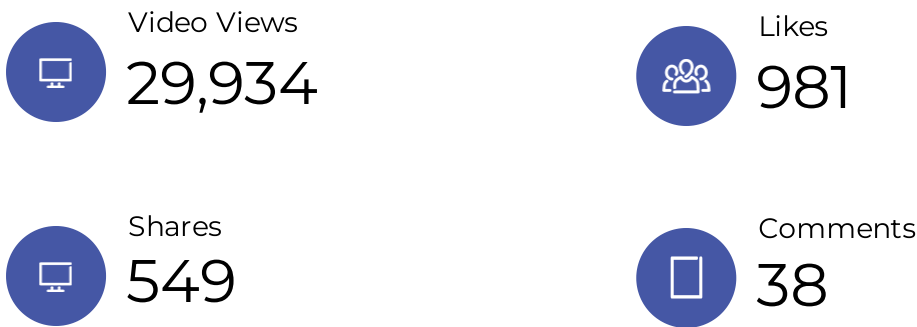


Chinese



TikTok

Metrics from VisitKingston's TikTok account for the month



May 1, 2024 - May 31, 2024

Glossary of Terms

Sessions

of times your site was visited.

Users

of people who visited your site.

Page Views

of pages that have been viewed on your site.

Video Views

The number of times viewers watched your videos in the selected date range.

Likes

The number of likes your videos received in the selected date range.

Comments

The number of comments your videos received in the selected date range.

**comparison is year over year*

May 1, 2024 - May 31, 2024

Email Marketing

An overview of email campaigns this month

Consumer Newsletter



9,214

Total Deliveries



3,933

Total Unique Opens



758

Total Clicks



32

Total Unsubscribes



42.69%

Average Open Rate



19.27%

Average CTR

Benchmarks: Open Rate - 24% | CTR - 12%

Member Newsletter



372

Total Deliveries



154

Total Unique Opens



20

Total Clicks



0

Total Unsubscribes



41.40%

Average Open Rate



12.99%

Average CTR

Glossary of Terms

Deliveries

Number of successful emails sent.

Unique Opens

of people who opened your emails.

Open Rate

Opens divided by deliveries.

Clicks

of clicks that were taken on your email.

CTR

Clicks divided by unique opens.

May 1, 2024 - May 31, 2024

Paid Digital | Content Boosting

A snapshot of our Meta ads in market this month

English Boosted Content

Ad Names	Impressions	Link clicks	CTR	CPC	CPM
TK (0426) Boosted Post Traffic 25 things in May	116,789	3,166	2.71%	\$0.10	\$2.58
TK (0515) Boosted Post Traffic Best Restaurant Pt.2	39,744	3,272	8.23%	\$0.05	\$3.71
TK (0508) Boosted Post Traffic Farmer Markets	32,793	835	2.55%	\$0.09	\$2.31
TK (0412) Boosted Post Traffic Aaliyah Edwards	16,910	201	1.19%	\$0.26	\$3.05
TK (0528) Boosted Post Traffic 25 things in June	12,160	403	3.31%	\$0.10	\$3.16
TK (0418) Boosted Post Traffic Elm Cafe	2,584	53	2.05%	\$0.21	\$4.30
TK (0531) Boosted Post Traffic Kingston Pride	1,437	54	3.76%	\$0.14	\$5.13
Grand total	222,417	7,984	3.59%	\$0.08	\$2.85

French Boosted Content

Ad set name	Impressions	Link clicks	CTR	CPC	CPM
TK (0528) Boosted Posts Traffic FR 25 chose a faire ...	4,395	94	2.14%	\$0.21	\$4.45
TK (0426) Boosted Posts Traffic FR 25 chose a faire ...	116,141	2,392	2.06%	\$0.13	\$2.60
Grand total	120,536	2,486	2.06%	\$0.13	\$2.67

Paid Digital | VIA Rail Promotion

A snapshot of our digital ads in market this month

Meta

Campaign name	Impressions	Link clicks	CTR	CPC	CPM
TK (0507) VIA Rail Promo Traffic EN	977,606	6,523	0.67%	\$0.86	\$5.74
TK (2024) Boosted Posts Traffic EN	148,300	606	0.41%	\$1.07	\$4.38
Grand total	1,125,906	7,129	0.63%	\$0.88	\$5.56

LinkedIn

Campaign	Impressions	Clicks	CTR	CPC	CPM
TK (2024) VIA Rail Early Train	31,435	269	0.86%	\$5.91	\$50.55
Grand total	31,435	269	0.86%	\$5.91	\$50.55

Paid Digital | Brand Campaign

May 1, 2024 - May 31, 2024

A snapshot of our digital ads in market this month

Meta

Campaign name	Impressions	Link clicks	CTR	CPC	CPM
TK (2024) Brand Campaign Prospecting Traffic	450,161	10,829	2.41%	\$0.26	\$6.31
Grand total	450,161	10,829	2.41%	\$0.26	\$6.31

Google

Campaign	Impressions	Clicks	CTR	CPC	CPM
TK (2024) Brand Campaign YouTube	2,688,219	49,787	1.85%	\$0.09	\$1.73
TK (2024) Brand Campaign PMax	4,156,175	25,468	0.61%	\$0.09	\$0.56
TK (2024) Brand Campaign Display	3,894,261	20,722	0.53%	\$0.14	\$0.74
Grand total	10,738,655	95,977	0.89%	\$0.10	\$0.92

StackAdapt

Campaign	Impressions	Clicks	CTR (%)	CPC	CPM
TK (2024) Brand Campaign Display	329,923	2,768	0.84	\$0.81	\$6.79
Grand total	329,923	2,768	0.84	\$0.81	\$6.79

Toronto Sun

Creative Sizes	Impressions	Clicks	CTR
300x250	109,513	209	0.19%
320x50	39,705	19	0.05%
728x90	12,779	3	0.02%
970x250	509	0	0.00%
300x600	262	0	0.00%
Grand total	162,768	231	0.05%

Foodism / Escapism

Publications	Impressions	Clicks	CTR
Foodism	458,477	501	0.11%
Escapism	45,064	49	0.11%
Grand total	503,541	550	0.11%

Paid Digital | Business Events

May 1, 2024 - May 31, 2024

A snapshot of our digital ads in market this month

Meta

Campaign name	Impressions	Link clicks	CTR	CPC	CPM
TK (2024) Business Events	58,661	1,080	1.84%	\$0.49	\$9.00
Grand total	58,661	1,080	1.84%	\$0.49	\$9.00

Google

Campaign	Impressions	Clicks	CTR	CPC	CPM
TK (2024) Business Event DMGen	367,220	5,564	1.52%	\$0.10	\$1.56
Grand total	367,220	5,564	1.52%	\$0.10	\$1.56

LinkedIn

Campaign	Impressions	Clicks	CTR	CPC	CPM
TK (2024) Business Events	261,426	1,152	0.44%	\$2.58	\$11.35
Grand total	261,426	1,152	0.44%	\$2.58	\$11.35

Naylor

Media Brands	Impressions	Clicks	CTR
Meeting Professionals Toronto	565	2	0.35%
Grand total	565	2	0.35%

PCMA

Business Events	Downloads
Convene Series Podcast	53
Grand total	53

May 1, 2024 - May 31, 2024 ▾

Lead Generation

A snapshot of our digital lead generation

Top Outbound Clicks (Website Referrals to Partners and Community)

Event Action	Total Clicks ▾
https://greatlakesmuseum.ca/	2,211
https://www.kingstonpentour.com/	1,992
https://www.1000islandscruises.ca/	923
http://www.kingstonfoodtours.ca/	777
https://www.slushpuppieplace.com/events/	761
http://www.1000islandscruises.ca/	739
https://www.kingstonrolley.ca/	654
https://parks.canada.ca/lhn-nhs/on/bellevue	608
https://www.forthenry.com/	468
https://kppconcerts.com/springreverb	391

Paid Digital

A snapshot of our digital ads in market this month

Google Search - Search Warrant

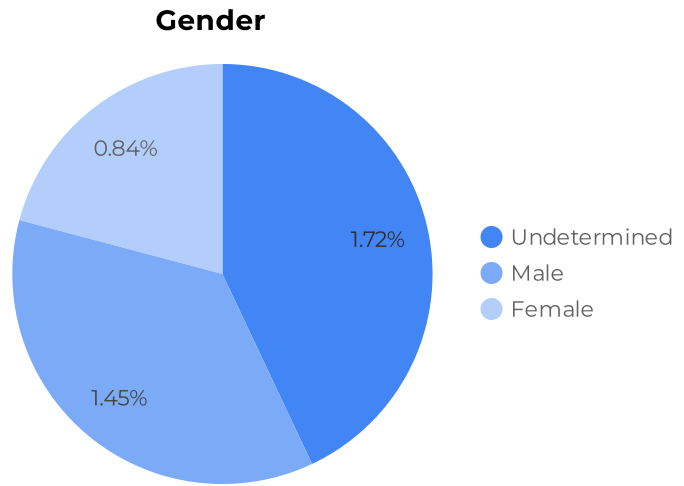
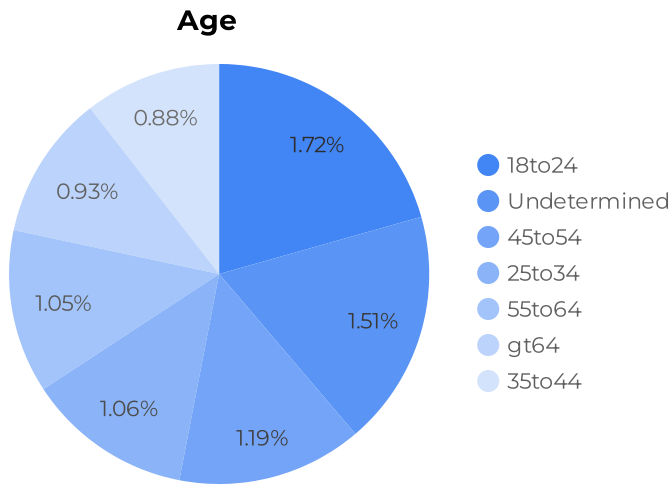
Session campaign	Impressions ▾	Clicks	CTR	Views
KA:24 Things to do in May	28,711	7,189	25.04%	12,626
KA:24 May Events: Kingston Pen Tours	3,815	1,989	52.14%	2,403
KA:24 May Events: Fort Henry	2,873	521	18.13%	682
KA:24 May Events: Science Rendezvous Kingston	1,040	515	49.52%	546
KA:24 May Events: Spring Reverb	804	167	20.77%	172
KA:24 Things to do in June	301	62	20.60%	98
KA:24 May Events: Kingston Food Tours	160	80	50.00%	109
Grand total	37,704	10,523	27.91%	16,774

Website Audience

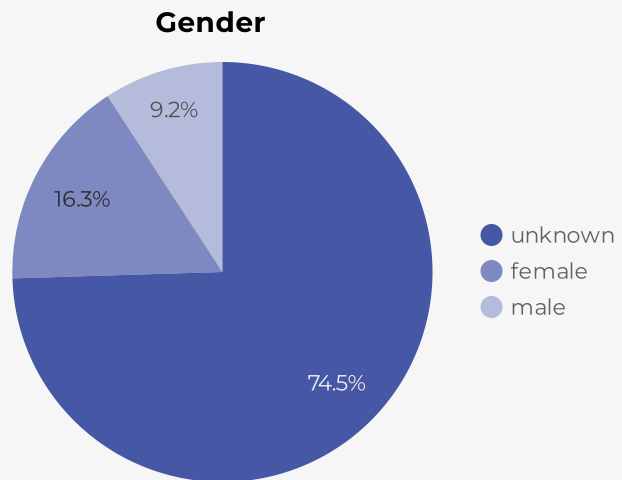
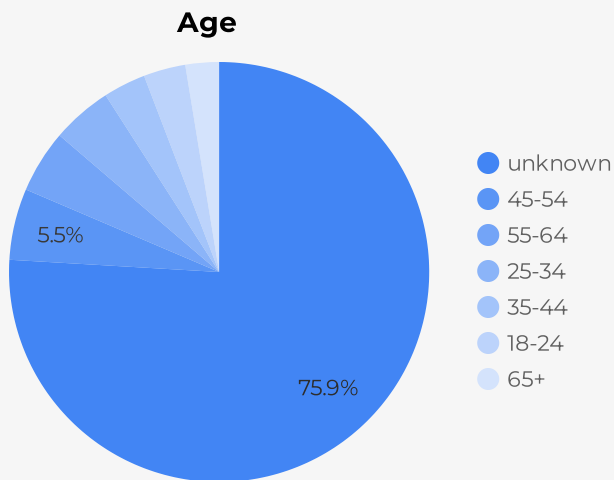
May 1, 2024 - May 31, 2024

A snapshot of the audience visiting our website

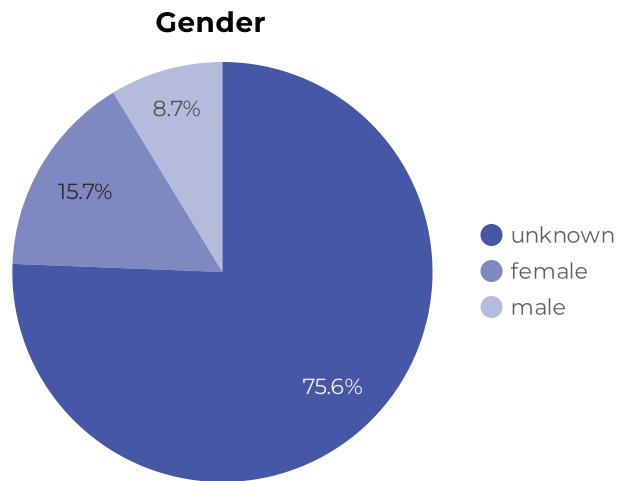
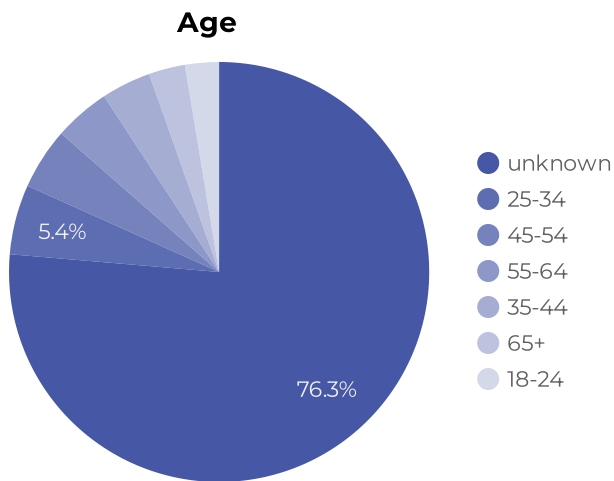
Click-through Rate by Audience on Google Ads



Hotel Leads by Audience



Operator Leads by Audience



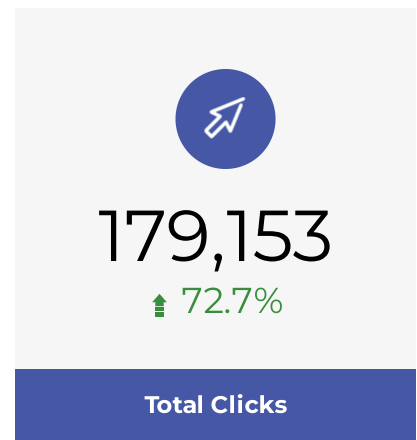
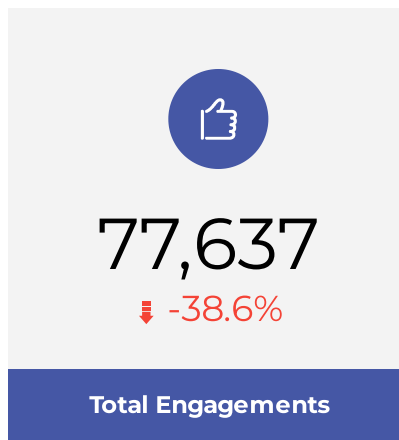
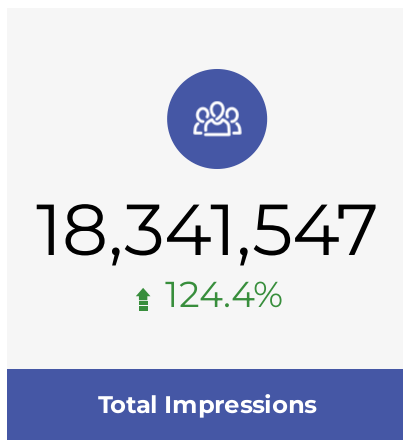
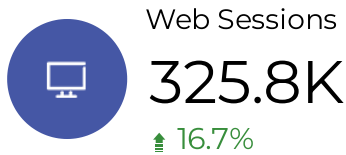


digital report

KINGSTON

Overview - June 2024

The big picture of our digital activity this month



Jun 1, 2024 - Jun 30, 2024

Website

- Web sessions increased 17% YoY in June, and increased 79% MoM, generating 325k sessions.
- Growth in sessions is directly attributed to paid search (+128%).
- Our return visitors rate decreased by 50% from 10.4% to 5.2% MoM.
- The member newsletter audience continues to deliver improved performance MoM.
- Universal Analytics is no longer supported, and all historical data has been removed. Going forward we will only reference GA4 data and are unable to pull data prior to June 2023. This has resulted in some metrics reporting shifts as UA metrics have different definitions than GA4 (sessions, views, avg. session engagement).

Paid Digital

Our campaigns were live across self-serve channels Meta, Google and StackAdapt, and we launched ads on Escapism and Newstalk 1010 CFRB in June.

Meta (FB/IG):Boosted Posts:

2.52% CTR (+12%) | \$0.16 CPC (+13%) | \$4.10 CPM (+26%)

- Impressions decreased by 32%, link clicks decreased by 24%, and spend decreased slightly by 15%.
- The biggest drop in performance comes from our FR campaign, with a 60% decrease in clicks and impressions.
- The engagement rate was 2.9% (+11%), with the "25 things in June" delivering the highest post engagement.
- The top-performing posts were "Summer Wellness" with a 4.27% CTR and "Inner Harbour" with a 4.08% CTR.

Brand Campaign:

1.37% CTR (-43%) | \$0.42 CPC (+59%) | \$5.69 CPM (-10%)

- Impressions increased 23% with the "25 things" video delivering a 581% increase in impressions, resulting in our CPCs increasing while our CTR decreased.
- Across all audience segments we see a 50-60% increase in CPCs, while the "25 things" video saw a 12% decrease.
- The engagement rate increased 73% from May to 7.2%, while the "Travellers" and "Spa/Leisure" audience saw a ~7% decrease.
- The full-length brand video delivered the best performance with a 1.44% CTR, followed by "Summer Carousel 1" with a 1.37% CTR.
- The family-focused brand video delivered the lowest CTR at 0.87%, however, our "Families" audience segment is our top-performing audience.

Business Events Campaign:

2.63% CTR (+42%) | \$0.46 CPC (-6%) | \$12.04 CPM (+34%)

- The campaign saw strong growth in June, due to the 2x increase in the budget from May (due to the delayed launch).
- Performance between the "Unintentional planners" and "Event Planner professionals" is nearly the same, with the more generic audience delivering slightly higher costs
- The video delivers the best performance by far, with a 2.7% CTR, \$0.46 CPC. The static image delivered the lowest CPM at \$3-4 while the video CPM was \$12.70 (+263%)

Canada Day Campaign:

1.25% CTR | \$0.27 CPC | \$3.36 CPM

- We used the same audience segmentation as the brand campaign and saw the strongest performance come from the "Families" segment with a 1.41% CTR. In contrast, our "Entertainment" segment delivered the lowest CTR at 1.17%
- We tested variations of creative to see which delivered the best performance and determined the creative with all text performed the best vs. the creative with an illustrated image.

