



City of Kingston  
Council Meeting  
Agenda

2025-01

Tuesday, December 3, 2024

7:00 p.m.

Council Chamber

Council will resolve into the Committee of the Whole "Closed Meeting" at 5:15 p.m. and will reconvene as regular Council at 7 p.m.  
Watch live on the [City of Kingston website](#).

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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 - Potential Disposition of Land;
  - b. A proposed or pending acquisition or disposition of land by the municipality or local board - Employment Lands;
  - c. Personal matters about an identifiable individual, including municipal or local board employees - Code of Conduct Investigation; and
  - d. Personal matters about an identifiable individual, including municipal or local board employees - Commissioner Position Vacancy and Organization Updates.
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. Cam Stevenson - Application for Ontario Heritage Act Approval - 411 Wellington Street**

Cam Stevenson will appear before Council to speak to Clause 1 of Report Number 04: Received from Kingston Heritage Properties Committee with respect to Application for Ontario Heritage Act Approval - 411 Wellington Street.

**9. Briefings**

**1. Kingston Police Service Board Operating Budget Status as at September 30, 2024**

Chief Scott Fraser, Scarlet Eyles, Director of Finance, Kingston Police, and Jarrod Stearns, Board Chair, Kingston Police Service Board, will brief Council on Information Report Number 1 with respect to Kingston Police Service Board Operating Budget Status as at September 30, 2024.

**10. Petitions**

**1. Crosswalk at Charles Street & Rideau Street**

A petition bearing approximately 145 signatures to have a crosswalk installed at Charles Street & Rideau Street was delivered to the Clerk's Department on November 20, 2024.

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

**12. Deferred Motions**

**13. Report Number 01: 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. Archival Storage and Management Agreement with Queen's University** 18

(Report Number 25-024 from the City Clerk)

**That** the Mayor and City Clerk be authorized to execute a new five-year agreement for the storage and management of the City's archival records, effective January 1, 2025, between The Corporation of the City of Kingston and Queen's University, subject to the satisfaction of the City Solicitor.
- 2. Arts, Culture and Heritage Advisory Committee Mandate** 22

(Report Number 25-014 from the City Clerk)

(See By-Law Number (1), 2025-1)

**That** By-Law Number 2023-204, the Committee By-Law, as amended, be further amended as per Exhibit A to Report Number 25-014.
- 3. Recommendations for the 2024-2025 City of Kingston Heritage Fund** 30

(Report Number 25-010 from the Commissioner, Community Services)

**That** Council approve the recommendations submitted by the Kingston and Area Association of Museums, Art Galleries and Historic Sites with regard to the 2024-2025 City of Kingston Heritage Fund, in support of both Operating and Project Grants as outlined in the 'CKHF Adjudication Report 2024-2025', attached to Report Number 25-010 as Exhibit A; and

**That** Council direct the Kingston Association of Museums, Art Galleries and Historic Sites to release the Operating and Project Grants, as approved, totaling \$376,449 to the successful applicants.
- 4. Better Homes Kingston Program - Program Efficiencies** 51

(Report Number 25-030 from the Commissioner, Growth & Development Services)

**That** having received a written request from staff that special charge by-laws for improvements completed under the Better Homes Kingston Program be given all three readings at the same meeting, Council approves such request; all pursuant to clause 12.63 (c) of City of Kingston By-Law Number 2021-41, "Council Procedural By-Law".

**5. Brownfield Financial Benefits for Project at 5 & 7 Cataraqui Street, Kingston**

56

(Report Number 25-025 from the Commissioner, Growth & Development Services)

(See By-Law Number (2), 2025-2)

(See By-Law Number (3), 2025-3)

**That** Council approve the Brownfield Property Tax Financial Assistance Application submitted by Rose Kove Developments Inc., owner of the property at 5 & 7 Cataraqui Street, for future annual property tax rebates or cancellations that are not to exceed a total of \$4,828,587 over a maximum of ten years subject to the establishment of, and in accordance with, the terms and conditions of a Brownfield Site Agreement; and

**That** the By-Law attached as Exhibit B to Report Number 25-025 be presented to Council for all three readings that establishes the property as eligible to receive future property tax rebates under the Tax Increment Rebate Grant Program subject to a Brownfield Site Agreement between the owner and the City; and

**That** the By-Law attached as Exhibit C to Report Number 25-025 be presented to Council for first and second readings to allow for the cancellation or rebate of property taxes for Municipal and Education purposes for the duration of the assistance periods for the property at 5 & 7 Cataraqui Street under the Brownfield Financial Tax Incentive Program By-Laws; and

**That** following the first and second readings of the Brownfield Financial Tax Incentive Program By-Law to cancel taxes, said By-Law be forwarded to the Ministry of Finance for their approval if required and once approved, presented to Council for third reading; and

**That** staff be directed to negotiate a Brownfield Site Agreement with Rose Kove Developments Inc. establishing the terms and conditions governing the payment of the Brownfields Rehabilitation Grant for the redevelopment of 5 & 7 Cataraqui Street; and

**That** the Mayor and Clerk be authorized to execute the Brownfield Site Agreement in a form satisfactory to the Director of Legal Services.

**6. Deeming By-Law to De-register Part of a Plan of Subdivision**

73

(Report Number 25-023 from the Commissioner, Growth & Development Services)

(See By-Law Number (4), 2025-4)

**That** "A By-Law to Deem Part of a Subdivision Not to be a Registered Plan of Subdivision (All of Lots 2 & 3, Plan 412; Part of Lot 1, Plan 412; and Part of Lot 17, Concession 2)", attached as Exhibit A to Report

Number 24-224, be presented to Council for three readings.

**7. Renewal of Four Billboards on City-Owned Property** 80

(Report Number 25-015 from the Commissioner, Growth & Development Services)

**That** Council approve the extension of the four billboard licences described in Exhibit A to Report Number 25-015 for an additional five years, plus one five-year extension option; and

**That** the Mayor and City Clerk be authorized to execute all necessary legal documents and agreements to effect the extension agreements in a form satisfactory to the Director of Legal Services or their designate.

**8. Parking By-Law Amendments and Licence Agreement** 93

(Report Number 25-006 from the Commissioner, Growth & Development Services)

(See By-Law Number (5), 2025-5)

**That** a By-Law be presented to amend By-Law Number 2010-128, "A By-Law to Regulate Parking", as amended, as per Exhibit A to Report Number 25-006 to apply the proposed parking regulations; and

**That** Council authorize the Mayor and Clerk to execute a licence agreement, in a form satisfactory to the Director of Legal Services and City Solicitor, with BPE Group of Companies for an on-street guest loading zone on King Street at the Belvedere Hotel for an amount equivalent to two monthly parking permit rates for Area A commuter on-street permits pursuant to the By-Law Number 2005-10, Fees and Charges By-Law plus a premium of 35% per month; and

**That** the agreement with BPE Group of Companies for an on-street guest loading zone on King Street at the Belvedere Hotel shall be for an initial term of one year and shall be renewed automatically annually thereafter with the option to terminate the agreement for any reason with 30 days' written notice from either party.

14. **Report Number 02: Received from the Chief Administrative Officer (Recommend)**

1. **Fees and Charges By-Law for the 2025 fiscal year**

103

(Report Number 25-009 from the Chief Financial Officer & City Treasurer)

(See By-Law Number (6), 2025-6)

(See By-Law Number (7), 2025-7)

**That** a By-Law, attached to Report Number 25-009 as Exhibit A, be presented to Council to establish the fees and charges for the 2025 fiscal year; and

**That** a By-Law to Repeal 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, and to amend other City By-Laws that have specific references to By-Law Number 2005-10, attached to Report Number 25-009 as Exhibit B, be presented to Council to repeal By-Law Number 2005-10, in its entirety, as of January 1, 2025.

**15. Report Number 03: 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 - 3055 Princess Street**

298

(Exhibit A to Report Number PC-24-060)

(See By-Law Number (8) 2025-8)

**That** the application for a zoning By-Law amendment (File Number D14-013-2024) submitted by Nancy Krampitz, on behalf of Krampitz Enterprises Inc., for the property municipally known as 3055 Princess Street, be approved; and

**That** Kingston Zoning By-Law Number 2022-62, as amended, be further amended, as per Exhibit A (Draft By-Law and Schedules A and B to Amend Zoning By-Law Number 2022-62) to Report Number PC-24-060; 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.

**16. Report Number 04: 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 - 411 Wellington Street**

302

(Exhibits A-F to Report Number HP-24-043)

**That** the new construction at 411 Wellington Street – Lot 1, be approved in accordance with the details described in the application (File Number P18-096-2024), which was deemed complete on September 27, 2024, with said application to include the construction of a two-storey dwelling and a detached garage accessed by a driveway; and

**That** the approval of the application be subject to the conditions outlined in Exhibit A; and

**That** the new construction at 411 Wellington Street – Lot 3, be approved in accordance with the details described in the application (File Number P18-097-2024), which was deemed complete on September 27, 2024, with said application to include the construction of a two-storey dwelling and a detached garage accessed by a driveway; and

**That** the approval of the application be subject to the conditions outlined in Exhibit B; and

**That** the new construction at 411 Wellington Street – Lot 10, be approved in accordance with the details described in the application (File Number P18-098-2024), which was deemed complete on October 15, 2024, with said application to include the construction of a two-storey dwelling and a detached garage accessed by a driveway; and

**That** the approval of the application be subject to the conditions outlined in Exhibit C; and

**That** the new construction at 411 Wellington Street – Lot 20, be approved in accordance with the details described in the application (File Number P18-095-2024), which was deemed complete on September 27, 2024, with said application to include the construction of a two-storey dwelling and a detached garage accessed by a driveway; and

**That** the approval of the application be subject to the conditions outlined in Exhibit D; and

**That** the new construction at 411 Wellington Street – Lot 27, be approved in accordance with the details described in the application (File Number P18-099-2024), which was deemed complete on September 27, 2024,



with said application to include the construction of a two-storey dwelling and a detached garage accessed by a driveway; and

**That** the approval of the application be subject to the conditions outlined in Exhibit E; and

**That** the new construction at 411 Wellington Street – Lot 30, be approved in accordance with the details described in the application (File Number P18-101-2024), which was deemed complete on October 3, 2024, with said application to include the construction of a one-storey dwelling and a detached garage accessed by a driveway; and

**That** the approval of the application be subject to the conditions outlined in Exhibit F.

**17. Report Number 05: Received from the Integrity Commissioner**

The Integrity Commissioner reports and recommends as follows.

**1. Integrity Commissioner Report Code of Conduct Investigation 2024-02**

308

(Report Number 2024-02 from the Integrity Commissioner)

**That** Council receive the "Integrity Commissioner Report Code of Conduct Investigation 2024-02" submitted by Aird & Berlis LLP and give consideration to the recommendation contained therein.

**18. Committee of the Whole**

**19. Information Reports**

- 1. Kingston Police Service Board Operating Budget Status as at September 30, 2024** 332

(Report Number 25-027 from the Chief Financial Officer & City Treasurer)

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

- 2. Emergency Management Program Review 2024** 342

(Report Number 25-017 from the Commissioner, Infrastructure, Transportation & Emergency Services)

The purpose of this report is to provide Council with an update on the status of the City's annual Emergency Management compliance requirements for 2024.

- 3. Operating Budget Status Report - October 31, 2024** 348

(Report Number 25-001 from the Chief Financial Officer & City Treasurer)

The purpose of this report is to provide Council with a financial status update of the general operating budget as at October 31, 2024.

**20. Information Reports from Members of Council**

**21. Miscellaneous Business**

Miscellaneous Business Items are voted on as one motion.

Moved by: Councillor Boehme

Seconded by: Councillor McLaren

**That** the following items of Miscellaneous Business be approved:

- 1. Reaction Hub Board Appointment**

**That** Councillor \_\_\_\_\_ be appointed to the Board of Directors of the Reaction Hub for a term ending November 30, 2025.

- 2. Proclamation - Christian Heritage Month** 362

**That** as requested by Ralph Rushton, Kingston Youth Unlimited, Kingston City Council proclaim the month of December to be "Christian Heritage Month" in the City of Kingston.

## 22. New Motions

### 1. Request the Redistribution of the Provincial Land Transfer Tax and GST to Municipalities for Sustainable Infrastructure Funding

Moved by: Councillor Boehme

Seconded by: Mayor Paterson

**Whereas** municipalities face growing infrastructure needs, including roads, bridges, public transit, water systems, and other critical services, which are essential to community well-being and economic development; and

**Whereas** the current sources of municipal revenue, including property taxes and user fees, are insufficient to meet these increasing demands for infrastructure investment; and

**Whereas** the Province of Ontario currently collects the Land Transfer Tax (LTT) on property transactions in municipalities across the province, generating significant revenue that is not directly shared with municipalities; and

**Whereas** the Federal Government collects the Goods and Services Tax (GST) on property transactions, a portion of which could be directed to municipalities to address local infrastructure needs; and

**Whereas** redistributing a portion of the Provincial Land Transfer Tax and GST to municipalities would provide a predictable and sustainable source of funding for local infrastructure projects without creating a new tax burden on residents or homebuyers; and

**Whereas** a redistribution of a portion of the existing Land Transfer Tax and GST would allow municipalities to better plan and invest in long-term infrastructure initiatives, supporting local economic growth and improving the quality of life for residents;

**Therefore Be It Resolved That** Kingston City Council formally requests the Provincial Government to consider redistributing a portion of the Land Transfer Tax collected on property transactions to municipalities; and

**That** Kingston City Council calls on the Federal Government to allocate a percentage of the GST collected on property sales to municipalities; and

**That** this redistribution of the Land Transfer Tax and GST should be structured to provide predictable and sustainable funding to municipalities, allowing for better long-term planning and investment in infrastructure projects that benefit local communities, thus ensuring that local governments receive a fair share of the revenue to address critical infrastructure needs; and

**That** copies of this resolution be forwarded to Prime Minister Justin

Trudeau, Premier Doug Ford, the Ontario Minister of Finance, the Minister of Municipal Affairs and Housing, local Members of Parliament (MPs) and Members of Provincial Parliament (MPPs); and

**That** copies of this resolution be forwarded to all 444 Municipalities in Ontario, the Federation of Canadian Municipalities (FCM), and the Association of Municipalities of Ontario (AMO) for their endorsement and advocacy.

**23. Notices of Motion**

**24. Minutes**

Distributed to all Members of Council on November 29, 2024.

**That** the Minutes of City Council Meeting 26-2024, held Tuesday, November 19, 2024, be confirmed.

**25. Tabling of Documents**

**26. Communications**

364

Communications received and distributed to Council between November 13, 2024 to November 26, 2024.

**27. Other Business**

**28. By-Laws**

**That** By-Laws (1) through (13) be given their first and second reading.

**That** By-Laws (2), (4), and (8) through (13) be given their third reading.

**1. By-Law to Amend City of Kingston By-Law Number 2023-204, Committee By-Law**

By-Law to Amend City of Kingston By-Law Number 2023-204, Committee By-Law

First and Second Reading

Proposed By-Law Number 2025-1

(Clause 2, Report Number 01)

**2. A By-Law to Approve Brownfields Financial Assistance for the property known as 5 & 7 Cataraqui Street**

A By-Law to Approve Brownfields Financial Assistance for the property known as 5 & 7 Cataraqui Street

Three Readings

Proposed By-Law Number 2025-2

(Clause 5, Report Number 01)

**3. A By-Law to Cancel Municipal and Education Taxes for the property known as 5 & 7 Cataraqui Street**

A By-Law to Cancel Municipal and Education Taxes for the property known as 5 & 7 Cataraqui Street

First and Second Reading

Proposed By-Law Number 2025-3

(Clause 5, Report Number 01)

**4. A By-Law to Deem Part of a Subdivision Not to be on a Registered Plan of Subdivision**

A By-Law to Deem Part of a Subdivision Not to be on a Registered Plan of Subdivision (Part of Lot 1, Lot 2, and Lot 3 on Registered Plan 412)

Three Readings

Proposed By-Law Number 2025-4

(Clause 6, Report Number 01)

**5. By-Law to Amend City of Kingston By-Law Number 2010-128, A By-Law to Regulate Parking**

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

First and Second Reading

Proposed By-Law Number 2025-5

(Clause 8, Report Number 01)

**6. Fees & Charges By-Law, 2025**

Fees & Charges By-Law, 2025

First and Second Reading

Proposed By-Law Number 2025-6

(Clause 1, Report Number 02)

**7. Repeal of Fees and Charges and Amend Other By-Laws**

Repeal of Fees and Charges and Amend Other By-Laws

First and Second Reading

Proposed By-Law Number 2025-7

(Clause 1, Report Number 02)

**8. A By-Law to Amend By-Law 2022-62, "Kingston Zoning By-Law Number 2022-62" - 3055 Princess 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 and Introduction of Exception Number E177 (3055 Princess Street))

Three Readings

Proposed By-Law Number 2025-8

(Clause 1, Report Number 03)

**9. A By-Law to Amend By-Law Number 2023-5 - Block 90, Plan 13M-107 - Delegated Authority**

367

A By-Law to Amend By-Law Number 2023-5, "A By-Law to Exempt Certain Lands on Registered Plan 13M-107 from the Provisions of Subsection 50(5) of the *Planning Act* (Block 90, Registered Plan 13M-107)"

Three Readings

Proposed By-Law Number 2025-9

(Delegated Authority)

10. **A By-Law to Provide for the Assumption of Public Highways - Plan 13M-103 - Delegated Authority** 369
- A By-Law to provide for the assumption of the public highways in Woodhaven Tamarack Subdivision, Phase 3-1, Registered Plan 13M-103, in the City of Kingston, in accordance with section 31(4) of the Municipal Act, Chapter 25, S.O. 2001; and to provide acceptance by the City of Kingston, of the associated public works within
- Three Readings
- Proposed By-Law Number 2025-10
- (Delegated Authority)
11. **A By-Law to Provide for the Assumption of Public Highways - Plan 13M-119 - Delegated Authority** 371
- A By-Law to provide for the assumption of the public highways in Woodhaven Tamarack Subdivision, Phase 3-2, Registered Plan 13M-119, in the City of Kingston, in accordance with section 31(4) of the Municipal Act, Chapter 25, S.O. 2001; and to provide acceptance by the City of Kingston, of the associated public works within
- Three Readings
- Proposed By-Law Number 2025-11
- (Delegated Authority)
12. **A By-Law to Provide for the Assumption of Public Highways - Plan 13M-112 - Delegated Authority** 373
- A By-Law to provide for the assumption of the public highways in Woodhaven Tamarack Subdivision, Phase 3-3, Registered Plan 13M-112, in the City of Kingston, in accordance with section 31(4) of the Municipal Act, Chapter 25, S.O. 2001; and to provide acceptance by the City of Kingston, of the associated public works within
- Three Readings
- Proposed By-Law Number 2025-12
- (Delegated Authority)



**13. A By-Law to confirm the proceedings of Council at its meeting held on December 3, 2024**

A By-Law to confirm the proceedings of Council at its meeting held on December 3, 2024.

Three Readings

Proposed By-Law Number 2025-13

(City Council Meeting Number 2025-01)

**29. Adjournment**

**That Council do now adjourn.**



**City of Kingston  
Report to Council  
Report Number 25-024**

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**To:** Mayor and Members of Council  
**From:** Janet Jaynes, City Clerk  
**Resource Staff:** Blair Johnson, Manager, Corporate Records & Information  
**Date of Meeting:** December 3, 2024  
**Subject:** Archival Storage and Management Agreement With Queen's University

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**Council Strategic Plan Alignment:**

Theme: Corporate business

Goal: See above

**Executive Summary:**

The Corporation of the City of Kingston (the "City") is mandated under the *Municipal Act, 2001*, to preserve records in its custody and under its control which are deemed to have legal, fiscal, evidential, and/or archival value, regardless of their physical form. The City's archival records must be both protected and accessible in order to meet the immediate and future needs of the City and members of the public.

On June 26, 1972, Council authorized the Queen's University Archives to manage and make accessible the City's collection of archival records and that the Queen's University Archives be responsible for the collection. The current agreement between the City and Queen's University expires on December 31, 2024.

**Recommendation:**

**That** the Mayor and City Clerk be authorized to execute a new five-year agreement for the storage and management of the City's archival records, effective January 1, 2025, between The Corporation of the City of Kingston and Queen's University, subject to the satisfaction of the City Solicitor.

December 3, 2024

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**Authorizing Signatures:**

ORIGINAL SIGNED BY CITY CLERK

\_\_\_\_\_  
**Janet Jaynes, City Clerk**

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

December 3, 2024

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

The City's records and information holdings are valuable corporate assets needed to support effective decision making, meet operational requirements, and protect the legal, fiscal, historic, and other interests of the City. The City must ensure that the integrity of those records is preserved and that they are protected from damage and theft. Section 254(1) of the *Municipal Act, 2001*, provides that the records of the City are to be maintained in a secure and accessible form.

Since June 26, 1972, the Queen's University Archives has been managing and making accessible much of the City's collection of archival records, dating back to 1838. Individuals making use of the City's archival records include City staff, residents of Kingston and the surrounding region, the legal community, academic scholars, students at Queen's and local schools, genealogists, and other interested persons from across the country and around the world. To consult the City's records, researchers use the public reading room maintained by the Archives and are assisted by the onsite Archives staff. The records holding spaces in Kathleen Ryan Hall adhere to archival standards for environmental controls, security, and storage, and ongoing monitoring is provided.

The current agreement with Queen's University began January 1, 2021, and expires on December 31, 2024. The initial annual cost was \$25,000 (plus applicable taxes) and increased in subsequent years by the annual Consumer Price Index adjustment. The annual cost for 2023 was \$25,775 (plus applicable taxes). In January 2025, the City will receive an invoice for the management and administration of the City's archival collection for 2024.

Staff recommends entering into a new five-year agreement, commencing January 1, 2025, for the same storage and management services, between the City and Queen's University, for \$33,825 (plus applicable taxes) for the first year, plus a 2.5% adjustment in subsequent years, with an expiry of December 31, 2029.

**Existing Policy/By-Law**

*Municipal Act, 2001*

By-Law Number 2020-8, A By-Law to Adopt the Records Retention Schedule for the City of Kingston

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

**Financial Considerations**

The proposed storage and services agreement with Queen's University will commence on January 1, 2025 at a cost of \$33,825 (plus applicable taxes) for the first year and increase by 2.5% in subsequent years.

December 3, 2024

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Archival records that require conservation attention will be identified by Queen's University Archives staff.

Approval for funding for the conservation work will be at the discretion of the City Clerk.

Sufficient funds for annual fees and to undertake discretionary conservation measures will be allocated in the annual operating budget of the City Clerk's Department.

**Contacts:**

Blair Johnson, Manager, Corporate Records and Information, 613-546-4291 extension 1316

**Other City of Kingston Staff Consulted:**

None

**Exhibits Attached:**

None



**City of Kingston  
Report to Council  
Report Number 25-014**

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**To:** Mayor and Members of Council  
**From:** Janet Jaynes, City Clerk  
**Resource Staff:** Derek Ochej, Deputy City Clerk  
**Date of Meeting:** December 3, 2024  
**Subject:** Arts, Culture and Heritage Advisory Committee Mandate

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**Council Strategic Plan Alignment:**

Theme: Council requests

Goal: See above

**Executive Summary:**

The purpose of this report is to recommend merging the Kingston Heritage Programs Committee and the Arts & Culture Advisory Committee into a single committee, to be known as the Arts, Culture and Heritage Advisory Committee. Merging the committee aligns the mandate of the new committee with current City department structure, where Heritage Programming and Arts & Culture Services both report to the Commissioner of Community Services. The merger will also increase efficiency and effectiveness for both staff and committee members, as the current separate committees meet infrequently, and meeting durations have been short.

**Recommendation:**

**That** By-Law Number 2023-204, the Committee By-Law, as amended, be further amended as per Exhibit A to Report Number 25-014.

December 3, 2024

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**Authorizing Signatures:**

ORIGINAL SIGNED BY CITY CLERK

\_\_\_\_\_  
**Janet Jaynes, City Clerk**

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	
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**

On November 7, 2023, Council approved the following recommendation in Report Number 23-233:

**That** staff be directed to examine a potential merger of the Arts Advisory Committee and Kingston Heritage Programs Committee and provide recommendations to Council when appropriate; and

Following a year of operations of both the Kingston Heritage Programs Committee and the Arts Advisory Committee (now called the Arts & Culture Advisory Committee), staff are recommending the two committees be merged into the Arts, Culture and Heritage Advisory Committee. The merger of the two committees will allow for greater staff efficiency, improved engagement with committee members, and a refined committee mandate with specific business goals.

**Kingston Heritage Programs Committee**

The Kingston Heritage Programs Committee formed in 2023 as a result of the recommendations of the Heritage Kingston Review Working Group. The final recommendations of the Working Group, as approved by Council, split Heritage Kingston into two separate committees: the Kingston Heritage Properties Committee (Heritage Properties) and the Kingston Heritage Programs Committee (Heritage Programs).

Heritage Properties is mandated to advise staff and Council with respect to built heritage in Kingston, including applications for alterations to heritage properties and designations of heritage properties under the *Ontario Heritage Act*. Heritage Programs is mandated to advise staff and Council with respect to cultural heritage in Kingston, including exhibitions and programming at City-owned museums and Kingston City Hall National Historic Site, as well as the [Civic Artifact Collection](#), which includes original collections of the [MacLachlan Woodworking Museum](#), [PumpHouse Museum](#), Kingston City Hall (National Historic Site), Art Collection Society of Kingston, Public Art and Outdoor Collection, Archaeological Collection and City of Kingston's Archives Collection.

Between its first meeting in April 2023 and its most recent meeting in September 2024, Heritage Programs has met five times, with meetings having an average duration of less than 45 minutes. Meetings have frequently been cancelled or rescheduled due to lack of business or lack of quorum.

**Arts & Culture Advisory Committee**

The predecessor to the Arts & Culture Advisory Committee, the Arts Advisory Committee formed in 2013, combined several arts-related advisory committees into one committee. In November 2023 it was renamed the Arts & Culture Advisory Committee to better reflect a



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broadened function and to align with the City's Arts & Culture Services department. The Arts & Culture Advisory Committee provides advice to staff and Council regarding arts and culture-related strategies, policies and programs and ensures that arts and culture are appropriately represented in City policies. There are also several subcommittees that report to the Arts & Culture Advisory Committee with responsibility for:

- selecting the annual recipients of the Mayor's Arts Awards;
- making recommendations for the appointment of the City's Poet Laureate;
- providing advice to staff with respect to art in public places; and
- supporting the delivery of YGK Music, an annual program designed to promote local music and musicians through playlists on the City website and variety of other mediums.

Since 2022, the Arts & Culture Advisory Committee and its predecessor, the Arts Advisory Committee, has met, on average, four times per year. Average meetings lengths are between 30 to 60 minutes.

### **Analysis**

Staff are recommending that the Arts & Culture Advisory Committee and the Kingston Heritage Programs Committee be merged into a single committee, to be known as the Arts, Culture and Heritage Advisory Committee. The mandate of the Arts, Culture and Heritage Advisory Committee is attached to this report as Exhibit A.