Pride Merch Campaign:

0.62% CTR | \$0.46 CPC | \$2.87 CPM

- We used the same audience segmentation as the brand campaign and saw the strongest performance come from the "Families" segment with a 0.84% CTR, while our Food & Drink audience delivered the lowest CTR at 0.36%

Weddings Campaign:

1.84% CTR | \$0.49 CPC | \$9.00 CPM

- The Generic/Unintentional Planner segment delivered the highest CTR at 1.94%, while professionals in the event industry delivered a 1.75% CTR.

StackAdapt:Brand Campaign:

0.24% CTR (-69%) | \$2.43 CPC (+200%) | \$6.81 CPM (-)

- The campaign generated 328K impressions and 923 clicks.
- Travel continues to be the top-performing audience segment in terms of clicks and CTR (0.24%), with Food & Drink delivering the most clicks and similar CTR at 0.23%.
- The highest CTR comes from Dining Out (In-Market) and Nature Enthusiasts/Environmentalists, which we recently added after seeing the strong performance from this segment during the solar campaign.

Jun 1, 2024 - Jun 30, 2024

Email:

New subscribers: 407

CONSUMER

Avg. open rate: -3% (41.23%)

Avg. CTR: -14% (16.57%)

Total unsub: -19% (26)

MEMBER

Avg. open rate: +35% (56.19%)

Avg. CTR: -1% (12.80%)

Total unsub: -% (2)

Google:Demand-Gen:

Business Events:

1.43% CTR (-5.50%) | \$0.08 CPC (-25%) | \$1.10 CPM (-29%)

- Our CTR dropped slightly due to a jump in impressions (+169%) and clicks (+154%).

- The growth is coming from our Industry Professionals audience, all segments within that group saw exceptional MoM growth.

- All audience segments are delivering comparable CTRs at ~1.4%. We've segmented the audience into Business Event-related queries, industry professionals, and Industry Associations, with Industry Associations delivering the highest CTRs, but also the highest CPMs as the audience is very niche, targeting all event planner association websites within Canada.

- Best performing headline: *Why conference in Kingston?*- Lowest-performing headline (more generic): *Business events in Kingston*- Best performing description: *Plan your business event in Kingston. Contact Tourism Kingston for a customized itinerary.*- Lowest-performing description: *Why meet in a small city? See, do, and save more. Plan your business event in Kingston.*

Weddings:

0.31% CTR | \$0.13 CPC | \$0.41 CPM

- Our CTR is lower than the 2023 campaigns which delivered a 2-3% CTR, but only 600 clicks for each campaign. Our current campaign has a lower click rate due to the larger audience size. We've delivered 814k impressions (+4322%) and 2,716 clicks (+342%).

- Wedding planners/Wedding Services is our top performing audience segment.

Display:

Brand:

0.58% CTR (+8%) | \$0.12 CPC (-13%) | \$0.69 CPM (-6%)

- Our CTR saw another small increase as a result of our continuous audience optimizations, eliminating audiences that deliver a CTR below 0.50% which is our benchmark based on performance and industry standards.

- Travel, Leisure and Food & Drink audience segments delivered the highest CTRs at 0.62% CTR.

Recommendations:

- As per our recommendation last month to convert the campaign to a demand-gen campaign, we have rolled out the new structure, using only the top 3 performing headlines, descriptions and images. Our display campaign is paused as of July 1.

Performance Max:

1.30% CTR (+111%) | \$0.09 CPC (-) | \$1.17 CPM (+109%) | \$0.06 CPV (-85%)

- We removed low-performing image assets, copy and low-performing audience segments resulting in a strong 111% increase in our CTR. A typical CTR from PMax campaigns is usually around 1%.

- Best performing headline: "See it. Do it. Taste it."

- Best performing headline: "For the views, the vibe, and the time outside: get together in Kingston."

YouTube:

1.55% CTR (-16%) | \$0.17 CPV (+26%) | \$0.09 CPC (-) | \$1.44 CPM (-17%)

- Impressions increased again by 16%, which correlates with the drop in our CTR. Our clicks only decreased by 2%.

- The "Entertainment" audience group delivered an additional 225k impressions (+11%) and 37k clicks, followed by the "Leisure" audience group which delivered an additional 126k impressions (+191%).

- Growth comes from the "Shopping Enthusiasts" segment with 1,561 clicks.

The Entertainers, Families and Travellers segments delivered the best CTRs at 1.6%.

- We've been optimizing the campaign to remove low view rate placements, which resulted in a 20% decrease in views this month, however, our view rate has increased between 5-14% across all placements. This means users are viewing the ads for longer.

Weddings:

1.52% CTR | \$0.11 CPC | \$1.67 CPM | \$0.06 CPV

- The campaign launched with a strong CTR, and the same CPCs as the 2023 campaign, however, our CPVs have dropped in half, meaning we're able to reach 2x the number of users.

- The campaign delivered 620k impressions and 9,423 clicks, with a 6% conversion rate (+61% from 2023 campaign).

Jun 1, 2024 - Jun 30, 2024



Paid Search

- MoM we saw a drastic jump in conversion volume (+75%), with a 27% budget increase from May
- Our top-performing event campaign in June was the S.S Keewatin campaign, which generated 2,485 outbound referrals (~20% of all outbound referrals in June)
- Overall engagement on ads was up MoM by 11%, with June ads producing an average click-through-rate of 31% (vs 28% in May)
- In June, about 81% of all visitors resulted in an outbound web or phone referral, this is up from 68% in May

PCMA Convene Podcast:

- 35 podcast downloads were reported (-32%). The ad is host-read and repeated throughout the podcast episodes ensuring multiple impressions per spot.

Consumption

Is our content marketing working?

Jun 1, 2024 - Jun 30, 2024

Glossary of Terms

Sessions

of times your site was visited.

Users

of people who visited your site.

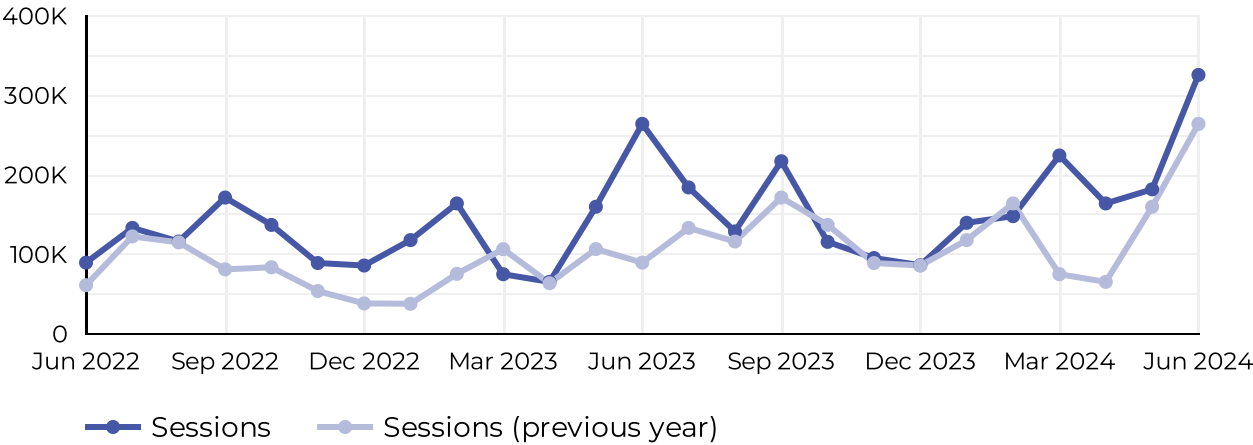
Page Views


of pages that have been viewed on your site.

% Return Visitors


% of user who have visited your site more than once.

* All percent change is Year Over Year






Sessions
325.8K
↑ 16.7%



Users
280.2K
↑ 28.2%



Page Views
416.4K
↑ 16.3%

Retention

Are users coming back and consuming our content?



5.2



% Return Visitors



Lead Generation

Are users converting online?

Operators

Hotels

 32,563 ↑ 9.0%	 77 ↓ -66.4%
Web Referrals	Clicks to Call

 3,018 ↑ 2.7%	 77 ↑ 1,825.0%
Web Referrals*	Clicks to Call

*Migration of Google Analytics took place in May. This review found that many hotel referrals are being captured as operator referrals, which has likely affected the breakdown of referrals in this report. This will be corrected going forward.

Consumption

How is our audience using our site?

Users
280,239

Jun 1, 2024 - Jun 30, 2024

Glossary of Terms

Users

of people who visited your site.

Avg. Engagement per Session

Average length of time that the website was in focus in the browser.

Avg. Time on Site

Average time spent on site during one session.

Pages/Sessions

Average # of pages viewed per session.

Avg. Time on Page

Average time spent on a single page.

Impressions

The number of times your content was served to users on Twitter & Facebook.

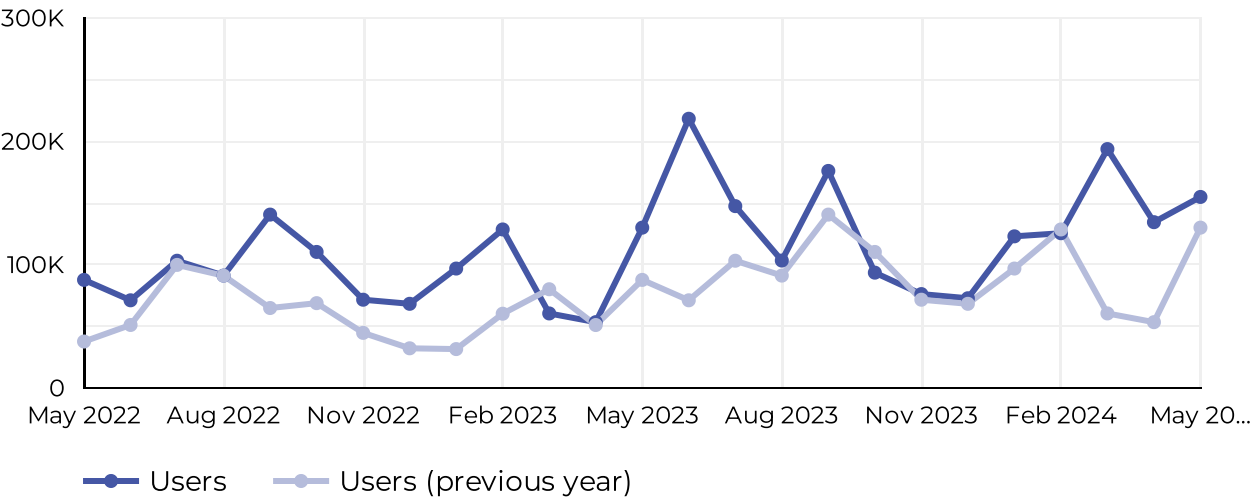
Engagements


The total number of engagements across Twitter, Facebook, and Instagram.

Link Clicks

The number of clicks on links within your content on Twitter & Facebook.


* All percent change is Year Over Year





00:00:15

Avg. Engagement per Session



1.28

Pages/Sessions

Social Media

An overview of activity on our social media channels



24,547
Instagram Followers



64,749
Facebook Page Likes




67,256
Facebook Page Follow



9,056
X Followers




2,875
TikTok Followers




2,224,062
↓ -17.8%

Impressions



73,722
↓ -35.4%

Engagements



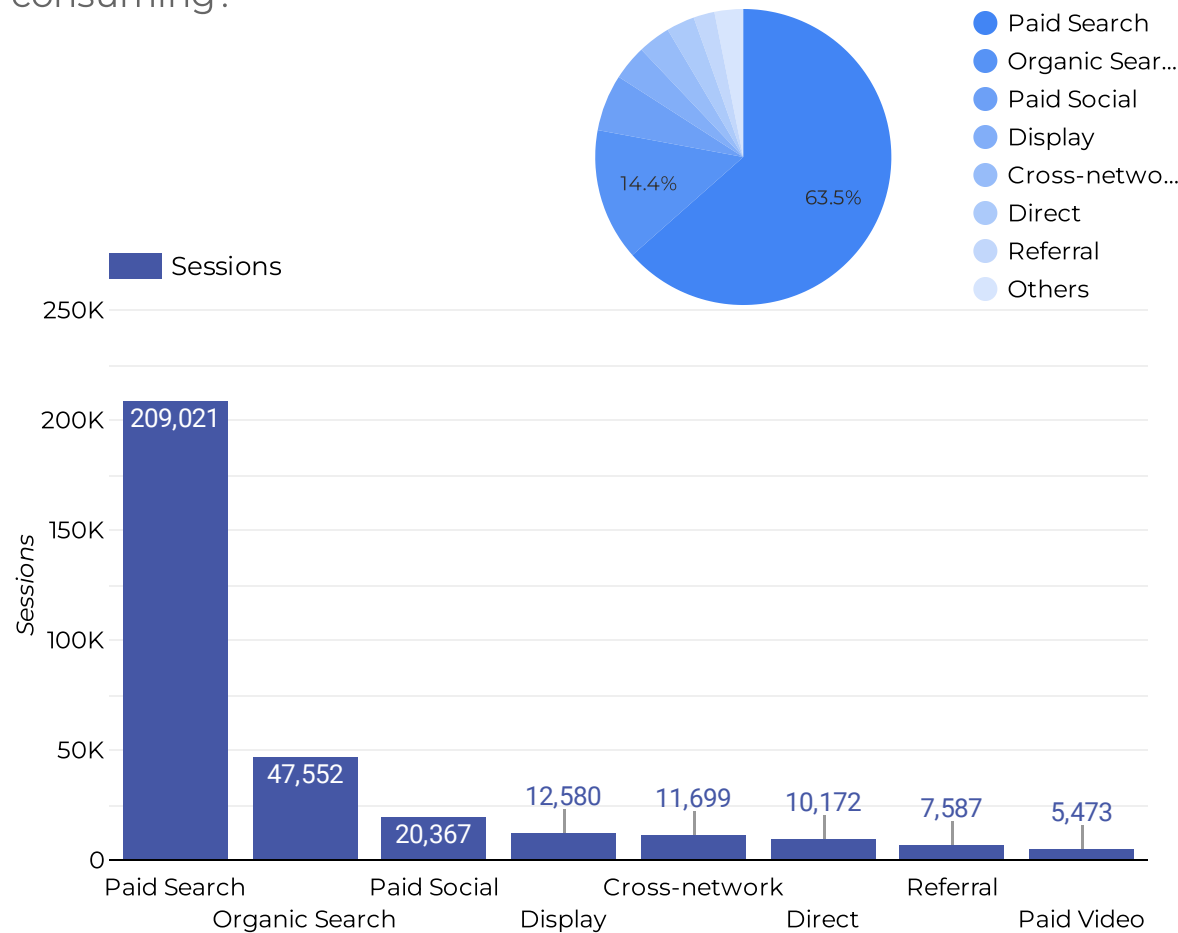
27,282
↓ -33.3%

Clicks

*totals for organic and paid Facebook, Instagram, Twitter

Website Metrics

Where is our audience coming from and what are they consuming?



Jun 1, 2024 - Jun 30, 2024

Glossary of Terms

Unassigned

Untagged sources.

Organic Search

Visitors referred by an unpaid search engine listing.

Organic Social

Visitors from organic social posts.

Paid Search

Visitors from paid search ads.

Direct

Visitors who visited the site by typing the URL directly into their browser or from bookmarks, untagged links within emails or documents.

Referral

Visitors referred by links on other websites.

Display

Visitors from display advertising.

Website Metrics - Top 10

Traffic by City

Rank	City	Sessions
1.	Toronto	45,159
2.	New York	26,392
3.	Kingston	26,159
4.	Montreal	26,102
5.	(not set)	19,986
6.	Ashburn	17,642
7.	Ottawa	8,389
8.	Buffalo	7,954
9.	Syracuse	7,719
10.	Rochester	4,597

Most Visited Pages

Rank	Page path	Sessions
1.	/usa/	125,613
2.	/together/	87,683
3.	/25-things-to-do-june/	17,917
4.	/weddings/	12,334
5.	/meet-in-kingston/	10,881
6.	/	9,410
7.	/see-do/top-attractions/	5,871
8.	/visitor-survey/	5,004
9.	/25-things-to-do-in-july/	3,586
10.	/events-calendar/	3,481

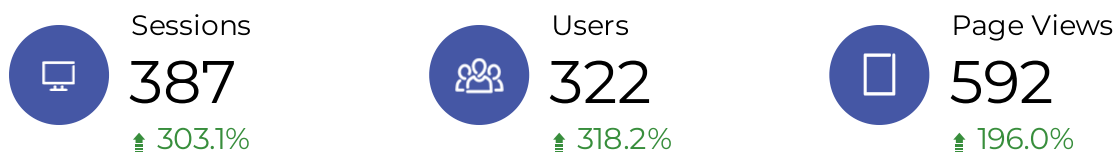
French and Chinese Sites

Website metrics from each of our French and Chinese sites

French

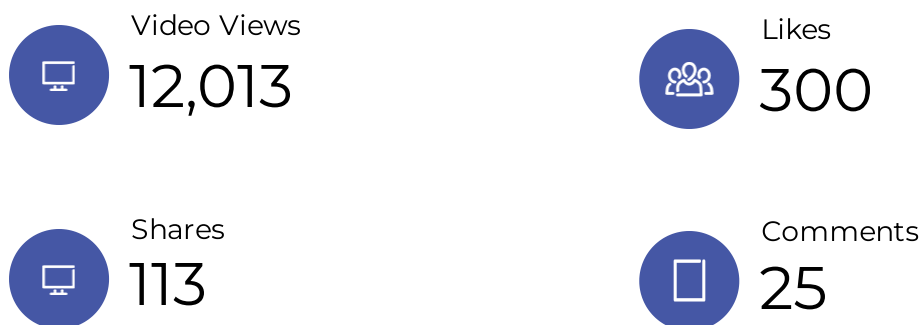


Chinese



TikTok

Metrics from VisitKingston's TikTok account for the month



Jun 1, 2024 - Jun 30, 2024

Glossary of Terms

Sessions

of times your site was visited.

Users

of people who visited your site.

Page Views

of pages that have been viewed on your site.

Video Views

The number of times viewers watched your videos in the selected date range.

Likes

The number of likes your videos received in the selected date range.

Comments


The number of comments your videos received in the selected date range.

**comparison is year over year*

Jun 1, 2024 - Jun 30, 2024

Email Marketing


An overview of email campaigns this month

 **407**
New Subscribers

Consumer Newsletter


 **9,295**
Total Deliveries

 **3,832**
Total Unique Opens

 **635**
Total Clicks

 **26**
Total Unsubscribes

 **41.23%**
Average Open Rate

 **16.57%**
Average CTR

Benchmarks: Open Rate - 24% | CTR - 12%


Member Newsletter


 **598**
Total Deliveries

 **336**
Total Unique Opens

 **43**
Total Clicks

 **2**
Total Unsubscribes

 **56.19%**
Average Open Rate

 **12.80%**
Average CTR

Glossary of Terms

Deliveries

Number of successful emails sent.

Unique Opens

of people who opened your emails.

Open Rate

Opens divided by deliveries.

Clicks

of clicks that were taken on your email.

CTR

Clicks divided by unique opens.