The purpose of the committee merger is two-fold. Combining the committees will align the mandate of the new committee with current City department structure. Both Heritage Services and Arts & Culture Services are within the Community Services group. There is also a significant amount of collaborative work that will be occurring between the two groups where the input of the new committee will be sought, including: the development of a new Kingston Culture Plan, public art commissioning and maintenance, exhibitions and programming in Market Wing Cultural Space at City Hall, and alignment between municipal arts and heritage funding programs.

Based on the meeting frequencies and durations of the two committees over the past two years, merging the two committees into one will allow for a more efficient and effective use of staff and committee member time.

Both the Arts & Culture Advisory Committee and the Heritage Kingston Programs Committee were included in the annual recruitment held in Fall 2024 as each committee has members whose appointment terms expired on November 30, 2024. Current members of these two committees were advised by staff that their terms of appointment were extended until the new Arts, Culture and Heritage Advisory Committee is approved and the new membership approved by Council. Members of the public who applied to these two committees during the recent fall recruitment will be contacted and advised of the merging of the committees and provided an

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opportunity to apply to the Arts, Culture and Heritage Advisory Committee as part of the future recruitment detailed in the section below.

**Next Steps**

Following approval of the by-law amendment to create the Arts, Culture and Heritage Advisory Committee, staff will conduct recruitment in January 2025 for committee members. The Nominations Committee will consider applications received in February 2025, and their recommendations for appointment provided to Council in March 2025 for consideration. Staff will conduct an initial orientation meeting for the new committee membership at the earliest possible date following the confirmation of appointments. Until the new committee is formed, the existing Arts & Culture Advisory Committee and the Kingston Heritage Programs Committee will be in place and meetings can be called as needed.

**Existing Policy/By-Law**

Committee By-Law

**Financial Considerations**

None

**Contacts:**

Derek Ochej, Deputy City Clerk, 613-546-4291 extension 1252

**Other City of Kingston Staff Consulted:**

Kevin Gibbs, Director, Heritage Services

Danika Lochhead, Director, Arts & Culture Services

**Exhibits Attached:**

Exhibit A – A By-Law to Amend By-Law Number 2023-204, the Committee By-Law

# City of Kingston By-Law Number 2025–...

## ***By-Law to Amend City of Kingston By-Law Number 2023-204, Committee By-Law***

### **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 November 21, 2023, council for the *City* (“**council**”) enacted *City of Kingston By-Law Number 2023-204*, “*Committee By-Law*”.

*Council* considers it necessary and desirable for the public to amend *City of Kingston By-Law Number 2023-204*.

**Therefore**, *council* enacts:

### **1. Amendment**

1.1 *City of Kingston By-Law Number 2023-204* is amended as follows:

- (a) By deleting Schedule 6 – Arts and Culture Advisory Committee of the by-law and replacing with the following:

#### **Schedule 6 – Arts, Culture and Heritage Advisory Committee**

**Reporting To:** *council*.

## *By-Law to Amend By-Law 2023-204*

### **Composition:**

- one member of *council*;
- one representative from the Kingston Arts Council;
- one representative from the board of directors of the Kingston and Area Association of Museums, Art Galleries and Historic Sites;
- three to five professional artists, creatives, arts or cultural workers, and museum or archives workers;
- up to three residents who demonstrate relevant experience or knowledge, abilities and skills related to the functions of the *committee*; and
- one resident between the ages of 15 and 24.

**Term of Appointment:** two-year terms in accordance with the *Public Appointment Policy*.

**Functions:** to provide information and advice to *City* staff and *council* on matters related to arts and culture, and tangible and intangible cultural heritage that intersect with *City* policies, programs, spaces, and services, including the following:

- ensure that arts and culture, and tangible and intangible cultural heritage sectors are appropriately represented in *City* policies and programs and representative of the needs of residents;
- provide input into the development of arts and culture and tangible and intangible cultural heritage-related strategies, policies and programs;
- advise *City* staff and *council* on the impact, actual and potential, of *City* priorities, plans, policies, programs and regulations on the arts and cultural heritage sectors;
- act as the *City's* museums advisory committee and provide input and communications to *council* regarding cultural heritage programming and exhibitions at the two *City*-owned museums, Kingston City Hall National Historic Site and the Market Wing Cultural Space, and the development and maintenance of the civic artifact collection;
- provide recommendations respecting cultural tourism, commemorations, education and community arts and heritage programming, and to ensure these are inclusive and foster a caring and inclusive community; and

*By-Law to Amend By-Law 2023-204*

- act as representatives on and suggest *resident* representatives to serve on the following *subcommittees*: Art in Public Places Subcommittee, Local Music Subcommittee, Mayor’s Arts Awards Nominations Subcommittee, Poet Laureate Subcommittee.

**Regular Meeting Frequency:** up to six times per year.

- (b) By deleting Schedule 10 – Kingston Heritage Programs Committee of the by-law in its entirety and renumbering the following Schedules as appropriate.

**2. Coming into Force**

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

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

Janet Jaynes  
City Clerk

Bryan Paterson  
Mayor



**City of Kingston  
Report to Council  
Report Number 25-010**

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**To:** Mayor and Members of Council  
**From:** Jennifer Campbell, Commissioner, Community Services  
**Resource Staff:** Kevin Gibbs Director, Heritage Services  
**Date of Meeting:** December 3, 2024  
**Subject:** Recommendations for the 2024-2025 City of Kingston Heritage Fund

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**Council Strategic Plan Alignment:**

Theme: 5. Drive Inclusive Economic Growth

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

**Executive Summary:**

The purpose of this report is to request that Council approve the recommendations submitted by the Kingston and Area Association of Museums, Art Galleries and Historic Sites (KAM) with regard to the 2024-2025 City of Kingston Heritage Fund (CKHF) in support of both Operating and Project Grants. This funding program was first established in 2013 and is administered by KAM on behalf of the City through a Service Level Agreement (SLA).

Applications to the fund for Operating Grants (Large Operating Grants and Small Operating Grants) and Project Grants (Community Cultural Heritage Project Grants and Cultural Heritage Development Grants) were received in September 2024 and KAM convened two Adjudication Committees tasked with assessing the applications received in each stream. The Adjudication Committees completed their assessments in September and October 2024, and the KAM Board of Directors ratified their recommendations on November 12, 2024. Council is now being asked to approve these recommendations in accordance with the Administrative Plan, City of Kingston Heritage Fund, 2024-2025, previously approved by Council on June 18, 2024, through [Report Number 24-170](#).

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The recommendations submitted by KAM regarding the distribution of Operating Grants and Project Grants through the CKHF in 2024 are attached as Exhibit A.

**Recommendation:**

**That** Council approve the recommendations submitted by the Kingston and Area Association of Museums, Art Galleries and Historic Sites with regard to the 2024-2025 City of Kingston Heritage Fund, in support of both Operating and Project Grants as outlined in the 'CKHF Adjudication Report 2024-2025', attached to Report Number 25-010 as Exhibit A; and

**That** Council direct the Kingston Association of Museums, Art Galleries and Historic Sites to release the Operating and Project Grants, as approved, totaling \$376,449 to the successful applicants.

December 3, 2024

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**Authorizing Signatures:**

ORIGINAL SIGNED BY COMMISSIONER

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

ORIGINAL SIGNED BY CHIEF

ADMINISTRATIVE OFFICER

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

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

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



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**Options/Discussion:****City of Kingston Heritage Fund (CKHF)**

The City of Kingston's annual investment in the Heritage Fund provides critical support for museums, heritage projects, cultural groups and historical societies to improve on and expand how Kingston's stories are shared. Operating Grants (Large Operating Grants up to \$75,000 and Small Operating Grants up to \$5,000) help provide stable base-funding for museums and heritage organizations in Kingston. Project Grants (Community Cultural Heritage Project Grants up to \$20,000 and Cultural Heritage Development Grants up to \$5,000) support cultural heritage initiatives in Kingston that expand the histories, stories and programs that sites and community groups can offer. Since its inception in 2013, over \$3 million in funding has been allocated through the Heritage Fund and 124 grants have been awarded to date. Operating Grants have helped to develop nine community museums and heritage organizations in Kingston and over 30 organizations have been supported through Project Grants.

**2024-2025 CKHF**

As part of its 2024 SLA with the City, KAM was asked to develop and submit an Administrative Plan for the 2024-2025 CKHF. The 2024-2025 Administrative Plan was approved by Council on June 18, 2024 ([Report Number 24-170](#)). A total of \$355,996 was also approved as part of the 2024 operating budget for the Heritage Services Department to support the CKHF in 2024-2025. Earned interest and unallocated funds from previous years were added to the available funds as per the Administrative Plan, bringing the total amount available to be allocated in the 2024-2025 fund cycle to \$400,454. The 2023-2024 fund was larger (\$448,665) due to the CKHF being undersubscribed in prior years as a result of reduced capacity to complete projects during the COVID-19 pandemic and unspent funds were carried forward to 2023-2024.

**Adjudication Committees**

Two separate Adjudication Committees were convened by KAM in September and October 2024 to assess the applications received. Cameron Smith served as the Chair of both Grant Committees. Kevin Gibbs (Director, Heritage Services) participated as an ex-officio, non-voting member of the Committees as did Jamie McKenzie-Naish (Grants Officer, CKHF, KAM Managing Director) and Deborah Holdich (Grants Assistant CKHF, KAM Coordinator).

To serve on the Project Grant Committees, Council appointed Councillor Ridge to participate as an ex-officio, non-voting member.

Voting members of the Operating Grant Committee were Michael Rikley-Lancaster, Andrea Gunn, Keeley Plouffe, Aaliyah Strachan and Nic Du Prey. Voting members of the Project Grant Committee were Jenn Lucas, Heather Home, Linda Tsuji, Nicole Kappahn and Rick Powers.

As outlined in the Administrative Plan for 2024-2025, Operating Grants are divided into two streams, referred to as "Large Operating Grants" and "Small Operating Grants". Project Grants are also split into two grant streams: "Community Cultural Heritage Project Grants" and "Cultural

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Heritage Development Grants.” The Community Cultural Heritage Project Grants support community projects developed by applicant organizations while the Cultural Heritage Development Grants support projects that address identified thematic gaps or that support product readiness improvements at organizations. For 2024-2025, there were two available Cultural Heritage Development Grant themes: “Indigenization, Inclusion, Diversity, Equity & Accessibility Program Development” and “Placemaking in Kingston”.

In total, the CKHF received 18 eligible grant applications for the 2024-2025 fund (all recommended for funding), representing a total request of \$534,106. By comparison, the CKHF received 17 grant applications for the 2023-2024 fund, representing a total request of \$508,400. Within the 2024-2025 applications, six applications were for Large Operating Grants, one application was for a Small Operating Grant, seven applications were for Community Cultural Heritage Grants and four applications were for Cultural Heritage Development Grants.

**Funding Recommendations – Operating Grants**

Operating Grants are intended to assist in providing stable base-funding for Kingston’s cultural heritage organizations and, by so doing, to enhance their sustainability and encourage growth. They are also intended to support core operating expenses as well as program-related costs. In response to the needs of the heritage sector, the Administrative Plan includes two different levels of support: (1) Large Operating Grants and (2) Small Operating Grants. Large Operating Grants, up to \$75,000, are designed to support larger, well-established organizations that operate year-round. Small Operating Grants, up to \$5,000, are designed to support smaller scale organizations that operate on a seasonal or otherwise limited basis.

**Table 1: Operating Grants, Recommended Funding Allocations, City of Kingston Heritage Fund 2024-2025**

<b>Applicant</b>	<b>Large or Small</b>	<b>Proposed Award in 2024-2025</b>	<b>% of Organization's Total 2024 Operating Budget</b>
Beyond Classrooms Kingston	Large	\$47,827.29	54%
Frontenac County Schools Museum	Large	\$46,470.03	47%
Great Lakes Museum	Large	\$47,051.71	1.5%
Kingston Historical Society – Murney Tower Museum	Large	\$46,615.45	35%
Museum of Health Care at Kingston	Large	\$50,735.70	13%
Kington Scout Museum	Large	\$30,419.88	81%
Kingston Regional Heritage Fair	Small	\$3,222.96	41%
<b>Total Operating</b>		<b>\$272,343.02</b>	

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**Funding Recommendations – Project Grants**

Project Grants are designed to encourage the development and creation of innovative cultural heritage programming and initiatives that promote cultural vitality in a more focused way. Eleven eligible Project Grant applications were submitted. Seven applications were for Community Cultural Heritage Project Grants and four were for Cultural Heritage Development Grants. Organizations cannot receive both an Operating Grant and a Community Cultural Development Grant. However, a recipient of an Operating Grant or a Community Cultural Development Grant can also receive a Cultural Heritage Development Grant to encourage projects that address the identified thematic gaps.

The total funding request for Project Grants in 2024 was \$106,388. By comparison, the amount requested in 2023 was \$129,900.

The total amount recommended to be awarded in the 2023-2024 Project Grant stream is \$104,106, with \$84,106 going to Community Cultural Heritage Project Grants and \$20,000 going to Cultural Heritage Development Grants.

**Table 2: Community Cultural Heritage Project Grants, Recommended Funding Allocation, City of Kingston Heritage Fund 2024-2025**

<b>Project Title</b>	<b>Organization</b>	<b>Amount</b>
“Katarokwi Indigenous Placekeeping Story Project”	All Our Relations Land Trust (AORLT)	\$14,696.34
“2 <sup>nd</sup> Annual National Indigenous Presenters Gathering Opening Kaswentha Dinner”	LodgePole Arts Alliance	\$16,931.59
“Step Up Kingston: A 2025 Summer DJ Camp”	Ontario Public Interest Research Group Kingston (sponsoring Roots & Wings)	\$14,941.03
“L'Dor Vador - Phase 3”	Beth Israel Congregation	\$8,134.47
“The Spire, Telling our Stories, III”	Friends of the Spire Inc.	\$3,497.22
“History of the Broom Factory”	Kingston Canadian Film Festival (sponsoring Broom Factory Arts Collective)	\$10,031.97
“Highway of Heroes Military Museums Initiative”	Military Communications & Electronics Museum Foundation	\$15,873.37
<b>Total Community Project</b>		<b>\$84,105.99</b>

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**Table 3: Cultural Heritage Development Project Grants, Recommended Funding Allocation, City of Kingston Heritage Fund 2024-2025**

Project Title	Theme	Organization	Amount
“Murney Tower Museum’s 100-year Legacy in Art and Heritage”	Placemaking in Kingston	Kingston Historical Society o/a Murney Tower Museum	\$5,000.00
“Katarokwi Indigenous Place-keeping Story Future Iterations”	IIDEA	All our Relations Land Trust (AORLT)	\$5,000.00
“Beyond Classrooms Kingston Accessible Website Redesign for Inclusion of all Users”	IIDEA	Beyond Classrooms Kingston	\$5,000.00
“Finding our Roots, Spreading our Wings”	Placemaking in Kingston	Ontario Public Interest Research Group Kingston (sponsoring Roots & Wings)	\$5,000.00
<b>Total Development Project</b>			<b>\$20,000.00</b>

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

For 2024-2025, applications were invited for two Cultural Heritage Development Grants themes. The first was “Indigenization, Inclusion, Diversity, Equity and Accessibility Program Development”. In alignment with Strategic Priority 4.5.2, grants awarded under this theme will support programs that prioritize equity, diversity and inclusion, Indigenous initiatives and/or accessibility. The types of projects that could be funded under this theme are varied but examples could include translating educational programs into other languages or augmenting Indigenous or other underrepresented content in museum exhibits. The second theme was “Placemaking in Kingston”. Examples of grants that could be awarded under this theme include exhibits that focus on stories from a particular place in Kingston, particularly those outside the downtown core, or developing programs that can move to different parts of the City, particularly those currently underserved by cultural heritage programming.

**Existing Policy/By-Law**

None

**Notice Provisions**

None

**Financial Considerations**

Funds to support the CKHF in 2024-2025, totalling \$355,996, were approved as part of the 2024 Operating budget for the Heritage Services Department. In addition, earned interest and unallocated funds from previous years were added to the available funds as per the guidelines

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of the fund's Administrative Plan, bringing the total amount available to be allocated in the 2024-2025 fund cycle to \$400,454. Note that in the Administrative Plan ([Report Number 24-170](#)) the amount available for allocation was erroneously listed as \$466,390 due to a reporting error. The total amount being recommended for allocation in the 2024-2025 fund is \$376,449. Unallocated funds in the amount of \$24,005 will be carried forward for disbursement in future grant cycles, in accordance with the Administrative Plan, City of Kingston Heritage Fund, 2024-2025.

**Contacts:**

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

**Other City of Kingston Staff Consulted:**

Melanie Banks, Manager, Heritage Programming, Heritage Services, 613-546-4291 extension 1358

**Exhibits Attached:**

Exhibit A - CKHF Adjudication Report 2024-2025

# CKHF ADJUDICATION REPORT 2024-2025

The Kingston & Area Association of Museums, Art Galleries and Historic Sites, Inc. (KAM) is pleased to submit an Adjudication of Applications Report for the City of Kingston Heritage Fund (CKHF) 2024-2025 grant cycle.

October 2024

Ratified by the Kingston & Area Association of Museums, Art Galleries and Historic Sites Board of Directors on 12 November 2024.



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



## GENERAL PRINCIPLES

The Kingston Culture Plan (2010) identified the establishment of a heritage fund as a priority to help develop the sector and to enrich the cultural experiences available to Kingston residents and visitors. This fund was also identified as a way to support capacity building while, at the same time, stimulating economic development and cultural tourism related to Kingston's tangible, intangible and natural heritage.

The City of Kingston Heritage Fund (CKHF) was established in 2013 and provides grants to museums, heritage projects, cultural groups, and historical societies. The CKHF provides four types of grants: Large Operating, Small Operating, Community Cultural Heritage Projects and Cultural Development Heritage Projects, through two core-funding categories: Operating and Project. Each type of grant has specific eligibility requirements and guidelines. An annual Service Level Agreement between the City of Kingston and the Kingston Association of Museums, Art Galleries and Historic Sites (KAM) identifies KAM as the manager of the CKHF on behalf of the City of Kingston, in accordance with an administrative plan. As Kingston's umbrella cultural heritage organization, KAM has the necessary expertise to carry out the management of this grant program successfully.

## ADMINISTRATIVE PLAN

KAM submits an annual Administrative Plan - City of Kingston Heritage Fund: 2024-2025 (Admin Plan) - as part of a Service Level Agreement (SLA) with the City of Kingston, through the Heritage Services Department. The Admin Plan provides detailed information on the nature of the grants, outlines application processes, responsibilities, adjudication procedures, and outlines the delivery model for the distribution of both project and operating grants. KAM has a mandate to review the CKHF program on an annual basis and to seek input from the community and stakeholders.

In early 2024, the 2024-2025 Administrative Plan was revised, and the new 2024-2025 Administrative Plan was presented to the KAM Board and approved in May 2024 and in turn was presented to the Kingston City Council and approved June 18<sup>th</sup>, 2024. All details on the CKHF grant program are available through the KAM website: [kingstonmuseums.ca/CKHF](http://kingstonmuseums.ca/CKHF).

## COMMUNICATIONS STRATEGY

Each year, KAM develops a communication strategy for the CKHF program cycle. Building on the promotional asset development completed in early 2024, this year's strategy included a variety of infographics (see **Attachment A**), a robust social media campaign, CKHF webpage on the KAM website, traditional press releases, a public information webinar, as well as our annual grant writing workshop series.

KAM facilitated two online (through ZOOM) public information sessions about the CKHF grant

program on July 17<sup>th</sup>, 2024, and August 8<sup>th</sup>, 2024. KAM also hosted two free, online (through ZOOM) Grant Writing Workshops- Critical Approaches to Project Grants on July 25<sup>th</sup>, 2024, and Critical Approaches to Operating Grants on August 1<sup>st</sup>, 2024 (see **Attachment B**). Pre-registration was required for all sessions. Each session explored the grant writing process as a whole and the skills associated with this process, and then more specifically how these principles can be applied to the CKHF grant program. To support these sessions, the Grant Review Officer also developed an infographic entitled: “Top Tips for Grant Writing.” This infographic was shared through the KAM website, as well as over social media (see **Attachment C**).

## **APPLICATION PROCESS**

The CKHF 2024-2025 grant cycle launched July 5<sup>th</sup>, 2024. Digital applications, as well as grant guidelines, were available from the CKHF webpage within the KAM website. During August 2024, the CKHF Grant Review staff offered one-on-one appointments every Wednesday with potential grant applicants, as well as supporting additional requests and questions by email and phone.

The submission date for CKHF Operating Grants was September 18<sup>th</sup>, 2024, and the submission date for CKHF Project Grants was September 25<sup>th</sup>, 2024. All applications were submitted digitally to the KAM office. Staff then reviews each application completeness and eligibility, organizes, and makes available to the CKHF Adjudication committees for adjudication.

## **ADJUDICATION PROCESS**

The CKHF adjudication is a peer-assessment process, at arms-length from the City of Kingston. There is a separate adjudication committee for each funding stream – operating and projects. The adjudication committee members consist of voting and non-voting members. This arms-length character is achieved by ensuring that the voting members of the jury had no affiliation to the City of Kingston. Voting members of the committee are composed of cultural heritage professionals, practitioners, and/or community persons who are knowledgeable about and interested in cultural heritage, with high standing and strong connections within the sector. Other criteria for voting members described in the 2024-2025 Admin Plan include:

- representative of a wide range of disciplines and interests within the cultural heritage sector; knowledgeable and experienced in cultural heritage, cultural heritage organizations, and cultural heritage issues;
- knowledgeable about the City of Kingston context as it relates to cultural heritage; knowledgeable about the broader cultural heritage environment beyond their area of expertise;
- able to articulate their opinions, work in a group decision-making environment, and have good communication skills.



Assuming a peer assessment approach to adjudication ensures that the cultural heritage community has a voice in how funds are distributed and that those with knowledge and experience evaluate the applications. CKHF Operating Grant applications are considered separately from CKHF Project Grant applications; each adjudication committee includes different voting jury members.

## **CHOOSING VOTING MEMBERS FOR THE ADJUDICATION COMMITTEE**

Previous years' jurors were contacted first regarding their interest and eligibility to return to the adjudication committees. All new, potential jury members for the 2024-2025 grant cycle were asked to submit a completed *Juror Interest Form* along with a CV, indicating the extent to their involvement in Kingston and area heritage organizations and cultural heritage more generally. KAM reviewed all documents submitted to ensure that those selected met the juror eligibility requirements. For the 2024-2025 CKHF grant cycle, three jurors returned from the previous year's cycle and seven new jurors were recruited for this year's cycle. The KAM Board of Directors approved the CKHF Juror list for the 2024-2025 cycle on September 17<sup>th</sup>, 2024. The CKHF 2024-2025 Grants Committee members are listed in **Attachment D**.

## **MEETINGS**

Each adjudication committee met twice within a two-week period to discuss and assess the applications. This year adjudication meetings took place over ZOOM and followed established agendas. The Operating Grant adjudication meetings were held at 6:00pm on September 23<sup>rd</sup> and September 30<sup>th</sup>, 2024. The Project Grant adjudication meetings were held at 6:00 p.m. on October 2<sup>nd</sup> and October 8<sup>th</sup>, 2024.

**Confidentiality Agreement and Conflict of Interest:** All jurors, both new and returning, were required to submit a signed and dated *Confidentiality Agreement and Conflict of Interest Declaration* prior to adjudication, acknowledging they read, understood, and agreed to the rules of Confidentiality as it pertained to CKHF during the first meeting. As such, all members agreed that all information contained in the applications, support material, and in discussions during the meetings was strictly confidential. Committee members were not permitted to discuss applications or voting decisions outside the meetings except with CKHF Grant Review Officers or other members of the Adjudication Committee on which they sat. All jurors were also required to disclose any personal or pecuniary interest in any application submitted and agree to conform to the conflict-of-interest rules and procedures as cited in the CKHF Administration Plan. One juror from the Operating Committee declared a conflict of interest for one application, and no voting members from the Project Committee declared a conflict of interest for the 2024-2025 grant cycle (see **Attachment D**).

**Procedure:** Prior to the first meeting, all committee members, voting and non-voting, were supplied with the appropriate MS Teams document folders, which included agendas, a copy of

the 2024-2025 Admin Plan, the CKHF Juror's Guide, the CKHF Confidentiality Agreement and Conflict of Interest Declaration form, CKHF scoring matrices, Applicant Report Cards (returning applicants only), and applicant submissions.

The CKHF Chair explained and clarified the adjudication processes and protocols during the first adjudication meeting, and each application was discussed within the group. Key information was presented at the first adjudication meeting, which included the total funding available for allocation, each applicant's CKHF request, last year's CKHF grant (where applicable), as well as support data relating to the amount requested, including percentage of total budget. Following this meeting, jurors scored each application independently, and returned their scoring matrices to the CKHF Grants Review Officer for aggregation and funding allocation calculation – as outlined in the Admin Plan. The second adjudication meeting reviewed the aggregated scores, associated funding allocations, and discussed any relevant funding conditions.

**Discussions:** Committee members assessed each application in detail based on the published assessment criteria. Committee members, both voting and non-voting engaged in discussion and contributed opinions about the relative merits of each application. The scoring structure of the applications was a zero-to-ten measure. For the adjudication of funds, only the voting members participated on reaching funding decisions as per the guidelines in the 2024-2025 Admin Plan.

**Adjournment:** The Chair thanked the jurors, Councillors, the City of Kingston, and KAM, then adjourned the meetings.

**Evaluation of Adjudication Process:** Following the final adjudication committee meeting, all members of the committee, voting and non-voting were sent an electronic link to a digital survey, asking them evaluative questions about the jury process and the CKHF grant program in general. This feedback will assist in reviewing protocols and processes for the next grant cycle.