Jun 1, 2024 - Jun 30, 2024

Paid Digital | Content Boosting

A snapshot of our Meta ads in market this month

English Boosted Content

Ad Names	Impressions	Link clicks	CTR	CPC	CPM
TK (0620) Boosted Event Engagement Canada's Day	89,448	531	0.59%	\$0.82	\$4.87
TK (0528) Boosted Post Traffic 25 things in June	64,172	1,486	2.32%	\$0.21	\$4.92
TK (0605) Boosted Post Traffic Justyne Bennett	53,048	976	1.84%	\$0.18	\$3.34
TK (0617) Boosted Post Traffic 25 things in July	43,347	1,467	3.38%	\$0.10	\$3.53
TK (0508) Boosted Post Traffic Farmer Markets	33,923	801	2.36%	\$0.09	\$2.11
TK (0605) Boosted Post Traffic Museums and Histor...	28,271	447	1.58%	\$0.24	\$3.76
TK (0531) Boosted Post Traffic Kingston Pride	27,806	965	3.47%	\$0.15	\$5.04
TK (0617) Boosted Post Traffic Inner Harbour	18,791	767	4.08%	\$0.11	\$4.57
TK (0617) Boosted Post Traffic FR 25 choses a fair e...	18,564	471	2.54%	\$0.17	\$4.20
TK (0625) Boosted Post Traffic Summer Wellness	8,367	355	4.24%	\$0.14	\$5.75
TK (0626) Boosted Post Traffic Murney Tower Muse...	8,062	138	1.71%	\$0.22	\$3.77
Grand total	393,799	8,404	2.13%	\$0.20	\$4.17

French Boosted Content

Ad set name	Impressions	Link clicks	CTR	CPC	CPM
TK (0617) Boosted Post Traffic FR 25 choses a fair en...	18,564	471	2.54%	\$0.17	\$4.20
TK (0528) Boosted Posts Traffic FR 25 chose a faire ...	28,122	503	1.79%	\$0.31	\$5.60
Grand total	46,686	974	2.09%	\$0.24	\$5.04

Paid Digital | VIA Rail Promotion

A snapshot of our digital ads in market this month

LinkedIn

Campaign	Impressions	Clicks	CTR	CPC	CPM
TK (2024) VIA Rail Early Train	23,171	191	0.82%	\$13.54	\$111.58
Grand total	23,171	191	0.82%	\$13.54	\$111.58

Paid Digital | Brand Campaign

Jun 1, 2024 - Jun 30, 2024

A snapshot of our digital ads in market this month

Meta

Campaign name	Impressions	Link clicks	CTR	CPC	CPM
TK (2024) Brand Campaign Prospecting Traffic	552,578	7,559	1.37%	\$0.42	\$5.69
Grand total	552,578	7,559	1.37%	\$0.42	\$5.69

Google

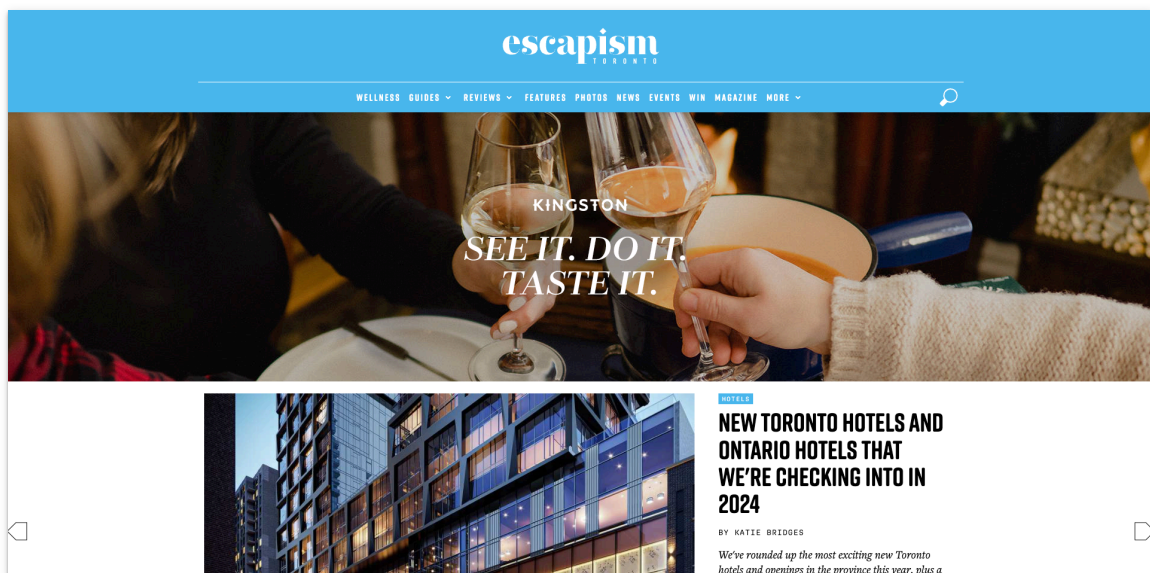
Campaign	Impressions	Clicks	CTR	CPC	CPM
TK (2024) Brand Campaign YouTube	3,125,458	48,518	1.55%	\$0.09	\$1.44
TK (2024) Brand Campaign PMax	1,982,051	25,673	1.3%	\$0.09	\$1.17
TK (2024) Brand Campaign Display	3,985,595	22,972	0.58%	\$0.12	\$0.69
Grand total	9,093,104	97,163	1.07%	\$0.10	\$1.05

StackAdapt

Campaign	Impressions	Clicks	CTR (%)	CPC	CPM
TK (2024) Brand Campaign Display	328,913	923	0.28	\$2.43	\$6.81
Grand total	328,913	923	0.28	\$2.43	\$6.81

Foodism / Escapism

Publications	Impressions	Clicks	CTR
Escapism	46,901	55	0.12%
Grand total	46,901	55	0.12%



Paid Digital | Business Events

Jun 1, 2024 - Jun 30, 2024

A snapshot of our digital ads in market this month

Meta

Campaign name	Impressions	Link clicks	CTR	CPC	CPM
TK (2024) Business Events	78,747	2,065	2.62%	\$0.46	\$12.04
Grand total	78,747	2,065	2.62%	\$0.46	\$12.04

Google

Campaign	Impressions	Clicks	CTR	CPC	CPM
TK (2024) Business Event DMGen	988,197	14,149	1.43%	\$0.08	\$1.10
Grand total	988,197	14,149	1.43%	\$0.08	\$1.10

LinkedIn

Campaign	Impressions	Clicks	CTR	CPC	CPM
TK (2024) Business Events	237,917	663	0.28%	\$3.53	\$9.84
Grand total	237,917	663	0.28%	\$3.53	\$9.84

Naylor

Media Brands	Impressions	Clicks	CTR
Meeting Professionals Toron...	1,064	0	0%
Grand total	1,064	0	0%

PCMA

Business Events	Downloads
Convene Series Podcast	35
Grand total	35

HUMAN RESOURCES

It could have been an email: How generational gaps cause communication conflict

BY MIA JENSEN

In an age of instant messaging and video-conferencing, the way employees communicate within the workplace has changed drastically, experts say.

And, according to a recent study, that can cause conflict between the generations. Recruitment agency Robert Walters surveyed approximately 2,000 white-collar professionals across Canada and found that younger generations are leaning heavily on digital communications styles, with 59 per cent preferring instant messaging and email over calls or meetings.

They're also turning away from direct interaction, with 36 per cent reporting they feel uncomfortable making phone calls and 46 per cent saying that taking long lunch meetings with clients is an outdated practice.

"They've grown up in the digital age and tend to favour digital channels for their convenience, speed and ability to multitask," said Martin Fox, managing director of Robert Walters Canada. "They don't make phone calls often, not even to their friends!"

Older generations, meanwhile, continue to value business phone calls and face-to-face meetings, with 49 per cent believing that less interaction will have a negative impact on relationships. At the same time, only 11 per cent of younger professionals believe calls and meetings are worthwhile.

According to Fox, younger team members may report feeling overwhelmed or disengaged during meetings or calls. Conversely, older employees may have a negative perception of their younger colleagues, feeling they over-rely on technology and questioning their interpersonal skills.

"It can lead to misunderstandings, frustration, inefficiency within teams and important messages may get lost in translation, which will hinder effective collaboration and teamwork," he said.

Without taking the time to foster understanding in the workplace, these differences in communication styles between generations can create tension in the workplace, according to Fox.

He suggests bridging the gap starts by understanding how preferences vary among employees.

"That will allow both sides to develop an understanding and empathy across generations, which will hopefully create a culture of inclusivity and acceptance of different styles," he said. "It's about coming to an agreement of what's going to work for us as a team. Another way to offer partnership programs where employees can learn from each other and gain insight into different communication styles."

AGE NOT ONLY FACTOR IN COMMUNICATION PREFERENCES

While generational differences are clear, Andrea Greenhouse said it isn't just age that dictates communication preferences.

"There's also personality differences, different learning styles," said Greenhouse, president of VisionVoice, an Ottawa-based internal communications consulting firm. "For example, introverts work very differently than extroverts. Introverts, if you're in a meeting discussing ideas, often won't speak up, so you need to give them alternate ways to communicate their ideas."

When it comes to navigating conflicting communication styles, Greenhouse said it isn't about finding a balance between gen Z and baby boomers' styles, but determining which channels work best for achieving the desired outcome.

"We have to be really clear about what we use, where to use it and why it's effective," she said. "It's really about the type of work you're doing and the type of outcome you're trying to achieve and making sure that you're using the right tool. It's about trying and learning and trying something else. Nothing is perfect and no channel is going to be perfect."

For example, while some older workers prefer face-to-face meetings, those meetings can still become a point of frustration for everyone if they aren't well thought out or if something's lacking in the company's communication ecosystem.

Greenhouse said many of her clients struggle with company-wide town halls because gaps in the company's communication system mean information wasn't being passed on to employees and, as a result, those in-person meetings often ended up going off script.

"The CEO would get up and talk about priorities and strategy, but people wanted to know when they were getting a raise," she said.

"A town hall is not the time to tell them that. But there was something missing in that communication ecosystem, where they weren't getting employee updates on salary. We really looked at the system and how different topics are effectively communicated through the right channels at the right time."

When it comes to the generational divide, Greenhouse added that, for both younger and older employees, a gap in skills or comfort can often be the source of conflict.

"Some of the older generation are not as tech savvy, they're not digital natives," she said. "With gen Z, they're a bit behind socially because of the pandemic. They spent their first years in the workforce behind a computer."

Jun 1, 2024 - Jun 30, 2024

Lead Generation

A snapshot of our digital lead generation

Top Outbound Clicks (Website Referrals to Partners and Community)

Event Action	Total Clicks
https://greatlakesmuseum.ca/	3,436
https://www.kingstonpride.ca/	1,731
https://www.forthenry.com/event/beerfest/	1,604
https://downtownkingston.ca/	1,458
https://parks.canada.ca/lhn-nhs/on/bellevue	901
http://www.1000islandscruises.ca/	761
https://artfestkingston.ca/	746
http://www.kingstonfoodtours.ca/	704
https://skeletonparkartsfest.ca/2024festival	558
https://treetoptrekking.com/parks/1000-islands	541

Paid Digital

A snapshot of our digital ads in market this month

Google Search - Search Warrant

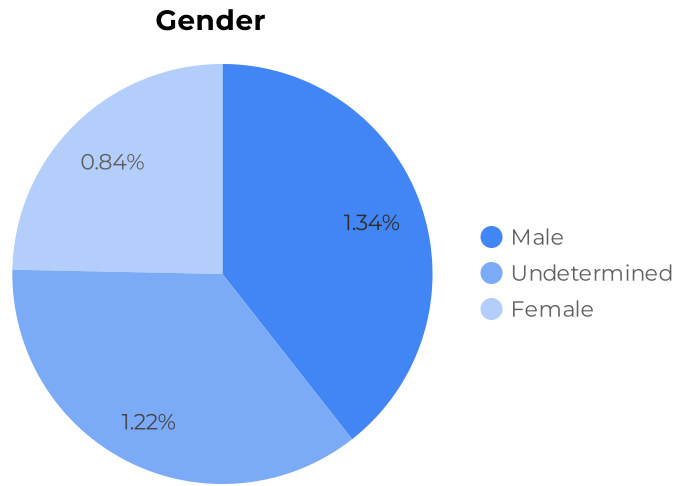
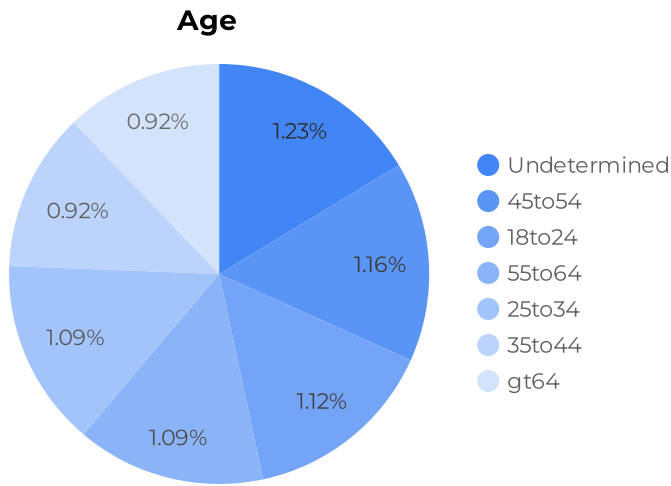
Session campaign	Impressions	Clicks	CTR	Views
KA:24 Things to do in June	35,866	8,949	24.95%	15,859
KA:24 June Events: Kingston Pride Parade	4,916	2,165	44.04%	2,607
KA:24 June Events: S.S. Keewatin	4,774	2,311	48.41%	2,620
KA:24 Business Events	3,944	199	5.05%	193
KA:24 June Events: YGK Craft Beer Fest	2,560	1,603	62.62%	1,671
KA:24 June Events: Bellevue House	1,224	293	23.94%	445
KA:24 June Events: Kayak & Canoe Rentals	942	221	23.46%	258
Grand total	54,226	15,741	29.03%	23,750

Website Audience

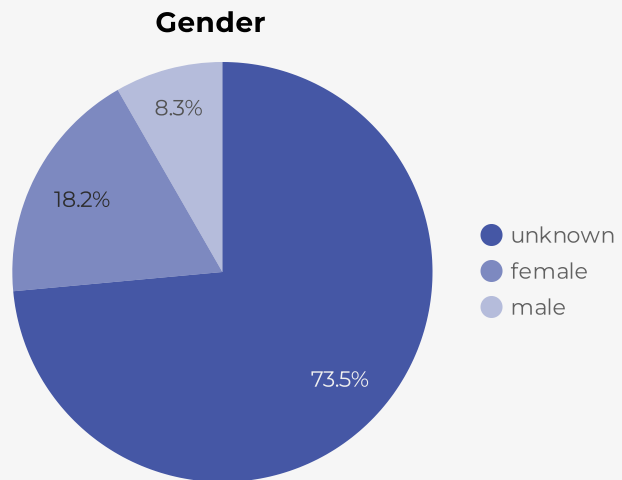
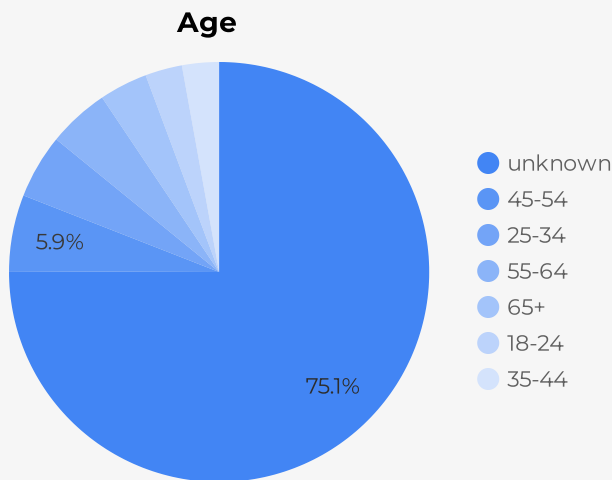
Jun 1, 2024 - Jun 30, 2024

A snapshot of the audience visiting our website

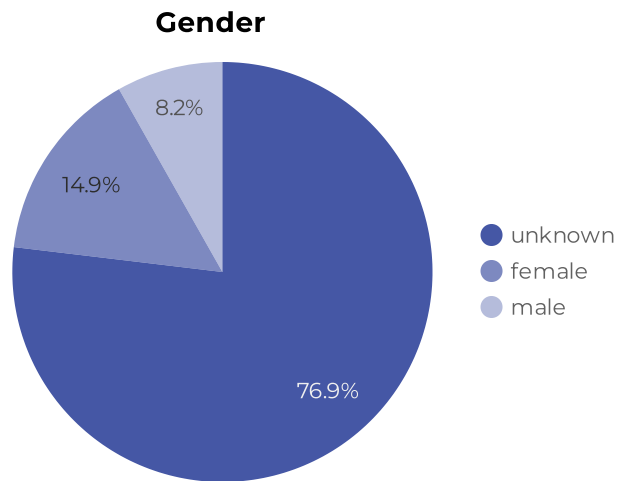
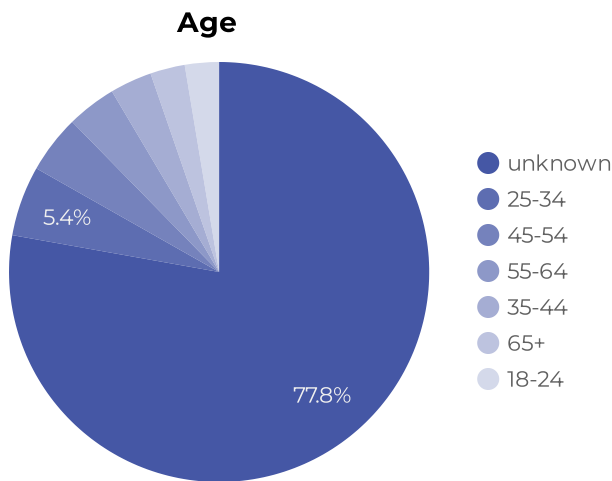
Click-through Rate by Audience on Google Ads



Hotel Leads by Audience



Operator Leads by Audience



— *Tourism* —
KINGSTON

End of Month Report

Submitted by **tartanbond**

April by the numbers

	2024 Total	April
Stories	880	530
Impressions	1,182,230,941	416,772,874
Direct	375/880	299/530

[CLICK HERE](#) to view full coverage report



Key Activities

- Distributed business events pitch
- Expanded the general briefing doc for the team on the total solar eclipse
- Drafted report for earned media surrounding the total solar eclipse
- Confirmed influencer deliverables and contract for Kirsten Wendlandt (June visit)
- Continued pitching media for historic visits and built out the framework for the itineraries
- Vetted and provided recommendations on media and influencer requests
- Submitted speaker application for TIAC Tourism Congress
- Met with Ignite/Adrenaline Magazines and shared CSAE Summer Summit opportunity with team
- Met with CAA Magazine and confirmed two upcoming stories
- Shared Destination Canada Corridor application notice



Select highlights



The Canadian Press
Impressions: 51,810 UVM

This article was syndicated to an additional 168 outlets, resulting in a total of 70,191,903 UVM

[LINK HERE](#)

Towns on solar eclipse's path of totality brace for a crush of visitors

Ontario is home to several other spots along the path of totality — where the full eclipse will be visible — including Hamilton, Belleville and Kingston.

A boat trip on Lake Ontario during the eclipse is one option for visitors to Kingston.

"The 1000 Islands Cruise does not typically open this early in their season," said Ashley Bradshaw, destination development manager at Tourism Kingston. "We don't usually see our major attractions open until late May and into the summer season."

Bradshaw added Kingston hotels have also seen an uptick in bookings, going as far back as last fall, and are expecting visitors from Japan, England and Finland.

Select highlights

OTTAWA BUSINESS JOURNAL

Ottawa Business Journal
Impressions: 48,462 UVM

[LINK HERE](#)

Eclipse a kickstart to summer tourism season for many communities in Eastern Ontario



Photo by Tim Forbes for Tourism Kingston

According to the CEO of Tourism Kingston — one of only a handful of Ontario cities in the path of totality for yesterday's solar eclipse — all the effort surrounding the event was well worth it, leaving the city poised for a promising tourism season.

An economic impact calculation will be conducted over the coming months, including reference data from credit card usage, cell phone data and other visitor information that will provide a sense of how significant the event was, said Megan Knott, adding she could not confirm the number of visitors in Kingston for the event. A news release from the City of Kingston said that the estimated number of visitors ended up being less than the initial projection of 500,000.

Select highlights



The Canadian Press
Impressions: 51,810 UVM

This article was syndicated to an additional 81 outlets, resulting in a total of 49,677,901 UVM

[LINK HERE](#)

Path of totality: Eastern Canada cities and towns to visit to view the solar eclipse

Path of totality: places to visit for the eclipse

Ontario

Kingston: Public places open for eclipse viewing include Lake Ontario Park, Fort Henry, LaSalle Secondary School, Maple Elementary School, Little Cataraqui Creek Conservation Area, Jim Beattie Park, J.R. Henderson Public School and Lion's Civic Gardens & Isabel Turner Library, among others.