## **ALLOCATION OF FUNDS**

**2024-2025 Operating Grants:** seven organizations applied for operating funding in total - six Large Operating Grant applications and one Small Operating Grant application. The total amount of funds available for Operating Grants in this cycle was \$272,343.00. All were returning applicants from the previous cycle; however, one was a first-time applicant to the Large Operating Grant stream, having previously applied to and been awarded Small Operating or Project grants. The seven applicants requested a total amount of \$430,000.00, exceeding the available funds by \$157,657.00 or 57.8%. The total amount awarded (based on the merit-based assessment/allocation strategy and the maximum application amount) to applicants was \$371 804.41, exceeding the funds available by \$99,461.41 or 36.5%. On average, the requested amounts for operating funding constituted 48% of the applicants total

operating budgets, ranging from 3.25% to 88% for individual applicants. **The 2024-2025 CKHF Operating Jury committee awarded grants to seven organizations for a total allocated amount of \$272,343.00, with \$0.00 to be carried over into 2026.**

**2024-2025 Community Cultural Heritage Project Grants:** seven organizations applied for Community Cultural Heritage Grants for the 2024-2025 grant cycle. Total applications for this project grant stream increased from last year’s applicant pool. These include four single organization applicants and two submitted through a sponsoring partner. The total amount of funds available for Community Cultural Heritage Project Grants in this cycle was \$84,106.00. The six applicants requested a total amount of \$106,388.33, oversubscribing available funds by \$22,282.33 or 26%. **The 2024-2025 CKHF Project Jury committee awarded grants to seven projects for a total allocated amount of \$84,106.00, with \$0.00 to be carried over into 2026.**

**2024-2025 Cultural Heritage Development (Project) Grants:** two CKHF operating grant applicants, two Community Cultural Heritage project grant applicants for a total of four applicants. Two applicants applied under the *Placemaking in Kingston* theme and two applicants applied under the *Indigenization, Inclusion, Equity, Diversity, and Accessibility* theme. The total amount of funds available for Cultural Heritage Development Project Grants in this cycle was \$44,005.00. The applicants requested a total amount of \$20,000.00. **The 2024-2025 CKHF Project Jury committee awarded grants to four applicants for a total allocated amount of \$20,000, with \$24,005.00 to be carried over into 2026.** Detailed results for both funding streams are available in **Attachment E.**

## **BALANCE OF FUNDS**

**As of September 1<sup>st</sup>, 2024, the unallocated balance of CKHF funds was as follows:**

<b>Area of Allocation</b>	<b>Amount of Funds</b>
Total Carry over of previously returned or unallocated funds into 2025	\$44,488
2024-2025 Heritage Services CKHF Allocation	\$355,966
<b>Total 2024-2025 CKHF Funds available for distribution</b>	<b>\$400,454</b>
<i>Portion of Funds available for Operating Grants in 2024-2025</i>	<i>\$ 272,343</i>
<i>Portion of Funds available for Community Cultural Heritage Project Grants in 2024-2025</i>	<i>\$ 84,106</i>
<i>Portion of Funds available for Cultural Heritage Development Grants in 2024-2025</i>	<i>\$44,005</i>

**As of November 3rd, 2024, the allocated funds for CKHF 2024-2025 were as follows:**

Area of Allocation	Amount of Funds
<b>Deferred and Unassigned funds for future CKHF cycles</b>	<b>\$0</b>
Total Funds awarded to Operating Grants in 2024-2025	\$ 272,343
Unallocated Operating Funds in 2024-2025	\$0
<b>Total Funds available to CKHF 2026 (Operating)</b>	<b>\$0</b>
Total Funds awarded to Community Cultural Heritage Project funds in 2024-2025	\$84,106
Unallocated funds from Community Project funds in 2024-2025	\$0
<b>Total Funds available to CKHF 2026 (Community Projects)</b>	<b>\$0</b>
Total Funds awarded to Development Projects Grants in 2024-2025	\$20,000
Unallocated Funds from Development Projects Grants in 2024-2025	\$0
<b>Total Funds available to CKHF 2026 (Development Projects)</b>	<b>\$24,0005</b>

## DISPUTE RESOLUTION

Any complaints and concerns relating to the adjudication, guidelines, and criteria for the allocation of CKHF funding, are forwarded in writing to the Chair of the CKHF grant committees by the complainant, within thirty (30) days of notification of the Jury decision. The Chair will then forward a written report with respect to such complaints and concerns to the Chair of KAM's Board. KAM notifies the City of Kingston of all concerns and complaints received.

## ANNOUNCEMENT OF THE 2024-2025 CKHF PROGRAM RESULTS

Upon ratification of the CKHF Adjudication Report 2024-2025 by the KAM Board of Directors on November 12<sup>h</sup>, 2024, this report will be submitted to Heritage Services, and ultimately will be presented for ratification by Kingston City Council in December 2024. Following this, KAM notifies all applicants of the jury's decision regarding their application. Successful applicants are sent a digital grant package, which includes a Notice of Award, a Grant Agreement contract, reporting templates and appropriate logo files and guidelines for use. To receive their grant funds, recipients must attend a MS Teams online meeting to review the CKHF grant program conditions, as well as submit a signed copy of their Grant Agreement contract and provide proof of insurance. Once the recipients have been notified, KAM will release a press release that announces the 2024-2025 City of Kingston Heritage Fund recipients and publicly posts the information on the KAM website. KAM will produce a social media-friendly awards video highlighting 2025 CKHF recipients with introduction and congratulations from the mayor, which will be publicly posted in late January/early February 2025.

I respectfully submit this report.

*Cameron Smith*

Cameron Smith  
Chair, City of Kingston Heritage Fund 2024-2025 Grants Committee

## ATTACHMENT A: CKHF INFOGRAPHICS (EXAMPLES)

**Two types of Operating Grants are available in 2025**

**Large Operating Grants**  
\$75,000 (max)

**Small Operating Grants**  
\$5,000 (max)

Download the Grant Guidelines and Application forms at [kingstonmuseums.ca/ckhf/operating-grants](http://kingstonmuseums.ca/ckhf/operating-grants)

**Two types of Project Grants are available in 2025**

**Community Cultural Heritage Grants**  
\$20,000 (max)

**Cultural Heritage Development Grants**  
\$5,000 (max)

Download the Grant Guidelines and Application forms at [kingstonmuseums.ca/ckhf/project-grants](http://kingstonmuseums.ca/ckhf/project-grants)

**Cultural Heritage Development Grants**  
(\$5,000 max)

**Indigenization, Inclusion, Equity, Diversity & Accessibility**

**Placemaking in Kingston**

Download the Grant Guidelines and Application forms at [kingstonmuseums.ca/ckhf/project-grants](http://kingstonmuseums.ca/ckhf/project-grants)

# ATTACHMENT B: GRANT WRITING WORKSHOPS & INFORMATION SESSIONS

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

[LEARN MORE](#)

City of Kingston Heritage Fund Public Information Session

Wednesday, July 17th, 2024  
11:00 am - 12:30 pm

Register:  
[www.kingstonmuseums.ca/professional-development/professional-development-events](https://www.kingstonmuseums.ca/professional-development/professional-development-events)

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

## Free Webinar!

CKHF Grant Writing Series:  
Critical Approaches to Operating Grants

Register:  
<https://www.kingstonmuseums.ca/professional-development/professional-development-events>

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

## Free Webinar!

CKHF Grant Writing Series:  
Critical Approaches to Project Grants

Register:  
<https://www.kingstonmuseums.ca/professional-development/professional-development-events>

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

[LEARN MORE](#)

City of Kingston Heritage Fund Public Information Session

Thursday, August 8th, 2024  
11:00 am - 12:30 pm

Register:  
[www.kingstonmuseums.ca/professional-development/professional-development-events](https://www.kingstonmuseums.ca/professional-development/professional-development-events)

ATTACHMENT C: “TOP TIPS FOR GRANT WRITING”



**ATTACHMENT D: GRANT ADJUDICATION COMMITTEE**  
**MEMBERSHIP**

**CKHF OPERATING GRANT COMMITTEE – 2024-2025**

<b>Name of Juror</b>	<b>Description of Role</b>
Cameron Smith	Chair of the Committee. Saint Lawrence Parks Commission (SLPC)
Michael Rikley-Lancaster	Voting Juror. Secretary of the Board – Ontario Museum Association
Keeley Plouffe	Voting Juror. Kingston Community Resident.
Aaliyah Strachan	Voting juror. Kingston Community Resident.
Nicolas Du Prey	Voting juror. Kingston Community Resident,
Andrea Gunn	Voting Juror. Editor, Strategic Communications, Tourism Kingston.
None Assigned.	Non-voting ex-officio. Councillor, City of Kingston.
Kevin Gibbs	Non-voting ex-officio. Manager of Heritage Programming, City of Kingston
Jamie McKenzie-Naish	Non-voting ex-officio. Grants Officer, CKHF. KAM Managing Director.
Debbie Holdich	Non-voting ex-officio. Grants Assistant, CKHF. KAM Coordinator.

**CKHF PROJECT GRANT COMMITTEE – 2024-2025**

<b>Name of Juror</b>	<b>Description of Role</b>
Cameron Smith	Chair of the Committee. Saint Lawrence Parks Commissions (SLPC)
Jennifer Lucas	Voting juror. Department of History, Queen’s University
Richard Powers	Voting Juror. Kingston Resident.
Nicole Kapphahn	Voting Juror. Archivist, Queen’s University Archives
Heather Home	Voting Juror. Archivist, Queen’s University Archives
Linda Tsuji	Voting juror. Curator, Miller Museum of Geology
Greg Ridge	Non-voting ex-officio. Councillor, City of Kingston.
Kevin Gibbs	Non-voting ex-officio. Manager of Heritage Programming, City of Kingston.
Jamie McKenzie-Naish	Non-voting ex-officio. Grants Officer, CKHF. KAM Managing Director.
Debbie Holdich	Non-voting ex-officio. Grants Assistant, CKHF. KAM Coordinator.



## **ATTACHMENT E: GRANT ALLOCATION RECOMMENDATIONS**

### **CKHF 2024-2025 OPERATING GRANTS**

<b>Large Operating Grant Recipient</b>	<b>CKHF Grant</b>	<b>% of total operating budget</b>
Beyond Classrooms Kingston	<b>\$47,827.29</b>	<b>54%</b>
Frontenac County Schools Museum	<b>\$46,470.03</b>	<b>47%</b>
Great Lakes Museum	<b>\$47,051.71</b>	<b>1.5%</b>
Kingston Historical Society – Murney Tower Museum	<b>\$46,615.45</b>	<b>35%</b>
Museum of Health Care at Kingston	<b>\$50,735.70</b>	<b>13%</b>
Kington Scout Museum	<b>\$30,419.88</b>	<b>81%</b>
<b>TOTAL Large Operating Grants Awarded: \$269,120.06</b>		

<b>Small Operating Grant Recipient</b>	<b>CKHF Grant</b>	<b>% of total operating budget</b>
Kingston Regional Heritage Fair	<b>\$3,222.96</b>	<b>41%</b>
<b>TOTAL Small Operating Grants Awarded: \$3222.96</b>		

### **CKHF 2024-2025 COMMUNITY CULTURAL HERITAGE PROJECT GRANT**

<b>Project Title</b>	<b>Organization</b>	<b>Amount</b>
“Katarokwi Indigenous Placekeeping Story Project”	All Our Relations Land Trust (AORLT)	<b>\$14,696.34</b>
“2nd Annual National Indigenous Presenters Gathering Opening Kaswentha Dinner”	LodgePole Arts Alliance	<b>\$16,931.59</b>
“Step Up Kingston: A 2025 Summer DJ Camp”	Ontario Public Interest Research Group Kingston (sponsoring Roots & Wings)	<b>\$14,941.03</b>

<b>Project Title</b>	<b>Organization</b>	<b>Amount</b>
"L'Dor Vador - Phase 3"	Beth Israel Congregation	<b>\$8,134.47</b>
"The Spire, Telling our Stories, III"	Friends of the Spire Inc.	<b>\$3,497.22</b>
"History of the Broom Factory"	Kingston Canadian Film Festival (sponsoring partner - Broom Factory Arts Collective)	<b>\$10,031.97</b>
"Highway of Heroes Military Museums Initiative"	Military Communications & Electronics Museum Foundation	<b>\$15,873.37</b>
<b>TOTAL Community Project Funds Awarded: \$84,105.99</b>		

**CKHF 2024-2025 CULTURAL HERITAGE DEVELOPMENT GRANT**  
**"Indigenization, Inclusion, diversity, Equity & Accessibility Program Development"**

<b>Project Title</b>	<b>Thematic</b>	<b>Organization</b>	<b>Amount</b>
"Murney Tower Museum's 100-year Legacy in Art and Heritage"	Placemaking in Kingston	Kingston Historical Society o/a Murney Tower Museum	<b>\$5,000.00</b>
"Katarokwi Indigenous Place-keeping Story Future Iterations"	Indigenization, Inclusion, Equity, Diversity and Accessibility	All our Relations Land Trust (AORLT)	<b>\$5,000.00</b>
"Beyond Classrooms Kingston Accessible Website Redesign for Inclusion of all Users"	Indigenization, Inclusion, Equity, Diversity and Accessibility	Beyond Classrooms Kingston	<b>\$5,000.00</b>
"Finding our Roots, Spreading our Wings"	Placemaking in Kingston	Ontario Public Interest Research Group Kingston (sponsoring Roots & Wings)	<b>\$5,000.00</b>
<b>TOTAL Cultural Heritage Development Project Funds Awarded: \$20,000.00</b>			



**City of Kingston  
Report to Council  
Report Number 25-030**

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**To:** Mayor and Members of Council  
**From:** Paige Agnew, Commissioner, Growth & Development Services  
**Resource Staff:** Julie Salter-Keane, Manager, Climate Leadership  
**Date of Meeting:** December 3, 2024  
**Subject:** Better Homes Kingston Program - Program Efficiencies

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**Council Strategic Plan Alignment:**

Theme: 2. Lead Environmental Stewardship and Climate Action

Goal: 1.5 Develop and promote incentives for residents to reduce their energy use and become part of city-wide solutions to meet Kingston's carbon neutral target.

**Executive Summary:**

The Better Homes Kingston program launched on April 11, 2022. Pursuant to By-Law Number 2021-23, "A By-Law to Authorize the Undertaking of Energy Efficiency and Water Conservation Works on Private Residential Property as Local Improvements under the Better Homes Kingston Program", the Better Homes Kingston Program offers no-interest loans with up to a twenty-year term, applied as a Local Improvement Charge (LIC) to applicable properties through a Property Owner Agreement (POA) and authorizes loan repayment on property tax bills. In 2023, 115 LIC special charge by-laws were passed by Council, an additional 60 LIC special charge by-laws in Q2 2024. Information on completed projects is disclosed publicly and can be viewed on the [Open Data Kingston Portal](#).

To streamline the operations of the Better Homes Kingston Program, staff are providing this written request that special charge by-laws for improvements completed under the Better Homes Kingston Program be given all three readings at the same meeting, and are recommending that Council approves such request.

December 3, 2024

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This change will allow future LIC special charge by-laws to be passed more quickly and enabling the LIC loans to be added to the property tax roll in a timely manner.

**Recommendation:**

**That**, having received a written request from staff that special charge by-laws for improvements completed under the Better Homes Kingston Program be given all three readings at the same meeting, Council approves such request; all pursuant to clause 12.63 (c) of *City of Kingston By-Law Number 2021-41, "Council Procedural By-Law"*.

December 3, 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

December 3, 2024

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**Options/Discussion:**

The Better Homes Kingston program launched on April 11, 2022. Pursuant to By-Law Number 2021-23, "A By-Law to Authorize the Undertaking of Energy Efficiency and Water Conservation Works on Private Residential Property as Local Improvements under the Better Homes Kingston Program", the Better Homes Kingston Program offers no-interest loans with up to a twenty-year term, applied as a Local Improvement Charge (LIC) to applicable properties through a Property Owner Agreement (POA) and authorizes loan repayment on property tax bills. In 2023, 115 LIC special charge by-laws were passed by Council, and an additional 60 LIC special charge by-laws were passed by Council 2024. Information on completed projects is disclosed publicly and can be viewed on the [Open Data Kingston Portal](#).

Section 12.62 of *City of Kingston By-Law Number 2021–41, "Council Procedural By-Law"*, requires that, subject to the exceptions set out in section 12.63, every by-law must be read twice at the meeting at which it was introduced and then read a third time and passed before it is signed by the Mayor and Clerk. Section 12.63 provides for the following three exceptions: (a) the confirmation by-law; (b) by-laws enacted under the *Planning Act*, and (c) by-laws for which staff have provided a written request for all three (3) readings at the same meeting and council has approved such request.

To streamline the operations of the Better Homes Kingston Program, staff are providing this written request that special charge by-laws for improvements completed under the Better Homes Kingston Program be given all three readings at the same meeting, and are recommending that Council approves such request, all pursuant to clause 12.63 (c) of the *Council Procedural By-Law*.

This approval will allow future LIC special charge by-laws, which currently require first and second readings, and then third reading at a following meeting, to be passed more quickly, reducing administrative timelines for completed projects and adding the LIC loans on the property tax roll in a timely manner. A batch of LIC special charge by-laws is anticipated to be presented on the Council agenda for the meeting on December 17, 2024.

**Existing Policy/By-Law**

*City of Kingston By-Law Number 2021–23, "A By-Law to Authorize the Undertaking of Energy Efficiency and Water Conservation Works on Private Residential Property as Local Improvements under the Better Homes Kingston Program"*

*City of Kingston By-Law Number 2021–41, "Council Procedural By-Law"*,

**Contacts:**

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

Soren Christianson, Project Manager, Climate Leadership, 613-546-4291 extension 1325

**December 3, 2024**

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**Exhibits Attached:**

None



**City of Kingston  
Report to Council  
Report Number 25-025**

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**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:** December 3, 2024  
**Subject:** Brownfield Financial Benefits for Project at 5&7 Cataraqui Street, Kingston

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**Council Strategic Plan Alignment:**

Theme: 1. Support Housing Affordability

Goal: 1.1 Promote increased supply and affordability of housing.

**Executive Summary:**

This report recommends approval of brownfield financial tax rebate benefits of up to \$4,828,587 to the applicant/owners (Rose Kove Developments Inc.) of the property at 5&7 Cataraqui Street in exchange for the remediation of environmental contamination and residential redevelopment of the property; and for the approval of by-laws and execution of agreements for that purpose. The applicant's proposed project is within Project Area 1A of the Kingston Brownfield Community Improvement Plan (CIP) and will require the management, remediation and risk assessment of environmental contaminants and involve the redevelopment of the property into two residential blocks consisting of medium density townhouses and a six-storey apartment building. The property currently provides a combined municipal and education tax contribution of approximately \$20,827 per year. Using conservative estimates, staff anticipate that when completed, the proposed development's estimated annual combined municipal and education property tax uplift would be no less than \$449,831 per year. When 80% of this projected tax uplift is allocated to an annual tax rebate, the Brownfield Financial Benefit is expected to provide



December 3, 2024

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no less than \$3.6 million back to the project over the maximum ten-year rebate period. The actual total amount of rebate provided is likely to be higher as annual tax assessment amounts rise with inflation during the ten-year rebate period; but cannot exceed the approved maximum benefit of \$4,828,587.

**Recommendation:**

**That** Council approve the Brownfield Property Tax Financial Assistance Application submitted by Rose Kove Developments Inc., owner of the property at 5 & 7 Cataraqui Street, for future annual property tax rebates or cancellations that are not to exceed a total of \$4,828,587 over a maximum of ten years subject to the establishment of, and in accordance with, the terms and conditions of a Brownfield Site Agreement; and

**That** the by-law attached as Exhibit B to Report Number 25-025 be presented to Council for all three readings that establishes the property as eligible to receive future property tax rebates under the Tax Increment Rebate Grant Program subject to a Brownfield Site Agreement between the owner and the City; and

**That** the by-law attached as Exhibit C to Report Number 25-025 be presented to Council for first and second readings to allow for the cancellation or rebate of property taxes for Municipal and Education purposes for the duration of the assistance periods for the property at 5 & 7 Cataraqui Street under the Brownfield Financial Tax Incentive Program By-Laws; and

**That** following the first and second readings of the Brownfield Financial Tax Incentive Program By-Law to cancel taxes, said by-law be forwarded to the Ministry of Finance for their approval if required and once approved, presented to Council for third reading; and

**That** staff be directed to negotiate a Brownfield Site Agreement with Rose Kove Developments Inc. establishing the terms and conditions governing the payment of the Brownfields Rehabilitation Grant for the redevelopment of 5 & 7 Cataraqui Street; and

**That** the Mayor and Clerk be authorized to execute the Brownfield Site Agreement in a form satisfactory to the Director of Legal Services.

December 3, 2024

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**Authorizing Signatures:**

ORIGINAL SIGNED BY COMMISSIONER

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

p.p. 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	

December 3, 2024

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

The property at 5 & 7 Cataraqui Street has been proposed for residential redevelopment which will, under Ontario law, require the remediation of environmental contamination so that a Record of Site Condition (RSC) can be filed before any above-grade building permits are issued. The property is currently vacant and was most recently used for commercial ice making (Lake Ontario Ice) and storage and distribution of liquid fuels (Rosen Fuels). Prior to this, the property was used for the storage and distribution of liquid fuels by other companies and activities in support of tannery operations. These former uses in conjunction with other heavy industrial and transportation uses on adjacent lands, and an unregulated filling have left a legacy of soil and groundwater contamination to the extent that the property is considered a brownfield and requires environmental remediation and ongoing risk management measures if residential uses are to be created.

The owner of the subject property has made an application to the City of Kingston for brownfield financial benefits that will offset some or all the costs associated with the proposed environmental remediation work.

**Proposed Environmental Remediation and Redevelopment**

The 5 & 7 Cataraqui Street property is contaminated with petroleum hydrocarbons, heavy metals, polycyclic aromatic hydrocarbons (PAHs) and volatile organic compounds (VOCs) within the soil and groundwater at concentrations that exceed the applicable Ontario Site Condition Standards for residential use. These contaminants are present due to unregulated landfilling within the industrial inner harbour area in the 19<sup>th</sup> and 20<sup>th</sup> centuries and the legacy of commercial, industrial and transportation uses on and adjacent to the property prior to the emergence of regulations and best practices designed to reduce pollution.

In accordance with Ontario Regulation 153/04 (RSC), the proponent must undertake remediation of environmental risks and submit a Record of Site Condition (RSC) before construction that would change the land use from its current commercial/industrial to residential status.

The applicant has submitted a remediation concept for the project that proposes to undertake a hybrid remediation approach consisting of contaminated soil removal, risk assessment and long-term risk management measures focused on groundwater that will be set out within the RSC and Certificate of Property Use (CPU) and reviewed by the Ontario Ministry of Environment, Conservation and Parks.

Staff have reviewed the remediation plan and associated cost estimates provided by the applicant and believe they are reasonable based upon the information provided within the Phase II Environmental Site Assessment report for the property. The estimated costs to

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implement the proposed remediation plan is \$4,893,037 of which \$4,828,587 is deemed eligible for recovery through brownfield financial incentive rebates.

The location and proposed redevelopment model for this application is provided as Exhibit A to this report.

### **The Tax Increment Based Rehabilitation Grant Program**

To support the proposed remediation and redevelopment of the property at 5 & 7 Cataraqui Street the owner has submitted an application for Brownfield Financial Assistance (TIRGP & BFTIP) via the City of Kingston's Brownfield Community Improvement Plan (CIP). The property is contaminated and is within Project Area 1A of the City of Kingston's Brownfield CIP and is therefore eligible to apply for these benefits. Furthermore, the property contains contamination from industrial and land filling activities prior to the appearance of regulations and practices designed to limit pollution and that likely pre-date the most recent fuel storage use.

Staff have reviewed the details of the application and confirmed that the proposed remediation approach and estimated remediation quantities and costs are reasonable and consistent with local market conditions. This report recommends approval of the 5 & 7 Cataraqui Street property for brownfield funding through future tax increment rebates (TIRGP & BFTIP) so that estimated costs for environmental remediation may be fully or partially recovered by the property owner.

The TIRGP is the component of the City of Kingston's Brownfield CIP that enables the rebating of a portion of the future (post-redevelopment) municipal property taxes back to the owner once the project has been completed, so that the owner can recover eligible remediation costs over time. Within CIP Project Area 1A, the TIRGP allows for the annual rebating of up to 80% of the difference in the municipal and education portions of the property taxes between pre and post development. Rebating of the educational portion of property taxes through TIRGP is enabled through recent changes to the BFTIP made by the province. The TIRGP rebates can continue annually for up to 10 years, or until the approved eligible remediation costs have been recovered by the property owner, or until 2035, whichever occurs first. If approved, staff will make an application to the province to allow for a rebate of education taxes at a percentage proportional to the municipal share. If approved by the province, this could allow a greater share of the total brownfield financial support to come from the province and reduce the municipal share accordingly.

Based on the proposed redevelopment, the increase in municipal and education property taxes from current pre-development to post development is estimated to be no less than \$449,831 per year. Based on this, it is expected that an 80% rebate of the post-development municipal and education tax increment over the maximum 10-year rebate period would provide a total rebate of no less than \$3,598,650 back to the project. Table 1, below, shows how incremental taxes and future rebates are estimated.

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<b>Table 1: Estimated Tax Increments and Future Rebate Amounts</b>	
Current mun+edu taxes on vacant property (2024)	\$20,827
Estimated annual taxes after redevelopment	\$470,658
Pre to Post development estimated annual tax increment	\$449,831
80% of increment is eligible for annual rebate	\$359,865
Potential tax increment rebate over 10 years	\$3,598,650

The tax assessment estimates are considered conservative and future increments and rebate amounts will likely be larger due to expected inflationary increases over the ten-year period of rebate eligibility. Regardless of whatever inflationary increases in taxation may occur, the maximum amount of rebate that would be provided is \$4,828,587.

The brownfield financial benefits recommended within this report are assignable if title to all or portions of the property changes from the current owner to a new owner(s) within the period of the incremental tax rebates. In such an event, Rose Kove Developments Inc. must advise the City of Kingston of its intent to assign the benefit to a new owner and must receive the City’s consent to any such assignment.

**Brownfield Site Agreement and Payment of Rebates**

To set out and bind the applicant to the terms of an approved brownfield benefit program, a Brownfield Site Agreement will be executed between the City and the property owner. The Brownfield Site Agreement will require among other things, that before any tax rebates are paid out in any given year, the owner and/or developer must satisfy the City that the following conditions have been met:

- The subject property is not in tax arrears;
- The subject property is in compliance with all planning and heritage approvals granted by the City;
- The Owner has submitted a completed RSC attesting to the success of the environmental remediation and the RSC has been posted on the Province’s RSC registry;
- The Owner has paid one full year of post-development property taxes;

December 3, 2024

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- The Owner has submitted confirmation of the eligible remediation costs incurred along with verification of payment; and
- The Owner has provided a confirmatory opinion of the eligible expense submission by a third-party financial auditor.

Once the redevelopment has been completed and the owner has demonstrated they have met the terms of the Brownfield Site Agreement, Council will be asked to authorize the start of rebates through the approval of a further tax rebate by-law.

### **Start of Eligibility and an Enabling By-Laws**

Other than those costs associated with a Phase II Environmental Site Assessment and Risk Assessment work not recovered by an Initial Study Grant (ISG) or grants from other organizations (i.e. Federation of Canadian Municipalities), the owner may not incur remediation costs that will be eligible for tax rebate until Council has approved the owner's application for brownfield financial benefits.

If Council approves the owner's application for brownfield financial benefits, the approval is enacted through the passing of a brownfields by-law for the subject property, and the aforementioned Brownfield Site Agreement. The proposed draft brownfield by-law for the subject property is attached as Exhibit B. Three readings of the by-law are requested to expedite the ability of the applicant to proceed with remediation work and incur eligible remediation costs.

To make an application to the province for educational tax increment rebates, submission of a draft by-law is required. This report recommends first, and second readings be provided for a draft by-law that sets out the terms by which cancellation or rebate of the educational portion of the property's tax increment will be made. If two readings are provided, the draft by-law will be sent to the Ministry of Municipal Affairs and Housing for their review and approval before being brought back to Council for third and final reading. The draft by-law is attached as Exhibit C to this report.

### **Public Engagement**

Public engagement is an important and required part of the approval or amendment of the Brownfield Community Improvement Plan (CIP). Approval of individual brownfield projects made under the CIP do not require public consultation. Any land use planning approvals required to support the proposed development are subject to the normal planning approvals processes and related opportunities for public notifications and comment.

### **Climate Risk Considerations**

Brownfield redevelopment projects are an important component in mitigating growth in community greenhouse gas emissions by targeting infill style growth that can be less dependent on personal automobile use and reduce the need to construct new municipal servicing infrastructure.