Niagara: Public viewing areas in the Niagara Falls region include Old Fort Erie, Kingsbridge Park, Sandie Bellows Plaza at the Niagara Parks Power Station and Tunnel, Table Rock Centre, Queen Victoria Park, Oakes Garden Theatre, Botanical Gardens, Niagara Glen and Queenston Heights Park.

Port Colborne: The city will offer a number of public viewing points, including Vale Health and Wellness Centre, Lock 8 Gateway Park, Sugarloaf Harbour Marina, Downtown Port Colborne, Nickel Beach, Centennial Cedar Bay Beach and H. H. Knoll Lakeview Park.

Other places in the path of totality include: Burlington, St. Catharines, Belleville, Brockville and Cornwall.

Select highlights

HOTELIER

Hotelier Magazine
Impressions: 10,860 UVM

[LINK HERE](#)

PET-FRIENDLY HOTELS GEAR UP FOR NATIONAL PET DAY 2024

- Strata Kingston Hotel's Pet Package includes a Kingston-branded collar, leash and toy. The hotel will also make a donation to the Kingston Humane Society for each Pet Package check-in.
- Green Acres Inn's Pampered Pooch Package includes a dog bed, linens, dog bowls, treats, a Kingston-branded tug toy, collar and leash bundled in a Kingston-branded tote, as well as dog-walking maps and a list of pet-friendly patios in Kingston, Ont. A portion of the proceeds from this package are donated to Kingston Animal Rescue.

Select highlights

TORONTO SUN

Toronto Sun

Impressions: 2,705,095 UVM

Print reach: 114,977

[LINK HERE](#)

Also seen in [Winnipeg Sun](#) (227,102 UVM)

Kingston 'talks' the walk

The fact that Kingston has a historic self-guided walking tour comes as no surprise. But they also have food tours, a haunted walk, a waterfront pathway tour, a recreational trail tour and a Queen's University outdoor sculpture tour to name a few on an ever-expanding list. All are self guided and tied to downloadable apps.

During that fall visit, I had the opportunity to participate in a guided walking tour of the now decommissioned Kingston Penitentiary and at the time, the grounds were also used to showcase a fall arts exhibit (sculptures made out of pumpkins if you can believe it), which added yet another layer to what was already a unique experience.

My takeaway from that trip was that this former capital of Canada (1841-44) clearly has some advantages that not every city can easily replicate, from its history to its rich mix of amenities which no doubt benefit greatly from a large student population.

Upcoming Activities

- Build out itineraries for upcoming individual historic visits
- Draft outline for fact sheet on the importance of earned media
- Send follow-ups on the business events pitch
- Connect with targeted MICE publications for a CSAE fam/partnership
- Draft economic impact release and fact sheet
- Select a date for media training for new team members (end of May)

— *Tourism* —
KINGSTON

End of Month Report

Submitted by **tartanbond**

May by the numbers

	2024 Total	May
Stories	1028	148
Impressions	1,442,118,887	259,887,946
Direct	379/1028	4/148

[CLICK HERE](#) to view full coverage report



Key Activities

- Confirmed and hosted Toronto Guardian [May 25-27]
- Completed media vetting for TMAC
- Provided conference matrix update with action items and continued outreach
- Shared drafted economic impact release and fact sheet
- Submitted speaker application and confirmed Noelle as a panel moderator at the SYTA Conference
- Conducted virtual media training with Peter and Emma
- Continued conversations for upcoming visits with key media
- Facilitated upcoming CTV Morning Live Ottawa segment and prepared media brief for Andre
- Monitored LaSalle Causeway updates and updated media brief
- Provided recommendations for potential Forbes visit (DO/RTO9 collab - July 3-6)



Select highlights

THE GLOBE AND MAIL 

The Globe and Mail

Print Circulation: 160,115

Online Impressions: 5,975,945 UVM

[LINK HERE \(PRINT\)](#)

[LINK HERE \(ONLINE\)](#)

AFFORDABLE TRAVEL

Great Canadian escapes for less

With the cost of travel skyrocketing over the past few years because of inflation, more people are choosing to vacation closer to home. But even travelling domestically can still be expensive in Canada, where a return ticket across the country can cost \$600 to \$800, not to mention springing for a rental car when you land. If you're willing to skip the flight and drive your own vehicle, some cities and regions are cheaper than others. These five destinations are rich in experiences that don't require spending a fortune

FOR WALKABLE HISTORY

Kingston || Though it often flies under the radar for travellers, this city is for people of all ages – with historic sites, dozens of museums and memorable shopping experiences

A stroll through the Princess Street Promenade and Springer Market Square will give you a quick feel for what the historic downtown is all about: small artisan shops, quaint vibes and community events. Visiting during one of the Doors Open Kingston & Area events (July 20, Aug. 24 and Sept. 28) can be well worth your while for a behind-the-scenes look at Kingston City Hall, Babcock Mill, the Perth Museum and several other sites. The city's arts and culture scene is surprisingly vast, and visitors can learn about it through self-guided tours that explore film, literary and musical landmarks, including ones connected to the Tragically Hip.

HOW TO STAY WITHIN BUDGET Kingston is easily accessible by Via Rail from Toronto, Ottawa or Montreal. Once there, the city is easy to get around by foot, bus or the Kingston Trolley. The latter is part of the K-Pass (\$109 to \$159), which is a great way to reduce costs. It includes admission to some of the top attractions, such as Fort Henry, the Great Lakes Marine Museum, 1,000 Islands cruises and the Kingston Penitentiary. For more savings, Visit Kingston offers various getaway packages that feature accommodations, entertainment, spa treatments and meals.



Top: Kingston's K-Pass, which ranges from \$109 to \$159, includes admission into the Kingston Penitentiary, top, and Fort Henry, above. JORDAN MILANI (TOP); DWAYNE BROWN STUDIO (ABOVE)

Select highlights



Global News Kingston
Broadcast Reach: 17,900
Online Impressions: 7,990,810 UVM

[LINK HERE \(BROADCAST\)](#)

[LINK HERE \(ONLINE\)](#)



Select highlights



Ottawa Road Trips
Impressions: 37,416 UVM

[LINK HERE](#)

Kingston re-embraces its Lake Ontario waterfront—and you should, too!

As public access to Ottawa's namesake river continues to evolve and improve—hello, Westboro Beach redevelopment, and thank you, [NCC River House!](#)—the folks who run this city might want to take a closer look at what's happening two hours southwest of the capital along Lake Ontario in [Kingston](#).

After a three-year consultation process, the Limestone City unveiled its Waterfront Master Plan in 2017. The document identified and prioritized 38 public spaces to renew or develop along 280 kilometres of shoreline, including [Breakwater Park](#) and the [Gord Edgar Downie Pier](#), an amazing place near the Queen's University campus to jump into Lake Ontario on a hot day.

Beyond all this work, Kingston abounds with things to do on or around the water. Last summer, I spent some time exploring aquatic options for visitors and left with one conclusion—I need to return!

Upcoming Activities

- Finalize itinerary and host influencer, Kirsten Wendlandt [June 4-6]
- CTV Morning Live Ottawa segment [June 11]
- Continue pitching summer leisure messaging with a focus on new historic attractions
- Continue to action conference items on behalf of TK team (as outlined in matrix)
- Conduct TMAC prep call and pull together detailed brief on media
- Share Q3 earned media plan/the next 90-day plan and detailed workback
- Begin pulling together wedding pitch
- Confirm visit dates with Toronto Sun, Canadian Geographic, Le Devoir and others

— Tourism —
KINGSTON

End of Month Report

Submitted by **tartanbond**

June by the numbers

	2024 Total	June
Stories	1197	169
Impressions	1,499,040,465	56,875,578
Direct	383/1197	4/169

[CLICK HERE](#) to view full coverage report



Key Activities

- Hosted Influencer Kirsten Wendlandt [June 4-6] and followed up on contract deliverables
- Prepared media brief and submitted b-roll for CTV Morning Live Ottawa segment [June 11]
- Conducted TMAC prep call and provided detailed notes on confirmed media, as well as recommended media
- Shared approval of SYTA panel with team and provided continuous updates
- Shared Sustainable Film Forum opportunity
- Distributed summer leisure pitch
- Provided feedback on Monday.com influencer forms
- Gathered details for wedding pitch
- Confirmed visit dates for Toronto Sun [July 19-21]
- Introduced new team members: Bojana, Associate Director and Eloise, Senior Account Executive
- Delivered and reviewed 90-day plan
- Met with The Globe and Mail to discuss press trip
- Shared speaker opportunity for Joanne at ESports NEXT and updated the conference matrix
- Confirmed Ted's interest as speaker for Canadian Innovation Conference
- Contacted Ontario Tourism Summit to inquire about speaker opportunities



Select highlights



CTV Morning Live Ottawa

Broadcast viewership: 186,000

Online Impressions: 1,046,053 UVM

[LINK HERE \(BROADCAST\)](#)

[LINK HERE \(ONLINE\)](#)



Select highlights



Toronto Guardian Impressions: 25,838 UVM

[LINK HERE \(ONLINE\)](#)

It's been well over 20 years since I last visited Kingston, Ontario. But like many, the recent pandemic had us rethinking where we can escape from the city for a quick getaway. We found ourselves exploring Canada more than ever before and in our own backyard of Ontario, we know there are many gems just waiting to be discovered and revisited.

Situated approximately 3 hours drive from both Toronto and Montreal, Kingston is a central and vibrant city with lots to offer. More than a pit stop, we found there was much more to do to make this destination a perfect multi-night stay getaway. Attractions are on, and off, the water and suitable for all ages. There are more than 40 museums, national historic sites, art galleries, archives, and one UNESCO World Heritage Site.

THINGS TO DO IN KINGSTON:

S.S. Keewatin: this new attraction just opened this past May and is a jewel that sits in the harbour at the Great Lakes Museum. One of the world's last remaining Edwardian-era passenger steamship liners has a permanent home here in Kingston. The historic luxury ship was famous for its passenger experiences that was built in 1907 the same era as the Titanic. Luckily, this ship had no disasters during its run. S.S. Keewatin retired in the 1960s. The ship has been meticulously restored and incorporates heirloom pieces and artefacts donated by families and collectors. It may just be the closest we get to getting a feel for the Gilded Age. Oh, what it must have been like to travel on such a steamship! The guided tours explore the various classes of accommodations as well as offer insight into the life of those who worked on such a grand ship. There are two guided experiences — one of the passengers, and the other the engine room that takes visitors to the belly of the ship. This is a permanent attraction and one of the last remaining ships of the era and an extraordinary look at this travel life in the early 1900s. Suitable for all ages, however, there are steps and step-overs to manoeuvre around. Learn more [here](#).



Page 621 of 694

Bellevue House National Historic Site: if you had visited this landmark 1840s house that was also the home of Sir John A. Macdonald in the past, you'll want to revisit it now. After an extensive restoration the popular site didn't just get an aesthetic refresh, the reimagined Bellevue House has updated the National Historic Site to include many voices. No doubt the first Prime Minister of Canada had much influence on our country's history. Today, this important attraction offers various perspectives and will inspire conversations about Canada's complex story and history. A guided tour is highly recommended and there are several options depending on the audience and the time allocated. The house has been restored to offer visitors an immersive experience. We were inspired by the conversations about women and equality, the Indigenous voices as well as the Chinese head tax history. The stories shared here are also about personal as well as national identity. Also worth noting is the Indigenous artwork throughout. We learned there was, and is, consultation within both the Indigenous and Chinese communities in bringing these stories to the forefront. While acknowledging the past we can help move the country forward with more thought and understanding. Suitable for all ages — there's a kid's scavenger hunt and hands on activities to engage everyone. Learn more [here](#).



Select highlights

NARCITY

Narcity

Impressions: 1,662,351 UVM

[LINK HERE](#)

12 short and sweet road trips from Ottawa that aren't just to Montreal

Address: Kingston, ON

Why You Need To Go: Did you know that Kingston was once the capital of Canada? This beautiful lakeside city lies only a two-hour drive from Ottawa. You can check out a historic military fort, tour Canada's oldest maximum-security prison or shop along the beautiful and vibrant Princess Street in Kingston's downtown.

There's plenty to get up to in Kingston, which is why it's perfect for a little weekend getaway. Sprinkled all throughout town are some truly amazing and tasty restaurants that offer all different kinds of cuisine.

No matter whether you're looking for a romantic getaway, a quick family vacation or a patio-hopping weekend with friends, Kingston will have something for you.

[Visit Kingston website](#)

Select highlights



Influencer: @inspiredbyhertravels
Campaign Impressions to Date: 522,000

[LINK TO REPORT](#)



[LINK TO REEL](#)

Upcoming Activities

- Confirm visit date for Globe and Mail and visit with Neptune and Salacia
- Finalize itinerary for Toronto Sun visit (July 19 – 21)
- Host Toronto Sun
- Confirm visit dates for tartanbond team to experience Kingston
- Share pitch for summer Olympics
- Align on influencer selection for visit to create wedding-focused content
- Earned media one pager for partners
- Begin gathering details for agri-tourism (August pitch)
- Continue summer leisure follow-ups
- TMAC debrief
- Confirm visit dates with Canadian Geographic and Le Devoir



Tourism Kingston
177 Wellington Street, Suite 200
Kingston, Ontario
K7L 3E3

– *Tourism* –
KINGSTON



**City of Kingston
Information Report to Council
Report Number 24-217**

To: Mayor and Members of Council
From: Lanie Hurdle, Chief Administrative Officer
Resource Staff: None
Date of Meeting: August 13, 2024
Subject: Quarterly Report: Kingston Economic Development Corporation
– Q2 2024

Council Strategic Plan Alignment:

Theme: Regulatory & compliance

Goal: See above

Executive Summary:

In accordance with the Service Level Agreement entered into between the City of Kingston and Kingston Economic Development Corporation ([Report Number 21-014](#)), the attached report (Exhibit A) provides detailed reporting on Q2 2024 for the Economic Development Organization (EDO). Section 2.0 “Transparency, Reporting and Accountability” of the Service Level Agreement indicates “The EDO will be accountable to the Council of the City of Kingston in the performance of the activities and services provided in accordance with the provisions of this Agreement and /or as determined in the approved annual operating budget.” Specific direction to EDO on reporting is included in Section 2.2 which reads in part:

“2.2 The EDO shall communicate with the City as follows:

- a) Annually, by way of the draft budget, annual work plan and the Integrated Economic Development Strategy as updated to reflect the priorities of City Council;*
- b) Annually, by way of the Annual Financial Report as required by Clause 4.6 of this Agreement;*

August 13, 2024

Page 2 of 4

c) Quarterly, by way of Activity Reports to demonstrate the progress of the EDO in achieving the Integrated Economic Development Strategy and the impact of the EDO's actions and programs on the key performance measures of economic development as set out in Appendix B of this Agreement. The Quarterly Reports shall form the basis of an Annual Year in Review Report to Council. All Activity Reports shall be publicly accessible;..."

The attached report is provided in fulfillment of the quarterly reporting requirement noted above.

Recommendation:

This report is for information only.

August 13, 2024

Page 3 of 4

Authorizing Signatures:

ORIGINAL SIGNED BY CHIEF

P.P. 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
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required

August 13, 2024

Page 4 of 4

Options/Discussion:

Exhibit A to this report provides an activity report from Kingston Economic Development Corporation on results for Q2 2024.

The Integrated Economic Development Strategy was approved by Council on December 15, 2020 ([Report Number 21-012](#)). The key performance measures as set out in Appendix B of the Service Level Agreement, and as outlined in EDO's quarterly reports, demonstrate the progress of the EDO in achieving implementation of the Integrated Strategy.

Existing Policy/By-Law:

Council [Report Number 21-014](#) dated December 15, 2020

Notice Provisions:

None

Financial Considerations:

Section 4 of the Service Level Agreement relates to financial operations and provides clear parameters on funding to EDO to undertake its core activities.

Contacts:

Lanie Hurdle, Chief Administrative Officer 613-546-4291 extension 1231

Other City of Kingston Staff Consulted:

None

Exhibits Attached:

Exhibit A - Kingston EcDev Q2 2024 Report

July 24, 2024

Lanie Hurdle, Chief Administrative Officer
City of Kingston
216 Ontario Street
Kingston, ON, K7L 2Z3

Dear Ms. Lanie Hurdle,

RE: Q2, 2024 Service Level Agreement Performance Measures

Please accept this summary report for activities undertaken by the Kingston Economic Development Corporation in Q2 (April – June) 2024.

This quarter, we emphasized strategic collaborations within our sub-sectors, notably the 3rd annual Kingston-Syracuse Pathway Conference which focused on advancing health and economic development through research and innovation. This event strengthened our ties with U.S. partners and bolstered our Health Innovation sector. In addition, we actively participated in significant sector related events including BIO, Ontario Centre of Innovation's DiscoveryX, Collision and the Automotive Parts Manufacturers' Association summit. Notably, our participation in the BEV In-Depth: Mines to Mobility Conference led to the formation of the Kingston-Greater Sudbury Critical Minerals Alliance, fostering innovation in mining and clean-tech sectors.

This quarter also saw the celebration of local entrepreneurs. The Black Entrepreneurship Ecosystem of Southeastern Ontario recognized twelve outstanding local Black entrepreneurs with microgrants, while the Building Inclusive Communities: Newcomer Entrepreneurship Awards, hosted in partnership with Kingston Immigration Partnership and St. Lawrence College, honoured three newcomer entrepreneurs for their significant contributions to the community. Kingston Young Professionals (KYP) announced their second annual 40 Under 40 Awards - nominations for this year's distinguished group of young professionals are now open and will be announced at their event in the fall.

The continued collaboration between Kingston Economic Development and local businesses, health innovation and sustainable manufacturing sectors reinforces Kingston's position as a leading location for investment and economic growth. This was reflected in Startup Blink's announcement that Kingston is the top small city in Canada for its startup business ecosystem.

If you have questions or seek clarification, please do not hesitate to contact me.

Sincerely,



Donna Gillespie
Chief Executive Officer

cc. Ms. Anne Vivian-Scott, Chair, Kingston Economic Development Board of Directors



Q2 2024 Report

KINGSTON

— *Economic Development* —

Quarterly Report – Q2 2024

Corporate Updates

Community

Kingston hosted the 3rd annual **Kingston-Syracuse Pathway Conference** on April 9, 2024, at the Delta Kingston Waterfront. This year's theme was **Advancing Health and Economic Development through Research and Innovation**. Colleagues from both sides of the border gathered to exchange ideas and opportunities in the health and life sciences space. Prior to the conference, on April 8, Kingston Economic Development hosted a **Solar Eclipse** viewing party for the Syracuse colleagues on the Royal Block building's rooftop patio.

Abby Fitzhugh, Operations Coordinator, and Simon Denford, Business Programs & Community Outreach Coordinator, represented Kingston Economic Development at the annual **Kingston Pride Festival** on June 15. As a 2SLGBTQI+ friendly service provider with **Rainbow Registered Accreditation**, Abby and Simon had the opportunity to share the programs offered for small business owners and entrepreneurs with Pride Festival attendees and provided outreach to local vendors at the Pride Vendor Market.

The Kingston Economic Development team had the pleasure of touring Kingston's latest marine attraction, the **S.S. Keewatin**, at the **Great Lakes Museum**. The team appreciated the historical significance of this piece of Canadian history as they explored the vessel and witnessed the dedicated efforts of the Great Lakes Museum in restoring the steamliner. Attractions like the S.S. Keewatin are vital to Kingston's tourism industry, which significantly contributes to the local economy by drawing visitors and supporting local businesses.

Staff Updates

Kingston Economic Development welcomed **Daniel Solorio** as the new **Marketing & Communications Manager**. With 15 years of experience in advertising, creative marketing strategy, and media entrepreneurship research, Daniel is a valuable addition to the team. He recently earned graduate certificates in Project Management and Digital Marketing Communications. With great appreciation, Kingston Economic Development said farewell to Nour Mazloum, who dedicated five years of exemplary service to the Kingston community. Nour began her new role as the Executive Director of the Peterborough DBIA in early June, and we wish her outstanding success.