December 3, 2024

Page 8 of 8

**Existing Policy/By-Law**

The recommendations made within this report are guided by the following municipal policy:

Brownfield Community Improvement Plan (CIP)

**Financial Considerations**

This report recommends an annual rebate of 80% of incremental property taxes for the redeveloped property for up to ten years that will not exceed \$4,828,587. During the 10 years of annual rebate period the City will retain the current municipal portions of pre-development taxes while the 20% of post-development taxes will be directed to the Environment Reserve Fund. After the completion of the rebate period, the City will retain all municipal taxes.

The sale of the property from its previous owner to the current owner occurred in 2021. If any significant abatement of the purchase occurred due to the contamination of the property, the estimated amount of that price abatement may be subtracted from the amount of eligible remediation expenses submitted for future tax rebate by the applicant.

There are no development charge exemptions recommended within this report.

**Contacts:**

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

**Other City of Kingston Staff Consulted:**

Jeffrey Walker, Manager Taxation and Revenue, Financial Services

Heather Cole, Director Legal Services & City Solicitor

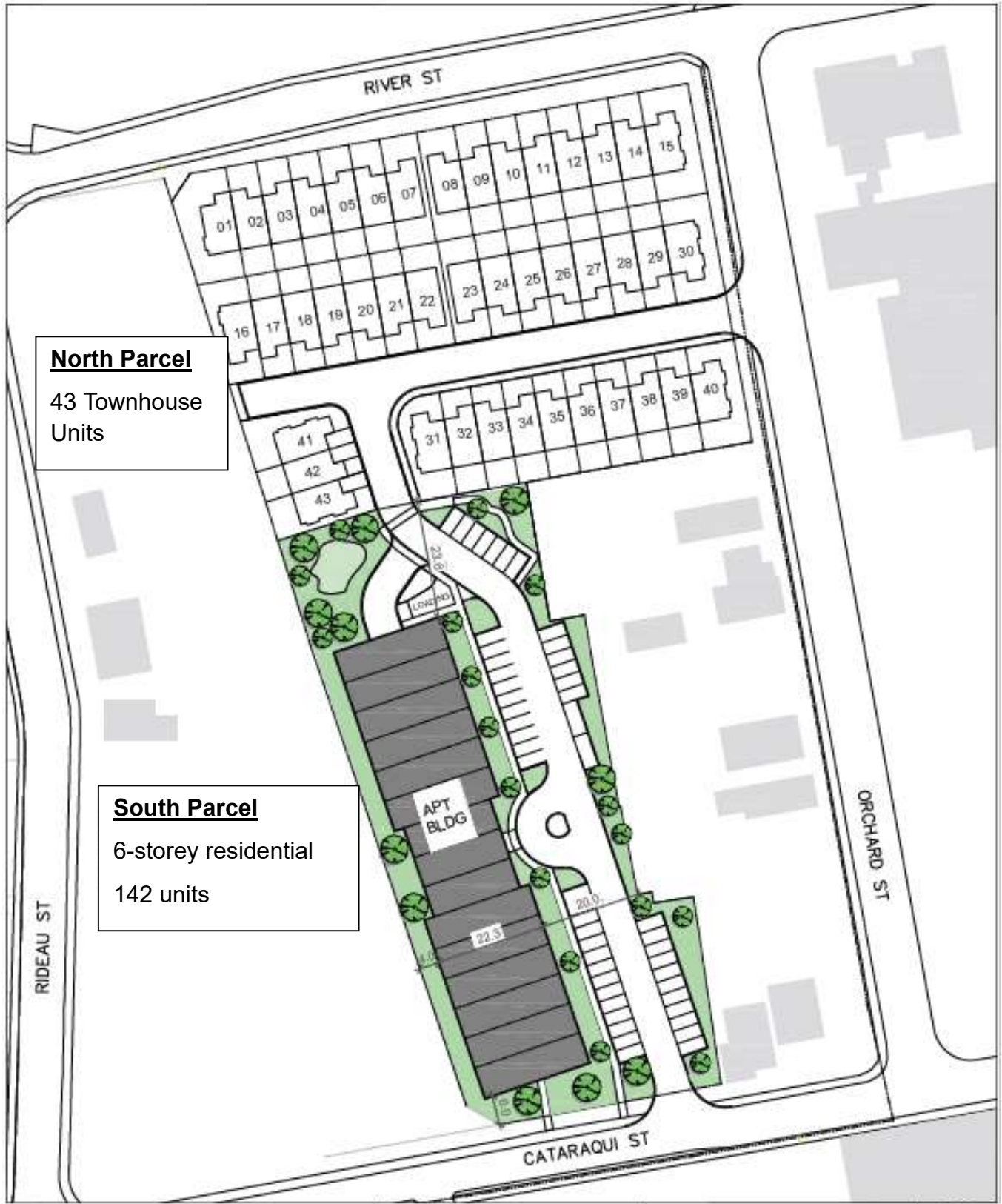
Tim Park, Director, Planning Services

**Exhibits Attached:**

Exhibit A Location and proposed redevelopment of the subject property

Exhibit B Enabling By-Law for Brownfield Financial Benefits for 5 & 7 Cataraqui Street

Exhibit C BFTIP Program By-Law for 5 & 7 Cataraqui Street



5 & 7 Cataraqui Street and Proposed Redevelopment Concept



**By-Law Number 2025-XX**

**A By-Law to Approve Brownfields Financial Assistance for the Property Known as  
5 & 7 Cataraqui Street**

**Passed: December 3, 2024**

**Whereas** By-Law Number 2005-40, being “A By-Law to Designate Brownfields Project Areas 1A, 1B & 1C as Community Improvement Project Areas”, pursuant to Section 28(2) of the *Planning Act*, R.S.O. 1990, c. P.13 was passed by Council on February 15, 2005; and

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

**Whereas** By-Law Numbers 2006-125 and 2006-126, being Amendment Number 1 to the Community Improvement Plan for Brownfields Project Areas 1A, 1B & 1C, were passed by Council on May 23, 2006; and

**Whereas** By-Law Numbers 2013-63 and 2013-064, being Amendment No. 2 to the Community Improvement Plan for Brownfields Project Areas 1A, 1B & 1C, were passed by Council on March 5, 2013; and

**Whereas** By-Law Number 2018-13, being “A By-Law to Repeal and Replace By-Law Number 2005-41, “A By-Law to Adopt the Community Improvement Plan for Brownfields Project Areas 1A, 1B, 1C, 1D and 2” with By-Law Number 2018-13 “A By-Law to Adopt the Brownfields Community Improvement Plan” was passed by Council on December 19, 2017; and

**Whereas** By-Law Number 2020-147, being “A By-Law To Amend By-Law Number 2005-40 “A By-Law to Designate Brownfields Project Areas 1A, 1B, 2, 3, 4 and 5 as Community Improvement Project Areas” (Former Davis Tannery - 2 River Street & 50 Orchard Street)” was passed by Council on October 6, 2020; and

**Now Therefore** the Council of The Corporation of the City of Kingston, pursuant to Section 28 of the *Planning Act*, R.S.O. 1990, c. P.13 and Section 106(3) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, enacts as follows:

1. That upon fulfillment by the owners of all terms and conditions of a Brownfields Site Agreement to be made between the City and the owners of the property known as 5 & 7 Cataraqui Street, more specifically described as:

PIN Number: 36001-0640

LTS 1-9, PL D10 KINGSTON; LTS 18-28, PL C13 KINGSTON; PTS 11-14, PL B3 KINGSTON; PT MATHEWS ST PL C13 KINGSTON (CLOSED BY BLT397)  
AS IN FR454196,

FR446787 (FIRSTLY & SECONDLY), PT 1, 13R13491, PT 3, 13R16635; SAVE & EXCEPT PARTS 1, 4, 5, 6 & 7, 13R20924; S/T & T/W FR419201 KINGSTON; PT LANE PL D10 KINGSTON N OF THE WLY EXT OF THE SLY LIMIT OF LT 9 KINGSTON; PT LANE PL C13 KINGSTON W OF MATHEWS ST; PT LANE PL C13 E OF MATHEWS ST; ONE FT RESERVE, SOUTH LIMIT OF MATHEWS STREET PL C 13; KINGSTON; THE COUNTY OF FRONTENAC

2. That this By-Law shall not fetter the discretion of the City in its role as approval authority under applicable legislation, including, but not limited to, the *Planning Act*, in relation to any planning applications submitted for the property, and the *Building Code Act*; and
3. That remediation costs eligible for rebate or recovery pursuant to the Brownfields Site Agreement may be incurred by the owners as of the date of passing of this By-Law, and
4. That this By-Law does not constitute approval of any future application to the Brownfields Community Improvement Plan Program by the owners; and
5. That this By-Law and the associated approval or payment of the Brownfields Assistance does not constitute a municipal partnership in the redevelopment and the City is not assuming any management, care or control of the project by virtue of providing any Brownfields Assistance to the owners; and
6. That this By-Law may be amended from time to time to incorporate other aspects of the Brownfields Community Improvement Plan Program that may become applicable to the subject property; and
7. That this By-Law shall come into force and take effect on the date of its passing.

**Given All Three Readings and Passed:** December 3, 2024

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**Janet Jaynes**  
City Clerk

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**Bryan Paterson**  
Mayor

## By-Law Number 2025-XX

**A By-Law to Cancel Municipal and Education Taxes for the Property Known  
as 5 & 7 Cataraqui Street**

**Passed: [Meeting Date]**

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

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

**Whereas** By-Laws Numbers 2006-125 and 2006-126, being “Amendment Number 1 to the Community Improvement Plan for Brownfields Project Areas 1A, 1B & 1C” was passed by Council on May 23, 2006; and

**Whereas** By-Laws Numbers 2013-63 and 2013-064, being “Amendment Number 2 to the Community Improvement Plan for Brownfields Project Areas 1A, 1B & 1C” was passed by Council on March 5, 2013; and

**Whereas** By-Law Number 2018-13, being “A By-Law to Repeal and Replace By-Law Number 2005-41, “A By-Law to Adopt the Community Improvement Plan for Brownfields Project Areas 1A, 1B, 1C, 1D and 2” with By-Law Number 2018-13 “A By-Law to Adopt the Brownfields Community Improvement Plan” was passed by Council on December 19, 2017; and

**Whereas** Rose Kove Developments Inc., the registered owner of the property known as 5 & 7 Cataraqui Street, more specifically described as:

LTS 1-9, PL D10 KINGSTON; LTS 18-28, PL C13 KINGSTON; PTS 11-14, PL B3 KINGSTON; PT MATHEWS ST PL C13 KINGSTON (CLOSED BY BLT397) AS IN FR454196,  
FR446787 (FIRSTLY & SECONDLY), PT 1, 13R13491, PT 3, 13R16635; SAVE & EXCEPT PARTS 1, 4, 5, 6 & 7, 13R20924; S/T & T/W FR419201 KINGSTON; PT LANE PL D10 KINGSTON N OF THE WLY EXT OF THE SLY LIMIT OF LT 9 KINGSTON;  
PT LANE PL C13 KINGSTON W OF MATHEWS ST; PT LANE PL C13 E OF MATHEWS ST; ONE FT RESERVE, SOUTH LIMIT OF MATHEWS STREET PL C 13; KINGSTON; THE COUNTY OF FRONTENAC

has applied to the City of Kingston to cancel the property taxes for this property, in accordance with the Community Improvement Plan and section 365.1 of the

*Municipal Act*; and

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

**Whereas** the Minister of Finance has approved the education tax assistance provided for in this By-Law as required by the *Municipal Act*;

**Now therefore** the Council of The Corporation of the City of Kingston, pursuant to Section 28 of the *Planning Act*, R.S.O. 1990 and section 365.1 of the *Municipal Act*, 2001 S.O. 2001, c. 25, as amended, **ENACTS** as follows:

1. In this By-Law,
  - a) “Assistance Period” means, with respect to the Eligible Property, the period of time starting on the date that Tax Assistance begins to be provided under this By-Law for the Eligible Property and ending on the earlier of:
    - i) for residential portions of the Eligible Property, the date that is 10 years after the date that the Tax Assistance begins to be provided, and for commercial portions of the property, the date that is 6 years after the date that the Tax Assistance begins to be provided, or
    - ii) the final expiry date set out within the Community Improvement Plan, which for this Eligible Property shall be December 31, 2035, or
    - iii) the date that the Brownfield Financial Benefits provided for the Eligible Property equals the Eligible Remediation Costs;
  - b) “Brownfield Financial Benefits” means the sum of financial benefits provided to the Eligible Property and consists of grants, tax deferrals, tax cancellations and/or tax rebates;
  - c) “Community Improvement Plan” means the Community Improvement Plan of the City of Kingston, approved by City Council and adopted by By-Law Number 2018-13, as amended or re-enacted from time to time;
  - d) “Eligible Property” means the property known as 5 & 7 Cataraqui Street, Kingston, Ontario, being ARN – Assessment Roll Number 101104001013900;
  - e) “Eligible Remediation Costs” means the cost of any action taken to reduce the concentration of or manage contaminants on, in or under the Eligible Property to permit a record of site condition (RSC) to be filed in the Environmental Site Registry under section 168.4 of the Environmental Protection Act and the cost of complying with any certificate of property

use issued under section 168.6 of the Environmental Protection Act, and as further specified in the Community Improvement Plan;

- f) “Incremental Taxes” means the difference between pre-development and post-development municipal, or education taxes levied in any given year of Tax Assistance where the pre-development taxes are those that were levied in the year prior to the issuance of a record of site condition;
  - g) “Owner” means Rose Kove Developments Inc., the owner of the Eligible Property;
  - h) “Tax Assistance” means the deferral or cancellation of taxes for municipal and education purposes levied on the Eligible Property during the Assistance Period pursuant to this By-Law. In the period before the Owner’s obligations under this By-Law have been met, Tax Assistance shall take the form of a deferral of taxes. Once the City of Kingston has confirmed that the Owner’s obligations under this By-Law have been met, Tax Assistance shall take the form of a cancellation of taxes.
2. The City of Kingston shall provide Tax Assistance for the Eligible Property subject to the provisions of this By-Law and subject to confirmation that the Owner has paid all property taxes owing with respect to the Eligible Property for all years prior to the year in which this By-Law is passed.
  3. The Tax Assistance may commence as of the date this By-Law receives third reading and shall be effective only after completion and permit of occupancy of the proposed redevelopment, and a tax increment has been created, and for the duration of the Assistance Period.
  4. The Tax Assistance available shall be a maximum of 80 % of the Incremental Taxes for municipal purposes and 80% of the Incremental Taxes for education purposes levied during the Assistance Period. The City of Kingston may revise the level of Tax Assistance based on the Municipal Tax Roll as returned in any given year and said revision shall not require an amendment to this By-Law, but the percentage of education taxes deferred or cancelled shall match the percentage of municipal taxes deferred or cancelled and the maximum percentage of Tax Assistance shall be 80% of the Incremental Taxes. The City of Kingston shall notify the Minister of Finance forthwith of any revision to the level of Tax Assistance.
  5. Where Tax Assistance is provided for a portion of any year, or where Tax Assistance represents only a portion of the taxes levied on the Eligible Property, the Owner is responsible for payment of all property taxes levied during the portion of the year when Tax Assistance is not provided, and for all taxes not

subject to Tax Assistance.