Kingston Economic Development was approved for funding through **Canada Summer Jobs**, adding 2 positions to the team. **Gianni Itegeli** began his 16-week summer contract as a **Health Innovation Assistant** on May 27, assisting Investment Manager

Ben McIlquham with administrative tasks and research. Additionally, **Abby Fitzhugh** started her full-time permanent role as **Operations Coordinator** on May 1.

AI for Economic Development

AI Strategist Claire Bouvier led an informative Team Lunch & Learn session on **Utilizing AI for Economic Development** with the Kingston Economic Development team. This session highlighted AI's potential to optimize workflow, gain market insights, collect client data, and analyze performance metrics



Attraction & Aftercare

Sustainable Manufacturing

The Kingston Economic Development Corporation and **The Greater Sudbury Development Corporation** announced an alliance at the **BEV In-Depth: Mines to Mobility Conference** on May 29. The two corporations entered a **Memorandum of Understanding, The Kingston–Greater Sudbury Critical Minerals Alliance** to foster innovation and enhance collaboration by connecting mines, clean-tech, and mineral processing technology companies within the value chain. City of Kingston Mayor Bryan Paterson highlighted the alliance's benefits as an opportunity to advance together, maximize strengths, and achieve mutual objectives.

On June 6, **Cyclic Materials** opened its **Hub100 plant** in Kingston. This facility uses the new REEPure™ technology to recycle 100 tonnes of magnetic material per year. It produces reusable rare earth oxides, nickel, and cobalt hydroxides, showing the commercial potential of this recycling method and supporting a sustainable supply chain for critical metals.

Shelley Hirstwood, Director of Business Development, and Abdul Razak Jendi, Investment Manager – Sustainable Manufacturing, attended the **Automotive Parts Manufacturing Association (APMA) Summit** on June 11. The summit highlighted the evolving narrative around EVs, focusing on industry approaches and supply chain solutions, including diversifying battery chemistries and government incentives. The APMA Summit is a key event that brings together government leaders in the EV sector, providing a strategic opportunity to connect with ministers about ongoing activities and initiatives.

Health Innovation

On April 10, **PapEasy**, an innovative cervical cancer screening prototype, held a ribbon-cutting ceremony in their new lab space at Providence Care Hospital. With assistance from Ben McIlquham, Norman Musengimana, and Shelley Hirstwood, this acquisition was made possible through the HI-YGK program, highlighting the impressive innovation and collaborative support within Kingston's startup ecosystem.

At the beginning of June, Ben McIlquham, Investment Manager - Health Innovation, and Abdul Razak Jendi, Investment Manager - Sustainable Manufacturing, attended the **BIO International Convention** in San Diego, CA, with partners from Invest Ontario, Invest in Canada, and Global Affairs Canada. As the largest biotechnology event, the convention attracted 20,000 industry leaders. This key life science event facilitated over 50 company meetings and fostered essential partnerships, targeting companies in the growth stage seeking potential expansion into Canada.

Congratulations were in order for Kingston's **Octane Medical Group**, which announced the acquisition of B. Braun Group's global orthobiologics business by their new venture, **Biotherapeutics (BioTx)**. This acquisition advances regenerative medicine and positions Kingston as a frontrunner in the life sciences sector.

Mid-June, Kingston Economic Development Corporation was represented by Ben McIlquham, Norman Musengimana, and Shelley Hirstwood at this year's **Collision Conference** in Toronto. They discussed investments in Kingston with **Minister Victor Fedeli**, aligning with the Provincial mandate to foster innovation and economic growth. Additionally, they participated in the **Austrian Business Breakfast** and the Central Eastern European Tech Forum, engaging with international partners and businesses to build global connections and explore collaborative opportunities.

Agri-Food Industry

On April 12, Rob Tamblyn spoke at the **A to Z of Getting Your Food Products to Market** event hosted by the City of Kingston in partnership with the Township of South Frontenac to share opportunities and resources available for food production businesses.

On May 15 and 16, Abdul Razak Jendi attended the **SIAL Show** in Montreal as part of the **Ontario East Economic Development Commission** booth. SIAL Canada, the premier meeting point for the Canadian agri-food industry and a gateway to international markets, featured over 1,000 exhibitors from 44 countries and attracted 21,000 professional visitors. The event provided an opportunity to meet with companies and present the value proposition of locating in Kingston.

Housing and Economic Drivers

Shelley Hirstwood presented on the **Housing and Economic Drivers** panel at the **Eastern Ontario Housing Summit**, hosted by the **Greater Ottawa Home Builders Association**. The panel included economic development colleagues Jay Amer, Rhonda Keenan, and Bob Peters, discussing how economic development has evolved and the critical role of housing and infrastructure in both short- and long-term planning.



Business Retention & Expansion

Funding Local Businesses

Kingston Economic Development hosted the **Tap into Funding Breakfast** on May 6, welcoming industry leaders and entrepreneurs to present funding and support programs for local businesses. Presenting partners included the Federal Economic Development Agency for Southeastern Ontario, Ministry of Economic Development, Job Creation and Trade, BDC, Canadian Manufacturers & Exporters, Queen's University, St. Lawrence College, and Mitacs.

Community Initiatives

Kingston Economic Development had the pleasure of collaborating with an interdisciplinary research team during the **Queen's University PhD-Community Initiative**. This program connects PhD students with local organizations to address community challenges. Kingston Economic Development collaborated with a research team on ways to inspire and address barriers faced by newcomers pursuing entrepreneurship.

Talent Strategy

Kingston Economic Development Corporation was honored to collaborate with INNOVA Solutions and I2C Immigration Consulting for the **Kingston's Economic Advantage: Dynamic Inclusion Talent Strategy** discussion on June 26. Shelley Hirstwood served as a moderator for a panel discussion on ideas for inclusion and talent strategy and was joined by Meghan and Jamie from INNOVA, Sunita Gupta from I2C Immigration Consulting, and co-panelists Kayla Kent, CHRL, and Mike Schmidt.

Workforce

On June 13, Kingston Economic Development attended a community outreach meeting with Frank O'Hearn, Executive Director, and Sandra Wright, LMI Analyst from the **Eastern Workforce Innovation Board (EWIB)**, to discuss and identify labor market challenges faced by job seekers and employers. Key topics included the overall improvement of workplace retention compared to previous years, succession planning for business owners interested in retiring or selling their business, and the challenges newcomers face when entering the Canadian workforce.

The **Kingston Young Professionals Annual Summer Networking Event** was hosted at the **Kingston Yacht Club** on June 26. This networking event was generously sponsored by **Cunningham Swan Carty Little & Bonham LLP**. During the Kingston Young Professionals Summer Networking Event, the **2nd Annual 40 Under 40 Awards** announced it is accepting nominations for the next group of outstanding local young professionals. The 40 Under 40 Awards recognize dedicated young professionals in Kingston who are leading in their contributions and initiatives within the community. The **40 Under 40 Awards Gala** will be hosted at the Frontenac Club on September 18.



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Start-ups and Entrepreneurship

StartupBlink

StartupBlink's 2024 Global Startup Ecosystem Index ranked Kingston as one of the top 10 small cities in Canada for startups for the fifth consecutive year. Kingston received notable recognition, ranking 10th globally and 1st in Canada for Clean-tech, 4th in Canada for Health-tech, and 5th in Canada for Energy & Environment. Norman Musengimana, Business Development Manager for Startups & Entrepreneurship, attended the annual conference virtually to highlight the strength of Kingston's growing startup economy.

Black Entrepreneurship Ecosystem – Southeastern Ontario

The **Black Entrepreneurship Ecosystem (BEE) – Southeastern Ontario Celebration and Awards Night** took place on May 11. Twelve local Black-owned businesses, Sparkle Cakes, Ella's Cuisine, Rumble Fitness, JD Physiotherapy Clinics, OMGosh BBQ, MO's Dainty Bites, Union 108 Yoga & Lifestyle Inc., Wakey Wacks Company, Blossom African Foods, Amiola, AFOMA Marketplace, Eudokas International Inc., were awarded a Business Enhancement Grant, donated by local business leader **Dan Desjardins** of **Distributive**, in recognition of their remarkable contribution to the Kingston business landscape.

Kingston Newcomer Entrepreneurship Awards

Kingston Economic Development, in partnership with Kingston Immigration Partners (KIP) and St. Lawrence College, hosted the **2024 Newcomer Entrepreneurship Awards** in May. The awards ceremony celebrated three recipients who have made exceptional contributions to Kingston's economy and community, with awards granted for Newcomer Startup of the Year (Isabelle & Pierre Tardiveau, Sens Café), Community Builder (Tarek Hussein, Weller Pharmacy and MedaKi), and Inspirational Newcomer (Rathi Perumal, Uyir Engineering).

Partnerships

Rob Tamblyn, Business Development Manager – **Small & Medium Enterprises**, adjudicated the **Innovate & Elevate Pitch Night** at St. Lawrence College. This event provided student entrepreneurs with the opportunity to share their business ideas and compete for a life-changing trip to attend the European Innovation Academy in Portugal.

Kingston Economic Development, in partnership with Queen's Partnership and Innovation, Dunin-Deshpande Queen's Innovation Centre, St. Lawrence College, KPM Accelerate, and GreenCentre Canada, participated in the **DiscoveryX Conference** hosted by the Ontario Centre of Innovation on April 17 and 18 in Toronto. DiscoveryX is Canada's premier innovation event, bringing together over 3,000 entrepreneurs, investors, researchers, government, and industry leaders.

Starter Company Plus

The **2024 Starter Company Plus** cohort concluded their training at the end of April. Out of 32 participants, 9 outstanding entrepreneurs received microgrant funding totaling \$28,000 to grow their businesses. This year's cohort included Shirin Shafiei Zadeh (Wemmigration), Jillian Murphy (myoKingston Pain Clinic), Sky Skrotzki (EDITLESS), Michella Kaduc (Wild Lily Seed Co.), Cedric Pepelea (Cedric Pepelea Consulting), Elisa Corrigan (Rampant Kitchen), Aimee Shaw (Evergreen Health Collective), Peter Young (Virtual Encounters), and Jessica Green (Flourish Psychotherapy Kingston).

Summer Company

Twelve students began their journey in entrepreneurship on June 3 as participants of the **Summer Company program**. Participants include Matthew Kong (Portal Wear), Elli Parsons (EGL Graphics), Corben Enright (Corben's Rooster Ranch), Sterling Seunarine (Silver Candles), Black Aylesworth (A+ Lawn Services), Ian Sheppard (Scrub n' Shine), Nathan Kashira (SkyShot Kingston), Yamen Abuelyazed (Urban Greens), Ben Renwick (No Splat Painters), Kaie Bain (Backyard Swimming Lessons with Kaie), Caiden Chase (Gear Glow Details), Griffin Wicke (TimeSavers). These young entrepreneurs will receive grant funding of \$3,000 to start their own business. Led by Simon Denford, Business Outreach & Community Programs Coordinator, Kingston Economic Development provides business mentorship from local business leaders and valuable guidance towards success.

Small Business Enterprise Centre (SBEC)

Kingston Economic Development received 2 years of funding from the Small Business Enterprise Centre (SBEC) Program, effective April 1, 2024, with \$50,000 in additional funding from the Treasury. This provincial grant allows continued support for small and medium-sized business owners, entrepreneurs, and start-up companies. With the approval of the Transfer Payment Agreement (TPA), Kingston Economic Development will continue offering SBEC Core, Starter Company Plus, and Summer Company programs. Kingston Economic Development and KMPG LLP will begin the **2022-2024 Small Business Enterprise Centre (SBEC)** audit on July 16



Media Coverage & Success Stories

During this period the media highlighted the Sudbury Kingston Alliance, the opening of the cancer research lab at Providence Care Hospital, and directly from Kingston Economic Development the Starter Company Plus program, 40 under 40 nominations opening, and the Newcomer Entrepreneur Awards.

- Kingstonist, Apr 10 – [Cervical cancer research lab opens at Providence Care Hospital](#)
- Cornwall Seaway News, Apr 15 – [Top students of SLC Innovate and Elevate to attend European Innovation Academy](#)
- Kingston Whig- Standard, Apr 25 – ['A dream come true'; Providence Care partnership will assist cervical cancer screening research](#)
- Kingstonist, May 15 – [Kingston tourism and economic agencies petition feds over LaSalle Causeway closure](#)
- Kingstonist, May 29 – [Three Kingston businesses recognized with 2024 Newcomer Entrepreneur Awards](#)
- Kingstonist, May 30 – [Kingston, Sudbury enter alliance to foster collaboration on mineral processing technology](#)
- Corporate Knights, Jun 5 – [This Canadian city is finding rare earth minerals needed for the green transition through recycling](#)
- The Sudbury Star, Jun 6 – [Cyclic Materials Opens "Hub100" Facility for Production of Recycled Mixed Rare Earth Oxide](#)
- Kingston This Week, Jun 13 – [Kingston, Sudbury join forces to create electric vehicle solutions](#)
- Kingstonist, Jun 18 – [10 local businesses selected for Starter Company Plus 2024 cohort](#)
- Frontenac News, Jun 19 – [Frontenac News - Canadian Digital Adoption Program](#)
- Newsroom Ontario, Jun 20 – [2022 and 2023 Champion of Diversity Award Recipients](#)
- Electric autonomy Canada, Jun 21 – [Sudbury continues to fuel EV supply chain conversation](#)
- Kingstonist, Jun 27 – [Nominations open for 2024 Kingston Young Professionals 40 Under 40](#)

2024 Measurements

Attraction & Aftercare	Q1 2024	Q2 2024	Q2 2024 Totals	Q2 2023	2023 Totals
Investment Inquiries	12	9	21	19	79
Health Innovation Inquiries	0	0	0	1	13
Sustainable Manufacturing Inquiries	1	9	10	7	27
Leads Generated	38	65	103	78	168
Leads Generated – Health Innovation	23	46	69	43	86
Leads Generated – Sustainable Manufacturing	14	12	26	3	41
Site Visits	3	4	7	-	-
Familiarization Tours	2	1	3	-	-
Business Attraction Active Opportunities	71	74		66	
Business Attraction Active Opportunities – Sustainable Manufacturing	46	47		16	
Business Attraction Active Opportunities – Health Innovation	22	22		44	



Business Retention & Expansion	Q1 2024	Q2 2024	Q2 2024 Totals	Q2 2023	2023 Totals
Inquiries	157	107	264	95	322
Health Innovation Inquiries	1	0	1	0	3
Sustainable Manufacturing Inquiries	5	6	11	3	10
Small Businesses Supported with Grants	37	38	75	59	113
Value of Grants to Businesses	\$87,046	\$78,777	\$115,823	\$141,759	\$264,234
Company Site Visits	11	6	17	-	-
Business Retention & Expansion Active Opportunities	20	22		28	
Business Retention & Expansion Active Opportunities - Sustainable Manufacturing	8	9		12	
Business Retention & Expansion Active Opportunities – Health Innovation	12	13		15	

Start-ups & Entrepreneurs	Q1 2024	Q2 2024	Q2 2024 Totals	Q2 2023	2023 Totals
Inquiries for Support	113	62	175	69	285
Consultations Provided	293	215	508	204	738
Events & Activities Hosted	36	25	61	67	196
Persons Attending Programs & Events	125	638	763	469	2,094

Marketing & Communications

Social Media

Kingston Economic Development manages social media campaigns on multiple online platforms ie. Twitter, Facebook, Instagram, LinkedIn.

@investkingston shares information targeting the Kingston area and business community. It showcases events and activities, enhances lead-generation efforts with paid social media campaigns, and celebrates new investments and activities in the community.

The slight declines in audience on Facebook, X, and Instagram continue, as well as significant growth on LinkedIn and YouTube. This behaviour is aligned with our efforts to create content targeting professionals and businesses.

@investkingston	Facebook	X (Twitter)	Instagram	Google My Business	YouTube	LinkedIn
Followers/ Likes (End of quarter)	11,496	14,304	15,892		363	8,230
Followers/ Likes (Start of quarter)	11,609	14,342	15,999		357	7,623
% Change over previous quarter	- 0.9%	-0.2%	- 0.6%		1.6%	7.9%
Organic Impressions		30,495				137,411
Organic Reach	31,034		35,963			
Paid Impressions	-	-				-
Actions (Visit website, request directions, call)				410		
Searches				527		
Video Views					56,904	
Demographics (Most popular)						
Age	55-64		25-34			
Gender	Women		Women			
Location	Kingston		Kingston			Kingston

investkingston.ca

The Kingston Economic Development website - investkingston.ca realized over 24,300 visits in Q2, 2024. There is a 29% decline compared with Q1, in correlation with the closing registration period of programs Starter Company Plus and Summer Company. Visits to the home page, team and major employers are the top three pages with 71% of the visits. Other pages like, CDAP, career and events account each for 5% of the visits. To review detailed quarterly website reports, please contact Daniel Solorio, Marketing & Communications Manager at solorio@investkingston.ca.

Email Communications

Every Monday morning, a weekly Small Business Digest is distributed to an audience of over 1,500 individuals, offering them the latest business events, valuable insights on support programs and funding opportunities and it has an average 39% open rate. Additionally, quarterly newsletters are dedicated to strategic sectors – health innovation and sustainable manufacturing with 49.1% and 37% open rates respectively. The Kingston Young Professionals newsletter is published bi-monthly with networking opportunities for young professionals in Kingston with a 61.4% open rate.

KINGSTON

— Economic Development —

June 2024 YTD Financial Summary

For the Sixth Month Ending
Sunday, June 30, 2024

50% Through Year

	Actuals	Budget	% To Date
Revenues:			
City Funding	\$ 769,378	\$ 1,538,757	50%
Provincial Funding	\$ 54,210	\$ 427,685	12.68%
Federal Funding	\$ 95,988	\$ 1,359,802	7.06%
Investment & Bank Interest	\$ 7,476	\$ 40,000	18.69%
Other	68,023	\$ 160,000	42.51%
Total Revenue	\$ 995,075.00	\$ 3,526,244	28.22%
Expenditures:			
Salaries & Wages	\$ 573,144.00	\$ 1,251,044	45.81%
Overhead			
Administration	\$ 106,046	\$ 222,500	47.66%
Boards & Committees	\$ 2,423	\$ 7,500	32.31%
Human Resources	\$ 4,299	\$ 10,000	42.99%
Marketing Communications	\$ 34,919	\$ 65,000	53.72%
Projects			
Attraction & Aftercare	\$ 100,601	\$ 150,000	67.07%
Business Retention & Expansion	\$ 119,914	\$ 255,000	47.03%
Start Ups & Youth Business	\$ 91,579	\$ 150,000	61.05%
Funding Programs	\$ 121,719	\$ 1,415,200	8.60%
Total Expenditures	\$ 1,154,644	\$ 3,526,244	32.74%
Annual Surplus/(Deficit)	-\$ 159,569	\$ -	-

KINGSTON

Global Talent Local Business

Celebrating Kingston's Newcomer Entrepreneurs

2024

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Welcome

On behalf of the Kingston Economic Development Corporation and the Kingston Immigration Partnership, we are delighted to recognize the invaluable contributions made by newcomers to our vibrant city. It is our pleasure to come together and celebrate the entrepreneurial spirit and innovation of newcomer entrepreneurs in Kingston.

We understand the challenges that newcomers face when moving to a new country. Starting a business can be an overwhelming experience, especially in an unfamiliar environment. Despite these obstacles, these visionary individuals have significantly contributed to the economic development of Kingston.

Building an inclusive community brings numerous benefits, fostering a sense of belonging and creating an environment conducive to innovation and growth. With this in mind, we celebrate the success of these entrepreneurs and acknowledge their efforts in creating new products and services, generating jobs, boosting local demand and contributing to the overall prosperity of Kingston.

Donna Gillespie

Chief Executive Officer,
Kingston Economic Development Corporation

Yu Jier Kou

Program Coordinator & Communications,
Kingston Immigration Partnership at Kingston
Community Health Centres





Extraordinary commitment, extraordinary coffee

Meet Isabelle & Pierre Tardiveau

Founders & Owners
Sens Café

It must be said: walking into Kingston's SENS Café is like stepping into France, beginning with the cafe's natural stone and black-accented exterior. The interior aesthetic is an inviting blend of exposed brick and stone walls, warm lighting, thoughtfully arranged seating, and open space. By design, a visit to SENS Café is to comfortably slip into the quintessential French cafe lifestyle.

But what makes SENS Café truly stand out, and makes owners Pierre and Isabelle deserved winners of the Newcomer Entrepreneur Award, is the coffee. It's the product of a rare degree of commitment and the pursuit of excellence. Just as slow coffee-making methods produce a remarkable brew, successful entrepreneurship is a thoughtful, all-consuming process. The couple understood that coffee isn't just coffee, and that success in an established market requires more than investment in equipment and location. This led to Pierre spending well over a year researching and absorbing the nuances of café management, while training in Aix-en-Provence at BBS Barista Bartender School. "I went back to school just to learn how to make good coffee, especially specialty coffee." Having left their previous careers behind, they divided the myriad tasks of running

a busy cafe along complementary lines, with Isabelle handling operations and Pierre managing coffee-making and market development. Ready for business, they opened the Barista Café in Annecy, "the pearl of the French Alps," in 2014.

The major assets in any business are the people. As long as you know how you want to do it, and if you have the support of the right people, it just takes time to be successful.

In 2018, now committed entrepreneurs to the last drop and curious about life outside France, Isabelle and Pierre's next move was decidedly bold: they emigrated to Canada. "We sold everything in France to restart something completely new in Canada," says Isabelle. "It was a complete break from our previous life." The benefits were clear: bringing their French-inspired café concept to a new market eager for quality and specialty coffee offered clear advantages. Says Pierre, "We bring something different: a European touch or French touch which I think people really like when coming to SENS." Today, the café is established and growing, with an eye-catching menu featuring a range of specialty coffees — including espressos, lattes, and cappuccinos — crafted from carefully selected beans and expertly prepared. Freshly baked pastries, gourmet sandwiches, and seasonal salads are as enticing as the drinks.

What we like specifically in Canada is the diversity of the people. People come from everywhere; that's something that we really like.

The couple and their three children are now proud members of the community and enthusiastically praise the city, describing it as an ideal size with a wide range of

attractions and activities for families, from shows at the Grand Theatre to sports facilities. Pierre and Isabelle note the helpful role of business services, "In Kingston, you have various organizations that are really efficient and involved in supporting new businesses and newcomers." Local café owners know one another, and fill various geographic and market niches, "Instead of competitors, we are much more colleagues or friends. We share the market, and we work really well together," Pierre says.

Beyond discovering award-winning entrepreneurial success, the Tardiveaus appreciate Kingston's typical warmth, saying, "What surprised us the most when we moved to Kingston was to realize how welcoming the people are."

Fast Facts

Born in: France
Business name: Sens Café
Industry: Food & Beverage
Website: senscafeinc.com

SENS
CAFE





Serial entrepreneur

Meet Norman Musengimana

*Business Development Manager, Start-ups & Entrepreneurship
Kingston Economic Development Corporation*

Norman Musengimana is the quintessential community builder, a self-made leader, and philosophically inclined to see the good in people and the upside of life. He possesses that rare blend of wisdom and perspective found only in people who've thrived in the face of true adversity, gaining know-how and resilience every step of the way. Today, at home in Kingston, he's committed to help others overcome their own obstacles. Making a personal difference for others not only defines Norman's career path, it's his calling.

One thing that I've learned is that there are good people everywhere. If you go looking for the good in people, you will always find it.

Norman brings this energy to Kingston Economic Development as Business Development Manager, Start-Ups and Entrepreneurship. Equipped with the vital insight that solving business problems is significantly more difficult for those facing personal challenges, he seeks to fully understand and connect with the people he meets. This holistic, empathetic approach to solving problems comes naturally and is heartfelt. "More than ever I am inspired and convinced of the power of human connection and the spirit of never giving up." It's a personal, difference-making outlook imbued with a practical upside: communities thrive when its citizens are at their best. It's also where Norman is at his best: opening the door for all

Kingstonians to make the sorts of game-changing civic and economic contributions upon which great communities are built.

Changing the game is a massive motivator for entrepreneurs, particularly when personal passion animates the work. Prosfata, Norman's startup, is designed to help experienced newcomers establish successful careers in Canada. Clients navigate the nuances of the Canadian labor market and workplace culture more quickly and easily after Prosfata matches them to industry experts from their field. BizSkills For Good, a non-profit, addresses a troublesome gap faced by new Canadians and other underrepresented professionals: business acquisition services. He and network partners, like Empowerment Squared in Hamilton, support Black entrepreneurs and shepherd those who would like to acquire businesses through the process of identifying and acquiring established businesses. For clients the rewards are exponential: it's not just about talented people becoming business operators and employers, it's the incalculable joy of self-fulfillment.

What is life without people? It has no meaning.

Coming from a background of well-intentioned individuals who prioritized doing the right thing, even in challenging circumstances, the concept of giving back has become an integral part of Norman's personal philosophy. Finding the good in everyone, he believes, leads to positive network effects that make navigating life's complexities easier. Norman attributes his success to others: the network of extraordinary people he has met across his international journey. It is a true odyssey, including a decade in Kenya, a year in Congo, a return in 2005 to his homeland, Rwanda, and subsequent stays in Dallas-Fort Worth, South Sudan, Belgium, and the UK before finally settling in Kingston, which he now calls home. His view of Kingston warms the heart, "What's very attractive about Kingston is the human side. People are patient. They're kind. They're always smiling. They care enough to ask what you do and what you enjoy." That personal touch is a powerful difference maker in a

world dominated by technology, big-city lifestyles, and limited time. "The moment I am driving back from Toronto, Montreal or Ottawa, and make a turn off the 401, I feel the calmness in Kingston," says Norman. "Less honking, less aggressive driving. This is how I know I am back home. We take these things for granted but they are essential to our productivity and lifestyle."

"I am grateful to have the opportunity to live and serve this community. I am enjoying and living every single second of my life in this community. This is the one thing I have refused to trade for anything because I feel loved, welcome, and empowered not only to serve, but supported to be able to bring my ideas to life. What else can I ask for? Thank you, Kingston!"

Fast Facts

Born in: Rwanda

Business name: Kingston Economic Development; Prosfata; BizSkills for Good

Industry: Economic Development

Website: prosfata.com

KINGSTON

— Economic Development —





Helping leaders grow & succeed

Meet Patrick Egbunonu

Acting Dean of Business and Community Services
St. Lawrence College

Leaders possess a clear vision of a better future. Patrick Egbunonu sees the fusion of technology and entrepreneurship as the great leveler: the path from poverty to prosperity. That outlook—the pursuit of change driven by technology—has taken Patrick along a fascinating path from Nigeria to Canada and to a fulfilling life in Kingston. Now the Acting Dean of Business and Community Services at St. Lawrence College (SLC) and the co-founder and Chair of several organizations, Patrick's long journey hasn't taken him away from the formative experiences of his youth, which continue to animate him to this day.

Some of those experiences resulted from fortunate circumstances. Of Igbo heritage, Patrick grew up in Lagos and spent his teenage and young adult years among predominantly Yoruba people. Enriched by intermingling styles of thought—the Igbo seen as entrepreneurs/innovators and the Yoruba as educators—he cultivated a love of learning and a desire to create. "Entrepreneurship, innovation, and creating and improving things have always been in my DNA," he says. However, various uncertainties often undermined any good fortunes provided by the culture and environment he grew up in. "I've seen poverty. I know what poverty means. I know what it means to go an entire day not knowing where the next meal will come from."

Patrick's talents in science and mathematics provided him a way forward, leading to an undergraduate degree in engineering and

a master's degree in chemical engineering from Queen's, on scholarship. But adjusting to life in a different country isn't easy. Navigating change at the personal level—the shift to life in Canada combined with the self-realization that he truly does see the world through the eyes of an innovator—has left him stronger and clear-eyed about handling life's constant challenges. "When you're different, people might think something is wrong with you. So you have to be okay with yourself. The way you think may be different, how you see things may be different. But nothing is wrong with you. It's okay to carve out a unique path for yourself."

You have to believe in yourself more than anyone else believes in you.

Today, Patrick's willingness to be different and innovative is channelled into digital technology, with a particular focus on analytics, which led to the encouragement to lead the launch of SLC's Business Analytics Graduate Certificate Program in 2017. He stresses the importance of digital transformation and the necessity for Canadian companies to adopt new technologies. He'd like to see improvements in digital and technology adoption, both locally and nationally. "Not every company is properly leveraging digital technologies to improve their processes, products, and business models," he says. "And organizations that aren't leveraging Artificial Intelligence, or planning to, aren't even in the game."

Patrick is also passionate about giving back and has not forgotten his roots. His wife, Cynthia, runs the family business (Informanus Analytics and Artificial Intelligence), which is focused on leveraging technology, analytics and artificial intelligence to help leaders grow and succeed. He's also hoping to leverage technology and analytics to hold leaders more accountable in developing parts of the world. Patrick's focus on change extends to education and digital skills, "We have to rethink what we teach, how we teach, and how

we assess our students to prepare them for a future that is different from the past." Patrick's aims further include encouraging black entrepreneurs, especially newcomers, by emphasizing the opportunities available in Canada. This passion continues to drive him as the Chair of the Black Entrepreneur Ecosystem – South Eastern Ontario. He believes Canada provides people with the chance to come, establish, and grow their businesses on a global scale. It's a positive, future-oriented outlook encapsulating Patrick's belief that technology-driven innovation is the way for people who think differently to change the world, from Kingston to the global stage.

Fast Facts

Born in: Nigeria
Business name: St. Lawrence College
Industry: Education
Website: stlawrencecollege.ca





Bringing life to engineering

Meet Rath Perumal

CEO/Founder, P.Eng.
Uyir Engineering

Behind every new venture there is a compelling “why,” an animating spirit entrepreneurs bring to every new challenge and opportunity. For Rath Perumal, founder of Uyir Engineering, the answer lies in the name. Uyir, Tamil for “life,” is what she brings to each project, and what distinguishes her from the pack. It’s a thoughtful, philosophical point of difference, yet fundamentally practical. Contemporary engineering design is people-focused: creating a well-designed space imbued with energy and spirit pays endless dividends for all who use it. Rath has seized on this concept and made it her business: Uyir Engineering is a life-centric engineering design firm and declaration of her helping-hand worldview.

Rath, who holds an M.Eng. in Electrical Engineering, formed Uyir in 2020, seeing an opportunity to make a difference in the building construction industry, and willing to do anything it took to achieve success, “I don’t believe in safety nets. I never have,” she says. It truly meant starting from scratch, from finding clients to learning back-office finance. It also meant sorting out which projects to accept, resulting in times where reluctantly saying “no” took precedence over compromise. Clarifying her firm’s brand and values to the market makes finding and working with clients simpler and more rewarding given their shared outlook, “I have beautiful clients. I love them, and I would do anything for them.”

We’re specialized in creating open office workspaces that have a modern touch. Our clients are willing to be creative, willing to take that step into the future.

The road less traveled might be the character-forming one with the greatest rewards, but it’s less traveled for a reason. Rath arrived in Canada from India in 2010, immediately tackling her Masters. After graduating, Rath worked in the tool and die industry in Detroit, Windsor, Michigan and Tennessee, her career then taking her across south and central Ontario to Leamington, Chatham, London, and Brampton. Some of the less appealing realities of her engineering field began to reveal themselves. Despite abundant opportunities to make it so, the work often wasn’t creative or fulfilling. But it wasn’t until 2017, and arriving in Kingston, that founding her own firm began to take center stage. Family, from her parents back in India to her brother in Philippines, were supportive but worried: Rath being the first to tackle entrepreneurship. Further increasing the degree of difficulty, engineering is a highly regulated and male-dominated field. Carving out a niche for a life-centric engineering design firm that develops “conscious engineering designs through our intuitiveness, expansive creativity and robust skills” took next-level tenacity. It is therefore little wonder she says, “I am learning important lessons through it all, learning very important things about myself. I believe I’ve grown spiritually through this process.”

Kingston resonates with Rath, making her feel at home. That happiness and contentment – which she also feels every time she walks into her home – is perfectly balanced by professional opportunities: Kingston is less well-served by the bigger engineering firms, offering an opportunity to provide services without big-city overhead. Her recommendations for newcomers to the city form an astute list: stay true to your values; prioritize mental and physical

health; be open to learning; seek community and mentorship; be resilient and patient; and embrace uncertainty.

I’ve found mentors who make me feel valued. I’ve never met such gracious women: Having a network like this lets me see what I want to grow into.

Rath is making it all work: business is strong and revenue is up. Uyir Engineering is established as “one of Canada’s first women-owned global engineering consulting firms.” A Top 40 under 40 Kingston Young Professional, she has built a people-first company from the ground up based on a clear philosophy and set of values. Her creativity and willingness to find answers make her a well-deserved Startup Newcomer Entrepreneur Award winner, and ideally positioned for long-term growth and success. Rath Perumal is bringing life back to engineering.

Fast Facts

Born in: India
Business name: Uyir Engineering
Industry: Engineering Design
Website: uyir-engineering.com





Community focused entrepreneurship

Meet Tarek Hussein

Pharmacy Manager, Weller Pharmacy
Chief Clinical Officer, MedaKi

Our health means everything. For Tarek Hussein, founder and owner of Weller Pharmacy, everything is about health.

Tarek has worked in pharmacy and pharmaceuticals his entire career, from global pharmaceutical companies to local pharmacies, from undergraduate studies to his Doctor of Pharmacy. So when he says Weller Pharmacy offers the Kingston community the “best personalized pharmaceutical services in a welcoming, inclusive environment,” he knows what he’s talking about.

Weller Pharmacy is a case study in preparation meeting opportunity: with healthcare costs increasing and people’s health needs becoming more personalized, one-size-fits-all, big-box pharmacy stores aren’t the answer. Tarek is positioned right where the market is heading, operating a forward-thinking, ethically focused, community-first independent store designed to meet personal healthcare needs. Having also participated in developing MedaKi, an e-commerce solution that provides independents with the supply-chain scale of national pharmacy chain stores, he is architecting the next generation of pharmacy solutions.

We created an online e-commerce platform designed specifically for independent pharmacies, which has been getting much attention lately. If patients are sitting at home and order items, they will be delivered the same day. Even if I don’t carry it on the shelf, we can still fulfil their request within 48 hours.

Cairo was once home; now it is Kingston (since 2011). However, in 2006, after finishing his MBA at IE Business School in Spain, an epiphany struck when he realized he was more into entrepreneurial and community-focused work than corporate. It was a catalytic moment, sparking Tarek to direct his business and pharmacy know-how toward improving people’s health his way.

When I first arrived in Kingston, I immediately felt connected to the city. The history, waterways, green spaces, and strong sense of community really stood out to me.

Weller Pharmacy opened its doors as an independent pharmacy in 2015, an auspicious moment for Tarek. He had the expertise, location, supplier relationships, and community ties. Most importantly, he had the strategy. The gap was evident, including important concepts Tarek strongly advocates, such as “social prescribing,” which recognizes that a range of social, economic, and environmental factors influence health. Referring patients to non-medical services and community resources to improve their overall well-being is more community-maker than money-maker; Tarek sees this as a logical and ethical extension of the pharmacy business.

Tarek highlights that the Kingstonians’ sense of community and inclusion is fundamental. He notes the city’s welcoming nature, describing locals initiating casual conversations with

newcomers in places like pharmacies or coffee shops. These interactions often begin with casual conversations, leading to offers of help or invitations to participate in various activities.

He emphasizes that newcomers gradually become involved and integrated into the community through these interactions. His own community-oriented approach has led to the Kingston Chamber of Commerce (Past Chair) and KEYS Job Centre (Vice President and Board of Directors).

The community wants you to get involved, participate, and showcase yourself and your business. Kingston allowed me to do what I do, and I am grateful to be recognized for it.

Tarek’s success is based not only on know-how but also on community involvement. He has given, and Kingston has given back. His prescription is succinct when asked for advice for newcomers, with both community and newcomer in mind: “Love Kingston and Canada, and they will love you back.”

Fast Facts

Born in: Egypt
Business name: Weller Pharmacy
Industry: Health & Wellness
Website: wellerpharmacy.com



Dedicated to supporting inclusion

Meet Yu Jier Kou

Program Coordinator & Communications
Kingston Immigration Partnership at Kingston

From the moment they arrive, newcomers to Kingston benefit from Yu Jier Kou's advocacy initiatives. As Kingston Immigration Partnership's Program Coordinator, a part of Kingston Community Health Centres, Yu Jier is instrumental to the successful growth and development of the city's newcomer social infrastructure.

Immigration is pivotal to Canada's growth and success. Decades of immigration-friendly initiatives have led to a deserved international reputation as a welcoming and open nation for newcomers. It is a reputation dependent on results, leading to a constant and growing need to provide thoughtful, practical social and economic support. This is doubly true at the local level, where growth-focused cities like Kingston position themselves as destinations for newcomers hailing from a wide variety of backgrounds. Welcoming newcomers and helping them become established is rewarding yet complicated work, requiring dedicated and empathetic professionals like Yu Jier to make the transition to Canadian life as smooth as possible.

Yu Jier's dedication to fostering community and promoting inclusion is genuinely remarkable. She's an organizer of the Newcomer Entrepreneurship Awards, a Kingston Literacy & Skills

Board member, and active member of the Chinese Canadian Association of Kingston and District. Rather than offer advice to newcomers she says, "I would rather spend that time hearing about their experiences. Everyone's coming from such a diverse background and experiencing such diverse challenges and successes that I would be curious to learn more."

"Integration really is a 2-way street. When newcomers come to Canada they naturally have to adapt, they naturally have to change. They might have to learn a new language, learn a new culture; join a new community," says Yu Jier. "We also need to become more welcoming for folks, recognizing, on the part of the community, our need for change." Language is a prime example, given steady growth in Arabic, Mandarin, and Spanish speakers. "Language challenges are big, and really impact newcomers' access to different community services: going for a medical appointment, registering your child for school, or accessing any sort of municipal services." Service providers offering expanded language support can reduce newcomers' sense of dislocation and disconnection, while fostering a sense of community and welcome.

Yu Jier's work also addresses a practical need: accessing services is simpler when the level of inter-service coordination is higher. Simplifying newcomers' acclimatization experience involves strategic coordination and networking among government bodies, community leaders, and other organizations. She mentions the Welcome To Kingston mobile app as an example, which supports newcomers across sixteen languages. The app and other initiatives, like October's forthcoming Welcome Day, are well worth the effort: expanding and strengthening socioeconomic support for newcomers builds Kingston's reputation as welcoming and well-prepared. Kingston Community Health Centres, KEYS Employment and Newcomer Services, and Kingston Economic Development Corporation are among the organizations playing a leading role.

Kingston is smartly positioning itself for long term economic growth, while constructing a warm and welcoming social layer thanks to the efforts of people like Yu Jier Kou, "It's the opportunity to make a lot of change for a lot of people. Whenever you're able to change the system a little bit for the better, that ripples onto different clients and different folks, different newcomers, and really, all people in Kingston."

Fast Facts

Born in: Taiwan

Business name: Kingston Community Health Centres

Industry: Social Services

Website: kchc.ca/weller-avenue/kingston-immigration-partnership



Connect with Kingston Immigration Partnership

263 Weller Ave.
Kingston, ON K7K 2V4

613.544.4661

KINGSTON

— *Economic Development* —

Kingston Economic Development Corporation

366 King Street East, Suite 420
Kingston, Ontario K7K 6Y3

613.544.2725



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**City of Kingston
Information Report to Council
Report Number 24-183**

To: Mayor and Members of Council
From: Paige Agnew, Commissioner, Growth & Development Services
Resource Staff: Brandon Forrest, Director, Business, Real Estate & Environment
Date of Meeting: August 13, 2024
Subject: Report on Real Estate Transactions Completed from January 1, 2024, to June 30, 2024, Under By-Law Number 2016-189

Council Strategic Plan Alignment:

Theme: Corporate business

Goal: See above

Executive Summary:

This information report provides Council with a list of real estate transactions completed under delegated authority from January 1 - June 30, 2024.

In August 2014, Council approved By-Law Number 2014-141 to delegate authority for the approval of low value and short-term real estate transactions to the Commissioner having responsibility for real estate services. This by-law was subsequently included in By-Law Number 2016-189 'A By-Law to Consolidate the Delegation of Powers and Duties'.

Recommendation:

This report is for information only.

August 13, 2024

Page 2 of 3

Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

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

ORIGINAL SIGNED BY CHIEF

p.p. ADMINISTRATIVE OFFICER

**Lanie Hurdle, Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

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

August 13, 2024

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Options/Discussion:**Background**

In 2014, Council approved By-Law Number 2014-141 to delegate authority for approval of low value real estate transactions and short-term low value leasing and licencing agreements to the Commissioner having responsibility for real estate services. To further improve efficiencies in corporate accountability and transparency, Council approved By-Law Number 2016-189 'A By-Law to Consolidate the Delegation of Powers and Duties' which included approval for real estate transactions previously delegated under By-Law Number 2014-141.

The by-law requires the Commissioner with authority for real estate transactions to report to Council no less than twice per year on the exercise of the delegation of authority.

Exhibit A attached lists the 23 land transactions completed from January 1 - June 30, 2024, by delegated authority. Transactions summarized by category include:

- Revenue Leases and Licenses (City as Landlord) - 9
- Acquisition Leases and Licenses (City as Tenant) - 6
- Acquisition of real property - 4
- Disposition of real property - 4

Existing Policy/By-Law

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

Financial Considerations

None

Contacts:

Steve Biro, Property Specialist, Business, Real Estate & Environment, 613-546-4291 extension 3169

Exhibits Attached:

Exhibit A Real Estate Transactions Completed Under Delegated Authority By-Law Number 2016-189 for the Period January 1 - June 30, 2024

Real Estate Transactions Completed Under Delegated Authority By-Law Number 2016-189

January 1, 2024 to June 30, 2024

Type of Real Estate Transaction	Property Affected	Individual/Organization	Amount	Reason for the Agreement
Revenue licence less than \$150,000 and 10 years	Confederation Basin Marina	Voltari Marine Electric Inc.	\$3,382/year	Placement of electric boat charger in Marina
Revenue lease less than \$150,000 and 10 years	218 Concession Street	Lion Hearts Inc.	\$1.00	Lease agreement with Lion Hearts Inc.
Revenue licence less than \$150,000 and 10 years	Parking spots at foot of Princess Street	Limestone Investments	\$547.02/month	Permission to use parking at the foot of Princess Street
Revenue licence less than \$150,000 and 10 years	1 Johnson Street	Best Value Hotel LP NO.1	\$18,540.00	Grant of patio license for Aquaterra restaurant
Revenue lease less than \$150,000 and 10 years	Airport	World Fuel Services Canada, ULC	\$1,821.00	New lease to World Fuel Services Canada, ULC
Revenue lease less than \$150,000 and 10 years	38 Cowdy Street	Lion Hearts Inc.	\$1.00	Lease to Lion Hearts for 38 Cowdy Street for Adelaide shelter
Revenue lease less than \$150,000 and 10 years	38 Cowdy Street	Lion Hearts Inc	\$1.00	Lease amendment to Lion Hearts Inc. at 38 Cowdy Street for additional storage space
Revenue licence less than \$150,000 and 10 years	Memorial Center	Queen's University	\$480/year	Licence of rooms for office and storage to Queen's University
Revenue licence less than \$150,000 and 10 years	Emma Martin Park	Limestone City Dragon Boat Club Inc	\$1.00	Licence agreement for dock and boat house in Emma Martin Park

Type of Real Estate Transaction	Property Affected	Individual/Organization	Amount	Reason for the Agreement
Acquisition of licence less than \$150,000 and 10 years	Birchwood Park	Hydro One Networks	\$1.00	Licence for use of soccer field under Hydro one lands 50% of taxes (less than \$100/year)
Acquisition of licence less than \$150,000 and 10 years	Emma Martin Park	Transport Canada	\$810.05/year	Lease from Transport Canada for use of space in Emma Martin Park and shoreline
Acquisition of licence less than \$150,000 and 10 years	King Street Walkway	Transport Canada	\$425.45/year	Lease from Transport Canada for use of space at King Street walkway and outflow \$425.45/year
Acquisition of licence less than \$150,000 and 10 years	Foot of Queen Street	Transport Canada	\$2330.71/year	Queen Street outflow licence with Transport Canada
Acquisition of licence less than \$150,000 and 10 years	1586 Centennial Drive	Suncor Energy Inc.	\$24,500.00	Licence agreement for entrance relocation
Acquisition of licence less than \$150,000 and 10 years	1525 Centennial Drive	1829935 Ontario Ltd.	\$1.00	Licence agreement for road widening
Acquisition of property less than \$100,000	804 John Counter Boulevard	Residential Owner	\$19,500	Purchase of road widening from 804 John Counter Boulevard from a private residence
Acquisition of property less than \$100,000	816 John Counter Boulevard	Glenvale Industrial Park Inc.	\$3,239.50/month	Purchase of road widening from 816 John Counter Boulevard from Glenvale Industrial Park Inc.
Acquisition of property less than \$100,000	2931 Woodburn Road	Residential Owner	\$1.00	Road widening transfer to the city from residential owner.
Acquisition of property less than \$100,000	James Street	Residential Owner	\$1.00	Transfer lands to the city to be split and transferred to residential owners to correct title issues.

Type of Real Estate Transaction	Property Affected	Individual/Organization	Amount	Reason for the Agreement
Disposition of property less than \$100,000	James Street	Residential Owner	\$1.00	Transfer lands split and transferred to residential owners to correct title issues.
Disposition of property less than \$100,000	James Street	Residential Owner	\$1.00	Transfer lands split and transferred to residential owners to correct title issues.
Disposition of property less than \$100,000	Baycreek Meadows	Trans Northern Pipelines Inc	\$1.00	Easement to Trans Northern Pipelines Inc. for access to gas main
Disposition of property less than \$100,000	Enbridge	City of Kingston	\$1.00	Option for Grant of Easement to Enbridge



**City of Kingston
Report to Council
Report Number 24-195**

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: August 13, 2024
Subject: June 2024 Tender and Contract Awards Subject to Delegation of Authority

Council Strategic Plan Alignment:

Theme: Corporate business

Goal: See above

Executive Summary:

Section 21.1 of [City of Kingston By-Law Number 2022-154](#), A By-Law to Establish a Procurement Policy for the City of Kingston, requires a monthly information report be provided to Council summarizing all procurement contracts with a value exceeding \$100,000 that were awarded by delegated authority. Accordingly, this information report provides Council with details of contracts greater than \$100,000 awarded for the month of June 2024 that meet the established criteria of delegated authority for standard procurements. There were no non-standard procurements to report.

Recommendation:

This report is for information only.

August 13, 2024

Page 2 of 4

Authorizing Signatures:

ORIGINAL SIGNED BY CHIEF

FINANCIAL OFFICER & CITY TREASURER

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

ORIGINAL SIGNED BY CHIEF

P.P. ADMINISTRATIVE OFFICER

**Lanie Hurdle, Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

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

August 13, 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 June.

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

August 13, 2024

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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.

There are no Non-Standard Procurements to report for the month of June.

June 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 – June 2024 Awards

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

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

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

1. Request for Proposal: F18-CS-IST-2024-01

Council Chambers Audio Video Solution

Closing Date: May 1, 2024

Supplier / Service Provider	Price
Branch Audiovisual	\$299,279.81
Solotech	\$187,389.04
MacLean Media Systems Inc.	\$369,118.00
Interactive Audio Visual	\$293,254.76

2. Request for Quotation: F18-CS-FMCS-2024-12

Masonry Repairs at the Rodden Barn, 111 Norman
Rogers Drive

Closing Date: May 16, 2024

Supplier / Service Provider	Price
Heritage Restoration Inc.	\$225,514.00
Morey Construction and Consulting Ltd.	\$264,500.00
Roof Tile Management Inc.	\$315,867.00
Limen Group Construction (2019) Ltd.	\$341,200.00
Group Atwill-Morin Inc.	\$466,267.50

3. Request for Tender: F18-ITES-PW-2024-04

Sidewalk Replacements on Various Streets within
Kingston

Closing Date: June 6, 2024

Supplier / Service Provider	Price
809592 Ontario Inc. o/a Parkside Landscaping and Contracting	\$1,109,045.00
Sousa Ready Mix Inc.	\$1,389,202.01

4. Request for Tender: F18-ITES-ES-2024-11

Reconstruction of Aberdeen Street

Closing Date: June 11, 2024

Supplier / Service Provider	Price
R.W. Tomlinson Ltd.	\$4,299,122.63
Gordon Barr Ltd.	\$4,499,906.15



**City of Kingston
Report to Council
Report Number 24-209**

To: Mayor and Members of Council
From: Desirée Kennedy, Chief Financial Officer & City Treasurer
Resource Staff: Lana Foulds, Director, Financial Services & Deputy Treasurer
Date of Meeting: August 13, 2024
Subject: Kingston Police Services Board Operating Budget Status as at June 30, 2024

Council Strategic Plan Alignment:

Theme: Council requests

Goal: See above

Executive Summary:

The purpose of this report is to provide Council with the requested Kingston Police Services Board financial status report as at June 30, 2024, which is attached as Exhibit A to Report Number 24-209.

Recommendation:

This report is for information only.

August 13, 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

p.p. 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

August 13, 2024

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Options/Discussion:

Background

As requested by Council, Kingston Police Services submits quarterly operating budget financial status reports to Council. Exhibit A to Report Number 24-209 provides an operating budget status update for Kingston Police Services as at June 30, 2024, including detailed budget to actual information. Representatives from Kingston Police Services will be in attendance at the August 13, 2024 Council meeting to provide a briefing on this information.

Existing Policy/By-Law

None

Notice Provisions

None

Financial Considerations

None

Contacts:

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

Other City of Kingston Staff Consulted:

None

Exhibits Attached:

Exhibit A - Kingston Police Public Agenda Information Report - Operating Budget Status Update as of June 30, 2024 (Q2)



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 June 30, 2024 (Q2)

Date: August 13, 2024

Recommendation:

That the Operating Budget Status Update as of June 30, 2024, Report Number 24-28 is for information only.

Summary:

This information report provides a financial status update of the general operating budget for the Kingston Police as at June 30, 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 49.22% of the total budget at June 30, 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 June 30, 2024.

For additional details, quarterly budget status reports are provided to the Kingston Police Service 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 six months ending June 30, 2024, of \$23.4M, compares to a budget of \$47.5M. Gross revenues and expenditures, as reported, show actual revenues of approximately \$2.6M in comparison to a budget of \$5.3M and expenditures of \$26.0M in comparison to a budget of \$52.9M. The table below reflects the net operating information (revenues less expenditures).

	Annual 2024 Budget	Actuals Year to Date	Variance \$	YTD=50% Actual to Budget %
Revenues & Recoveries				
Fees, Charges & Other Revenue	(3,293,982)	(1,599,435)	(1,694,547)	48.56%
Provincial Subsidies	(2,044,208)	(958,096)	(1,086,112)	46.87%
Total Revenue & Recoveries	(5,338,190)	(2,557,531)	(2,780,659)	47.91%
Expenditures				
Salaries, Wages & Benefits	45,167,112	22,458,271	22,708,841	49.72%
Materials, Supplies & Fees	2,821,285	1,535,849	1,285,436	54.44%
Contracted Services	4,589,658	1,772,934	2,816,724	38.63%
Transfers to Reserves & Reserve Funds	282,331	183,258	99,073	64.91%
Total Expenditures	52,860,386	25,950,313	26,910,073	49.09%
Net	47,522,196	23,392,782	24,129,414	49.22%

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 \$958K or 46.87% of the annual budget, resulting in a year-to-date shortfall of \$64K. Timing of the Community Safety & Policing (CSP) local funding for the Mobile Crisis Response Team (MCRRT) program is contributing to a shortfall of \$223K. Offsetting the unfavourable variance is higher than projected Court Security Prisoner Transportation (CSPT) funding of \$91K at the end of the second quarter. Results also include \$63K of unbudgeted provincial funding to support victims of intimate partner violence. These 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 \$29K 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 \$22.5M or 49.72% of the annual budget, resulting in a year-to-date positive variance of approximately \$125K. 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.
- Capital-allocated salaries & benefits of \$346K reflect the recovery of staffing costs from NG-911 capital grant funding.
- Overtime costs are exceeding budgeted projections by \$91K. These costs are highly dependent on the occurrence of major incidents. At the end of the second quarter there were a high number of incidents requiring the emergency response unit.
- Overtime costs to date include \$117K of costs were incurred to police the St. Patrick's Day events within the University District.
- Budget pressures continue to be experienced in absentee costs related to WSIB, other leaves, and accommodations.
- As the four collective agreements expired December 31, 2022, budget results include an estimated labour contract settlement amount.

Supplies and services are \$3.3M or 44.65% of the annual budget, reflecting a favourable variance of \$397K. 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.
- Travel is primarily budgeted within the education and training account and thus the overage in this account should be offset against that account variance.
- 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. It is anticipated that most costs will be incurred over the third quarter with the homecoming events and return of students in the University District.

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 Service 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 June 30, 2024

	Actuals Year to Date	Annual Budget \$	Variance \$	YTD=50% Actual to Budget %
Revenues & Recoveries				
Provincial grants	(958,096)	(2,044,208)	(1,086,112)	46.87%
Alarm licence	(92,685)	(137,608)	(44,923)	67.35%
Payroll experience recovery	(29,497)	-	29,497	0.00%
Pay duty revenue	(56,738)	(150,000)	(93,262)	37.83%
Expenditure recovery	(814,993)	(1,766,374)	(951,381)	46.14%
Sale of photos, maps & reports	(363,428)	(800,000)	(436,572)	45.43%
Auction proceeds	(42,093)	(40,000)	2,093	105.23%
Contribution from Police Sick Leave Reserve Fund	(200,000)	(400,000)	(200,000)	50.00%
Total Revenue & Recoveries	(2,557,531)	(5,338,190)	(2,780,659)	47.91%
Operating Expenditures				
Salaries, Wages & Benefits				
Capital-allocated salaries & benefits	(345,761)	-	345,761	0.00%
Full-time wages-permanent	15,572,849	31,691,958	16,119,109	49.14%

Part-time wages	679,023	1,208,309	529,286	56.20%
Overtime-regular	874,801	1,568,071	693,270	55.79%
Shift premiums & standby	22,010	55,594	33,584	39.59%
Paid duty	50,824	120,000	69,176	42.35%
Honorariums	10,000	21,520	11,520	46.47%
Payroll allowances	40,000	129,398	89,398	30.91%
Payroll benefits	4,971,739	9,022,262	4,050,523	55.11%
WSIB Premiums	582,786	1,350,000	767,214	43.17%
Total Salaries, Wages & Benefits	22,458,271	45,167,112	22,708,841	49.72%
Supplies and Services				
Uniforms & protective clothing	36,414	66,570	30,156	54.70%
Food & nutrition supplies	8,556	35,000	26,444	24.45%
Supplies	200,437	416,000	215,563	48.18%
Fuels & lubricants	242,351	496,229	253,878	48.84%
Software	235,467	308,763	73,296	76.26%
Telecommunications	143,278	306,000	162,722	46.82%
Education & training	110,207	370,450	260,243	29.75%
Travel	176,970	142,650	(34,320)	124.06%
Insurance services	172,939	264,322	91,383	65.43%
Utilities	3,281	10,000	6,719	32.81%
Professional services	179,071	531,000	351,929	33.72%
Investigative services	209,909	609,500	399,591	34.44%
Contracted services	1,274,419	2,746,058	1,471,639	46.41%
Contracted maintenance	230,352	877,410	647,058	26.25%
Equipment rentals	19,988	57,981	37,993	34.47%
Other	65,143	173,010	107,867	37.65%
Total Supplies & Services	3,308,784	7,410,943	4,102,159	44.65%
Contribution to Reserve Funds				
Transfer to Police Equipment Reserve Fund	183,258	282,331	99,073	64.91%
Total Contribution to Reserve Funds	183,258	282,331	99,073	64.91%
Net	23,392,782	47,522,196	24,129,414	49.22%

Tuesday, July 9, 2024

Proclamation Request Form

Contact Info

Name ACFOMI ACFOMI

Address

Unit #

City Kingston

Province Ontario

Postal Code

Phone #

Email

Organization Information

Organization Name Association canadienne-française de l'Ontario Conseil régional des Mille-Îles (ACFOMI)

Address

Is your organization a non-profit? Yes

Proclamation Information

Proclamation Name Proclamation Jour des Franco-Ontariens et Franco-Ontariennes

Start Date Wednesday, September 25, 2024

End Date Wednesday, September 25, 2024

How is your proclamation is of interest and/or benefit to the citizens of Kingston?

Franco-Ontarian Day ensures the continuity of Ontario's Francophone community and holds historical significance for them. Indeed, since 2010, September 25 has been officially designated as Franco-Ontarian Day. This day aims to raise awareness within the community as a whole about the presence of Franco-Ontarians and to celebrate their presence and contributions within the Kingston community.

Will this proclamation be presented at an event? Yes

Event Date

Wednesday, September 25, 2024

Event Time

10:00 AM

Include the proclamation in an ad under the City of Kingston banner in the Kingston Whig Standard? (Additional cost applies)

Yes

Notice of Collection

Personal Information, as defined by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), is collected on this form in accordance with MFIPPA. Your personal information will be used by City staff to process your proclamation request and to contact you if required. Questions about the collection, use, or disclosure of your personal information should be directed to the Deputy City Clerk, dochej@cityofkingston.ca, or by phone at 613-546-4291, extension 1252.

**CITY COUNCIL
MEETING OF:**

August 13, 2024

**COMMUNICATION
No: 19-581**

Tuesday, July 23, 2024

Proclamation Request Form

Contact Info

Name Nancy Nicol

Address

City Kingston

Province Ontario

Postal Code

Phone #

Email

Organization Information

Organization Name Seniors for Climate

Address Kingston, Ontario

Is your organization a non-profit? Yes

Proclamation Information

Proclamation Name Seniors for Climate

Start Date Tuesday, October 1, 2024

End Date Tuesday, October 1, 2024

How is your proclamation is of interest and/or benefit to the citizens of Kingston?

Proclamation: Seniors for Climate Day, October 1, 2024

Whereas: October 1st is Canada's National Seniors' Day and the UN International Day of Older Persons. It is a day to recognize the accomplishments and contributions of seniors. Seniors are a significant and diverse demographic, one in four Canadians.

Whereas: Seniors for Climate, is a nationwide mobilization calling for urgent action to address the climate crisis and support a livable future for our children and grandchildren. Communities across Canada are holding rallies and events on October 1st. In Kingston, the Seniors for Climate rally takes place from 3 – 5 pm., Oct. 1st, at Confederation Park, across from City Hall.

Whereas: Along with our children and grandchildren, we face a climate emergency. We are witnessing the degradation of the natural environment, loss of biodiversity, mass extinction, deadly heat waves, wildfires, floods, and violent, destructive storms.

Whereas: We must reduce carbon emission for a livable future. We know that is possible. Extreme weather is the symptom. Fossil fuel pollution is the cause. We need faster and better action by all levels of government to phase out fossil fuels, lower carbon emissions, and work towards a just transition to renewable energy. Later is too late!

Whereas: We need climate action that is broad-based that supports seniors, youth, Indigenous Peoples, and disadvantaged and equity seeking populations. We all need to work together to preserve the planet that we love and depend upon.

Whereas: The City of Kingston recognizes the importance of widespread support for Seniors for Climate and its goals.

Therefore, I, _____, on behalf of the City of Kingston Council, hereby proclaim October 1, 2024 as "Seniors for Climate Day" in the City of Kingston.

Will this proclamation be presented at an event?

Yes

Event Date

Tuesday, October 1, 2024

Event Time

03:00 PM

Include the proclamation in an ad under the City of Kingston banner in the Kingston Whig Standard? (Additional cost applies)

Yes

Notice of Collection

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CITY COUNCIL MEETING OF:

August 13, 2024

COMMUNICATION

No: 19-582

Friday, July 26, 2024

Proclamation Request Form

Contact Info

Name Raphaëlle Walsh-Beauchamp

Address

City Kingston

Province ON

Postal Code

Phone #

Email

Organization Information

Organization Name Kingston Humane Society

Address Kingston, ON

Is your organization a non-profit? Yes

Proclamation Information

Proclamation Name Kingston Humane Society's 140th Anniversary

Start Date Friday, August 23, 2024

End Date Friday, August 23, 2024

How is your proclamation is of interest and/or benefit to the citizens of Kingston?

The Kingston Humane Society was founded in 1884 to provide shelter and care for homeless animals and investigate cases of animal cruelty in Kingston and surrounding communities. We promote responsible pet ownership and compassion and respect for all animals in Kingston and beyond.

We work with volunteers, partners, donors, and the Kingston community to make a positive difference in the lives of animals. We are also proud to offer resides in Kingston with a low-cost feline spay and neuter clinic. This not only provides our community with a low-cost option but also helps towards keeping the stray cat population in Kingston manageable.

Will this proclamation be presented at an event?

Yes

Event Date

Friday, August 23, 2024

Event Time

07:00 PM

Include the proclamation in an ad under the City of Kingston banner in the Kingston Whig Standard? (Additional cost applies)

No

Notice of Collection

Personal Information, as defined by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), is collected on this form in accordance with MFIPPA. Your personal information will be used by City staff to process your proclamation request and to contact you if required. Questions about the collection, use, or disclosure of your personal information should be directed to the Deputy City Clerk, dochej@cityofkingston.ca, or by phone at 613-546-4291, extension 1252.

CITY COUNCIL MEETING OF:

August 13, 2024

COMMUNICATION

No: 19-583

19-528 FCM Voice- GCCC application deadline, funding opportunities, and more, dated July 2, 2024.

19-529 Notice of Public Meeting-Minor Variance-2267-2271 Princess Street-Meeting scheduled for July 15 at 530pm.

19-530 Notice of Public Meeting-Minor Variance-933 Innovation Drive-Meeting scheduled for July 15 at 530pm.

19-531 Notice of Public Meeting-Minor Variance-26 Maitland Street-Meeting scheduled for July 15 at 530pm.

19-532 Notice of Public Meeting-Minor Variance-28 Maitland Street-Meeting scheduled for July 15 at 530pm.

19-533 Notice of Public Meeting-Permission-393-395 Earl Street-Meeting scheduled for July 15 at 530pm.

19-534 Notice of Public Meeting-Minor Variance-1441 Montreal Street-Meeting scheduled for July 15 at 530pm.

19-535 Notice of Public Meeting-Minor Variance-780 Gardiners Road- Meeting scheduled for July 15 at 530pm.

19-536 Notice of Public Meeting-Minor Variance-1813 Moore Lane-Meeting scheduled for July 15 at 530pm.

19-540 Correspondence from Enbridge Gas regarding 2023 Utility Earnings - OEB Notice of Application, dated July 3, 2024.

19-541 Correspondence from Ministry Municipal Affairs and Housing regarding Cutting Red Tape to Build More Homes Act, dated July 3, 2024.

19-547 AMO Watchfile, dated July 4, 2024.

19-551 Memo from KFL&A Public Health regarding research on fluoride, intelligence and behaviour, dated July 2, 2024.

19-562 Resolution from the Township of Emo regarding Operational Budget Funding, dated July 5, 2024.

19-563 Resolution from Township of Emo regarding new Provincial Municipal Fiscal Framework, dated July 8, 2024.

19-569 AMO Watchfile, dated July 11, 2024.

19-570 Correspondence from CRCA regarding Input on Watershed and Lands Strategies - Consultation open until August 7, dated July 12, 2024.

19-571 AMO Watchfile, dated July 18, 2024.

19-572 Correspondence from Anne Griff regarding concerns regarding Green Village Cabin Project at Crossroads Church, dated June 29, 2024.

19-573 Resolution from Frontenac County regarding physician shortage in Frontenac County, dated July 19, 2024.

19-574 Resolution from Town of Bradford West Gwillimbury regarding long service medal program, dated June 20, 2024.

19-575 AMO Watchfile, dated July 25, 2024.

19-576 Correspondence from Robert Gibson regarding request to end day time evictions, dated July 26, 2024.

19-577 Resolution from Township of North Dundas regarding Physician shortage in Township of North Dundas, dated July 30, 2024.

19-578 Resolution from Township of Lucan Biddulph regarding Physician shortage in Ontario, dated July 30, 2024.

19-579 Resolution from Municipality of Wawa regarding Physician shortage, dated July 23, 2024.

19-580 Memorandum from South East Transition Team regarding proposed merger of Health Units, dated July 31, 2024.

19-581 Proclamation Request from ACFOMI to proclaim September 25 as Jour des Franco-Ontariens et Franco-Ontariennes in Kingston, dated July 9, 2024.

19-582 Proclamation Request-Nancy Nicol- Proclaim Oct 1 as Seniors for Climate Day in Kingston.

19-583 Proclamation Request-Kingston Humane Society-Proclaim August 23 Kingston Humane Society 140 Anniversary.

19-584 AMO Watchfile, dated August 1, 2024.

19-585-Proclamation Request-KHSC-Proclaim Sept 2024 Childhood Cancer Awareness Month.

19-586 Resolution from City of Toronto regarding Family Physicians, dated July 31, 2024.

19-587 Correspondence from Nancy Nicol regarding Seniors for Climate, dated August 5, 2024.

19-588 Correspondence from Robert Gibson regarding By-Law Number 2009-76, dated August 4, 2024.

2024-31 KPSB Meeting Agenda 24-08 - Meeting is scheduled for Thursday, July 18 at 12pm at Kingston Police Headquarters.

2024-32 KPSB Meeting Minutes 24-07 - Meeting was held June 20.

2024-33 Kingston Frontenac Public Library Minutes - Meeting was held May 22, 2024.

2024-34 KPSB Addendum - Meeting is scheduled for July 18 at 12pm.

City of Kingston By-Law Number 2024–XX

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.

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

Council 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-5, Highways with a Limit of 40 Kilometres per Hour, is hereby amended by removing the following therefrom:

Highway: Conacher Drive, From: Folger Street / Sutherland Drive Intersection, To: 46 Metres West of Sutherland Drive / Conacher Drive East Intersection

Highway: Cranbrook Street, From: Days Road, To: Lakeview Avenue

By-Law to Amend By-Law 2003–209

Highway: Crerar Boulevard, From: Front Road, To: Lakeshore Boulevard

Highway: Gilmour Avenue, From: All

Highway: Henderson Boulevard, From: Days Road, To: Bayridge Drive

Highway: Kirkpatrick Street, From: Division Street, To: Brant Avenue

Highway: Lyons Street, From: Kirkpatrick Street, To: Elliott Avenue

Highway: MacCauley Street, From: Montreal Street, To: Wilson Street

Highway: Roosevelt Drive, From: Henderson Boulevard, To: Sunset Boulevard

Highway: Seventh Avenue, From: Kingscourt Avenue, To: Alfred Street

Highway: Virginia Street, From: Sutherland Drive, To: Guthrie Drive

Highway: Waterloo Drive, From: Centennial Drive, To: Taylor-Kidd Boulevard

Highway: Welborne Avenue, From: 150 Metres South of Welborne Public School Entrance, To: 150 Metres North of Welborne Public School Entrance

Highway: Welborne Avenue, From: Bicknell Crescent, To: Nordic Avenue

Highway: Wiley Street, From: Weller Avenue, To: Briceland

- (b) Schedule A-7, Designated Areas with an Area Speed Limit, is hereby amended by adding the following thereto:

Designated Area – Boundary Highways: John Counter Boulevard – Division Street – Concession Street – Leroy Grant Drive, Maximum Rate of Speed: 40 kilometres per hour

Designated Area – Boundary Highways: Princess Street – Sir John A. Macdonald Boulevard – Bath Road – Portsmouth Avenue, Maximum Rate of Speed: 40 kilometres per hour

Designated Area – Boundary Highways: Bath Road – Days Road –

By-Law to Amend By-Law 2003–209

Front Road – Bayridge Drive – Coverdale Drive, Maximum Rate of Speed: 40 kilometres per hour

Designated Area – Boundary Highways: Front Road – Cataraqui Bay – Lake Ontario – Horsey Bay, Maximum Rate of Speed: 40 kilometres per hour

Designated Area – Boundary Highways: Highway 401 – Montreal Street – John Counter Boulevard – Division Street – First Canada Avenue, Maximum Rate of Speed: 40 kilometres per hour

Designated Area – Boundary Highways: Princess Street – Taylor Kidd Boulevard – Centennial Drive, Maximum Rate of Speed: 40 kilometres per hour

- (c) Schedule A-8, Highways with a Limit of 30 Kilometres per Hour, is hereby amended by adding the following thereto:

Highway: Cranbrook Street, From: Days Road, To: Lakeview Avenue

Highway: Crerar Boulevard, From: Front Road, To: Lakeshore Boulevard

Highway: Gilmour Avenue, From: Phillips Street, To: Elmwood Street

Highway: Lyons Street, From: Kirkpatrick Street, To: Elliott Avenue

Highway: MacCauley Street, From: Folger Street, To: Wilson Street

Highway: Roosevelt Drive, From: Henderson Boulevard, To: Brentwood Crescent

Highway: Virginia Street, From: Sutherland Drive, To: 70 Metres North of Guthrie Drive

Highway: Waterloo Drive, From: Warburton Crescent / Uxbridge Crescent, To: Friarhill Crescent (west intersection)

Highway: Welborne Avenue, From: Bicknell Crescent, To: Nordic Avenue

Highway: Wiley Street, From: Weller Avenue, To: Briceland Street

By-Law to Amend By-Law 2003–209

2. Coming into Force

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

1st Reading date

2nd Reading date

3rd Reading date

Passed date

Janet Jaynes
City Clerk

Bryan Paterson
Mayor

By-Law Number 2024-XX

A By-Law to Amend By-Law Number 2022-62, “Kingston Zoning By-law Number 2022-62” (Removal of Holding Overlay, 3130 Babcock Road)

Passed: [Meeting Date]

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

Whereas the property owner has submitted an application requesting the removal of the Holding Overlay from the lands municipally known as 3130 Babcock Road; and

Whereas in accordance with subsection 5.4 of the Kingston Zoning By-law, the property owner has satisfied the conditions for the removal of the “Second Residential Unit Holding Overlay – Water Supply/Water Quality” on the subject property, including;

- (a) A “Second Residential Unit Holding Overlay – Water Supply/Water Quality” application has been reviewed and approved to the satisfaction of the City’s Environment Division; and
- (b) Clearance has been provided by Engineering Services and Building Services, for the removal of the “Second Residential Unit Holding Overlay – Water Supply/Water Quality”.

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

1. By-Law Number 2022-62 of The Corporation of the City of Kingston, entitled “Kingston Zoning By-law Number 2022-62”, is amended as follows:
 - 1.1 Schedule “D1” is amended by removing the Second Residential Unit Holding Overlay – Water Supply/Water Quality from the subject lands, as shown on Schedule “A” attached to and forming part of this By-Law; and
2. This By-Law will come into force in accordance with the provisions of the *Planning Act*.

Given all Three Readings and Passed: August 13, 2024

Janet Jaynes
City Clerk

Bryan Paterson
Mayor



Schedule 'A' to By-Law Number

Kingston Zoning By-Law 2022-62 Schedule D1 - Second Residential Unit Holding Overlay

Address: 3130 Babcock Road
File Number: D28-005-2024
Prepared On: Jun-24-2024

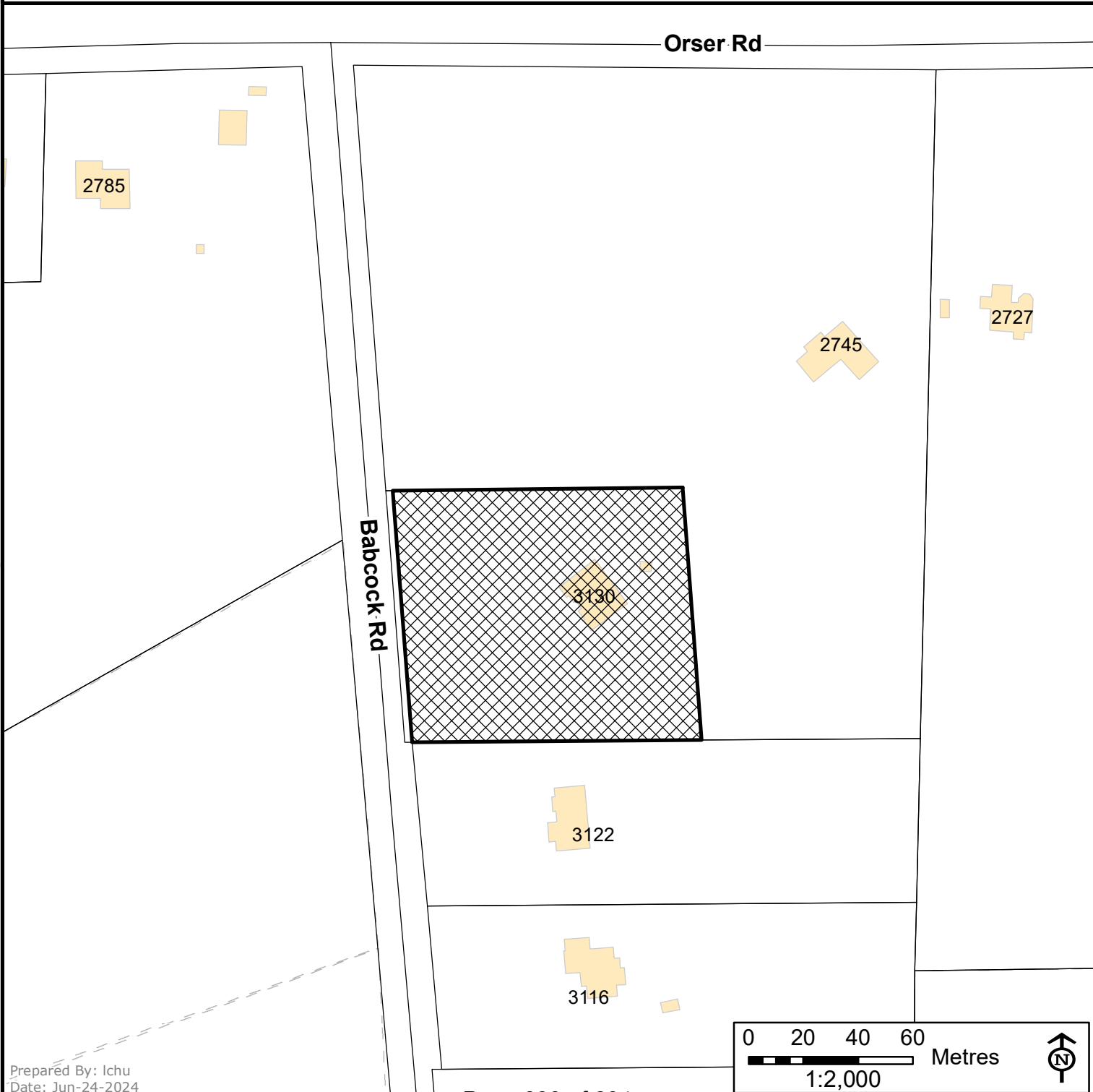
Lands to be Removed from Second Residential
Unit Holding Overlay (Sch D1)

Certificate of Authentication

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

Mayor

Clerk



Prepared By: Ichu
Date: Jun-24-2024

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City of Kingston By-Law Number 2024–XX

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.

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

Council 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-5, Highways with a Limit of 40 Kilometres per Hour, is hereby amended by removing the following therefrom:

Highway: Conacher Drive, From: Folger Street / Sutherland Drive Intersection, To: 46 Metres West of Sutherland Drive / Conacher Drive East Intersection

Highway: Cranbrook Street, From: Days Road, To: Lakeview Avenue

By-Law to Amend By-Law 2003–209

Highway: Crerar Boulevard, From: Front Road, To: Lakeshore Boulevard

Highway: Gilmour Avenue, From: All

Highway: Henderson Boulevard, From: Days Road, To: Bayridge Drive

Highway: Kirkpatrick Street, From: Division Street, To: Brant Avenue

Highway: Lyons Street, From: Kirkpatrick Street, To: Elliott Avenue

Highway: MacCauley Street, From: Montreal Street, To: Wilson Street

Highway: Roosevelt Drive, From: Henderson Boulevard, To: Sunset Boulevard

Highway: Seventh Avenue, From: Kingscourt Avenue, To: Alfred Street

Highway: Virginia Street, From: Sutherland Drive, To: Guthrie Drive

Highway: Waterloo Drive, From: Centennial Drive, To: Taylor-Kidd Boulevard

Highway: Welborne Avenue, From: 150 Metres South of Welborne Public School Entrance, To: 150 Metres North of Welborne Public School Entrance

Highway: Welborne Avenue, From: Bicknell Crescent, To: Nordic Avenue

Highway: Wiley Street, From: Weller Avenue, To: Briceland

- (b) Schedule A-7, Designated Areas with an Area Speed Limit, is hereby amended by adding the following thereto:

Designated Area – Boundary Highways: John Counter Boulevard – Division Street – Concession Street – Leroy Grant Drive, Maximum Rate of Speed: 40 kilometres per hour

Designated Area – Boundary Highways: Princess Street – Sir John A. Macdonald Boulevard – Bath Road – Portsmouth Avenue, Maximum Rate of Speed: 40 kilometres per hour

Designated Area – Boundary Highways: Bath Road – Days Road –

By-Law to Amend By-Law 2003–209

Front Road – Bayridge Drive – Coverdale Drive, Maximum Rate of Speed: 40 kilometres per hour

Designated Area – Boundary Highways: Front Road – Cataraqui Bay – Lake Ontario – Horsey Bay, Maximum Rate of Speed: 40 kilometres per hour

Designated Area – Boundary Highways: Highway 401 – Montreal Street – John Counter Boulevard – Division Street – First Canada Avenue, Maximum Rate of Speed: 40 kilometres per hour

Designated Area – Boundary Highways: Princess Street – Taylor Kidd Boulevard – Centennial Drive, Maximum Rate of Speed: 40 kilometres per hour

- (c) Schedule A-8, Highways with a Limit of 30 Kilometres per Hour, is hereby amended by adding the following thereto:

Highway: Cranbrook Street, From: Days Road, To: Lakeview Avenue

Highway: Crerar Boulevard, From: Front Road, To: Lakeshore Boulevard

Highway: Gilmour Avenue, From: Phillips Street, To: Elmwood Street

Highway: Lyons Street, From: Kirkpatrick Street, To: Elliott Avenue

Highway: MacCauley Street, From: Folger Street, To: Wilson Street

Highway: Roosevelt Drive, From: Henderson Boulevard, To: Brentwood Crescent

Highway: Virginia Street, From: Sutherland Drive, To: 70 Metres North of Guthrie Drive

Highway: Waterloo Drive, From: Warburton Crescent / Uxbridge Crescent, To: Friarhill Crescent (west intersection)

Highway: Welborne Avenue, From: Bicknell Crescent, To: Nordic Avenue

Highway: Wiley Street, From: Weller Avenue, To: Briceland Street

By-Law to Amend By-Law 2003–209

2. Coming into Force

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

1st Reading date

2nd Reading date

3rd Reading date

Passed date

Janet Jaynes
City Clerk

Bryan Paterson
Mayor