6. As of the date of passing of this By-Law, the City of Kingston may,
  - a) Refund the taxes to the extent required to provide the Tax Assistance in the year this By-Law is passed, if the taxes for the Eligible Property have been paid; or
  - b) Credit the amount to be refunded to an outstanding tax liability of the Owner with respect to the Eligible Property, if the taxes have not been paid in the year that this By-Law is passed.
7. The Treasurer of the City shall alter the tax roll in accordance with the Tax Assistance to be provided for the Eligible Property.
8. The Owner shall, within 18 months of the anniversary of the commencement of Tax Assistance (or such later date agreed to in writing by the City of Kingston and the Minister of Finance), file a record of site condition (RSC) with respect to the Eligible Property in the Environmental Site Registry under section 168.4 of the Environmental Protection Act. The Owner shall, within 30 days, notify the City of Kingston of the filing. Within 30 days after receiving the notice from the Owner, the City of Kingston shall advise the Minister of Finance of the filing.
9. The Owner shall provide to the City of Kingston an annual report within thirty (30) days of the anniversary of the commencement of Tax Assistance for each year or part thereof that Tax Assistance is provided. The annual report shall include:
  - a) An update of the concentration and location of contamination on the Eligible Property;
  - b) The status of remediation work completed to date;
  - c) Costs expended to date and an estimate of costs not yet incurred; and
  - d) Time estimates to complete the remedial and redevelopment work.
10. The requirement for an annual report may be waived by the City after a Record of Site Condition has been filed by the Owner.
11. Within 30 days of receiving the annual report from the Owner, the City of Kingston shall provide a copy to the Minister of Finance.
12. Tax Assistance shall be suspended, and either or both the municipal and education portions of the Tax Assistance may be terminated, where any one of the following occurs:
  - a) The Owner is in default of any obligation pursuant to this By-Law;
  - b) The Owner is in default of any provision of the Brownfield Site Agreement

- entered into between the Owner and the City of Kingston; or
- c) The Owner fails to commence or ceases remediation for any reason.
13. The municipal portion of the Tax Assistance shall be suspended, and may be terminated, where any one of the following occurs:
- a) The Eligible Property has been severed and the severed parcels have each been assigned roll numbers and one of the severed parcels is subsequently sold, the by-law shall only be canceled on the parcel(s) that has been sold; or
- b) Tax Assistance has been provided for ten (10) years.
14. The education portion of the Tax Assistance shall be terminated where any one of the following occurs:
- a) The Eligible Property has been severed and the severed parcels have each been assigned roll numbers and one of the severed parcels is subsequently sold, the by-law shall only be canceled on the parcel(s) that has been sold; or
- b) Tax Assistance has been provided for ten (10) years in the case of a residential property or six (6) years in the case of a commercial property.
15. The Tax Assistance shall be terminated where the Tax Assistance equals or exceeds the Eligible Remediation Costs.
16. The Owner shall notify the City of Kingston forthwith if any of the events in Sections 12 to 15 occur. The City of Kingston shall then forthwith notify the Minister of Finance.
17. If Tax Assistance has been suspended or terminated under subsections 12 to 14 of this By-Law, the City of Kingston may:
- a) Provide the Owner with notice that the Tax Assistance is suspended or terminated; or
- b) Provide the Owner with notice that it may cure the default within such period and on such terms as the City specifies in writing, and that the failure to do so will result in termination of the Tax Assistance.
18. A notice under clause 17(b) is not effective with respect to education taxes unless it has been agreed to in writing by the Minister of Finance.
19. In the event that Tax Assistance is terminated pursuant to section 12 to 14 above, the City of Kingston shall provide notice to the Owner under subsection 365.1(3.1) of the *Municipal Act* that the conditions under this By-Law have not been met and order the Owner to repay all of the education taxes which were subject to the Tax

Assistance, and all or a portion of the municipal taxes which were subject to the Tax Assistance.

20. Where the City makes an order under subsection 19, interest is payable on the taxes which become payable under the order calculated at the standard rates of the Municipality, as if the Tax Assistance had not been provided.
21. In the event that the Tax Assistance provided pursuant to this By-Law exceeds the actual Eligible Remediation Costs for the Eligible Property, the amount that the Tax Assistance exceeds the Eligible Remediation Costs shall be repaid by the Owner, failing which the amount to be repaid shall be added to the Tax Roll for the Eligible Property and collected as property taxes.
22. This By-Law shall come into force and take effect on the date of its passing.

**Given first and second readings December 3, 2024**

**Given third reading and passed [Meeting Date]**

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

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**Bryan Paterson**  
**Mayor**





**City of Kingston  
Report to Council  
Report Number 25-023**

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**To:** Mayor and Members of Council  
**From:** Paige Agnew, Commissioner, Growth & Development Services  
**Resource Staff:** Tim Park, Director, Planning Services  
**Date of Meeting:** December 3, 2024  
**Subject:** Deeming By-Law to De-register Part of a Plan of Subdivision

---

**Council Strategic Plan Alignment:**

Theme: Policies & by-laws

Goal: See above

**Executive Summary:**

The following report outlines the purpose and effect of recommended deeming by-laws to de-register Part Lot 1 & Lot 2, Plan 412; Part Lot 17, Concession 2, All as in FR174123; Lot 3, Plan 412, City of Kingston.

The subject lands, as legally described above, are municipally known as 846 Portsmouth Avenue. The owners of the subject lands, Grewal Holdings Limited, are proposing the construction of an addition to an existing automobile parts business on the lands. In order for the entirety of this land holding to be consolidated to accommodate a zoning compliant commercial building, deeming by-laws are required to de-register the subject lands from the plans of subdivision registered on title of the lands.

Section 50(4) of the *Planning Act* allows municipalities to designate any plan of subdivision, or part thereof, that has been registered for eight years or more, not to be a registered plan of subdivision. Registered Plan 412 was registered on July 5, 1949. To streamline the review of the Deeming By-Law, which is largely administrative in nature, the recommendation before Council is for all three readings of the By-Law to occur on December 3, 2024.

December 3, 2024

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**Recommendation:**

**That** “A By-Law to Deem Part of a Subdivision Not to be a Registered Plan of Subdivision (All of Lots 2 & 3, Plan 412; Part of Lot 1, Plan 412; and Part of Lot 17, Concession 2)”, attached as Exhibit A to Report Number 24-224, be presented to Council for three readings.

December 3, 2024

Page 3 of 5

**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

December 3, 2024

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

On May 29, 2024, Strong Bros. Ltd. initiated a pre-application on behalf of the owners of the subject property, Grewal Holdings Limited, with City staff for a proposed expansion to an existing commercial building housing an auto parts retailer on the property known municipally as 846 Portsmouth Avenue. The property is made up of several parts, described legally as Part Lot 1 & Lot 2, Plan 412; Part Lot 17, Concession 2, All as in FR174123; Lot 3, Plan 412, City of Kingston, of Block 1 on Registered Plan 412 (the “subject lands”). Through pre-application, it was identified that because the subject lands include separately conveyable parcels on a plan of subdivision over which one building is to be constructed, deeming by-laws would be required to de-register the lands from Registered Plan 412 to facilitate the consolidation of the entire land holding. This will allow the consolidated parcel to accommodate a zone complaint commercial building.

Section 50(4) of the *Planning Act* allows municipalities to designate any plan of subdivision, or part thereof, that has been registered for eight years or more, not to be a registered plan of subdivision. Registered Plan 412 was registered on July 5, 1949. Further, Section 9.6.8 of the City of Kingston Official Plan also identifies Council’s powers to deem, by by-law, the whole, or a portion of, a plan of subdivision to no longer be a registered plan of subdivision, pursuant to the provisions of the *Planning Act*.

**Site Characteristics**

The subject lands are located in the Valleyview/Balsam Grove neighbourhood on Portsmouth Avenue in the midtown area of the city. There are single detached homes to the south and west of the site; a commercial plaza to the north; and an office to the east of the site across Portsmouth Avenue.

The subject lands are designated Arterial Commercial in the City of Kingston Official Plan and are zoned Arterial Commercial (CA) in Kingston Zoning By-Law Number 2022-62. The lands are also subject to Exception Overlay E130. A variety of commercial uses are permitted in the CA Zone, including a retail store.

**Existing Policy/By-Law**

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

**Provincial***Planning Act*

December 3, 2024

Page 5 of 5

Provincial Planning Statement, 2024

**Municipal**

City of Kingston Official Plan

**Notice Provisions**

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

**Financial Considerations**

None

**Contacts:**

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

Chris Wicke, Senior Planner, 613-546-4291 extension 3242

**Other City of Kingston Staff Consulted:**

None

**Exhibits Attached:**

Exhibit A Deeming By-Law for 846 Portsmouth Ave

**By-Law Number 2024-XXX**

**A By-Law to Deem Part of a Subdivision Not to be on a Registered Plan of Subdivision (Part of Lot 1, Lot 2 and Lot 3 on Registered Plan 412)**

**Passed:** December 3, 2024

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

**And Whereas** the lots listed below are on Registered Plan 412, which was registered in the Land Registry Office for the Registry Division of Frontenac on July 5, 1949;

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

1. Part of Lot 1, Lot 2 and Lot 3 on Registered Plan 412, as more particularly shown on Schedule "A" attached to this By-Law, are hereby deemed not to be lots on a registered plan of subdivision for the purposes of subsection 50(3) of the *Planning Act*.
2. This By-Law shall come into force and take effect on the date that it is registered in the Land Registry Office by the Clerk of the Municipality.

Given all Three Readings and Passed: December 3, 2024

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

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**Bryan Paterson**  
**Mayor**



Planning  
Services

# Schedule 'A' to By-Law Number

Address: 846 Portsmouth Ave.

Lands Subject to the Deeming By-law

## Certificate of Authentication

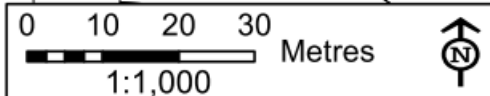
This is Schedule 'A' to By-Law Number \_\_\_\_\_, passed this \_\_\_\_\_ day of \_\_\_\_\_ 202\_.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



Prepared By: ncameron  
Prepared On: Oct-24-2024



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**City of Kingston  
Report to Council  
Report Number 25-015**

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**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:** December 3, 2024  
**Subject:** Renewal of Four Billboards on City-Owned Property

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**Council Strategic Plan Alignment:**

Theme: Corporate business

Goal: See above

**Executive Summary:**

This report seeks Council's approval for the extension of four billboard licences in various locations on City-owned property, which are currently held by OUTEDGE Media. The locations of the billboard signs are approximately shown on Exhibit A to this report. These billboards display non-City related third party advertising.

The existing static off-premise billboard signs are proposed to retain the same sign structure and sign area in the existing locations and are permitted to be repaired and maintained. Replacement or removal of the signage would require a building permit and compliance with the City's current Sign By-Law.

The City is planning to explore more locations for opportunities on City property and will be issuing requests for proposals (RFPs) to establish similar agreements. This could lead to new revenue streams that benefit the community.



December 3, 2024

Page 2 of 5

City staff are proposing to enter into licence extension agreements with OUTEDGE Media for the continued use of the City's properties for placement of the billboard signs, until such time as the City may require the properties.

**Recommendation:**

**That** Council approve the extension of the four billboard licences described in Exhibit A to Report Number 25-015 for an additional five years, plus one five-year extension option; and

**That** the Mayor and City Clerk be authorized to execute all necessary legal documents and agreements to effect the extension agreements in a form satisfactory to the Director of Legal Services or their designate.

December 3, 2024

Page 3 of 5

**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	

December 3, 2024

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## Background

The City of Kingston's agreement with OUTEDGE Media regarding the billboard infrastructure located on City lands, as approximately shown on Exhibit A to this report, is quite comprehensive. The following is a summary of the key points:

- **Existing Agreement:** The City has a long-standing agreement with OUTEDGE Media, the owner of the billboard infrastructure, for use of the City's properties.
- **By-Law Compliance:** The signs can be maintained and repaired, but not replaced or moved without adherence to the City's sign by-law.
- **Licence Extension:** City staff are proposing to enter into licence extension agreements with OUTEDGE Media for the continued use of the properties for placement of the billboard signs until the properties are needed for City use.
- **Sign Modifications:** Any increase in the dimensions of the sign faces requires written authorization from the City. Electronic or digital billboards are not permitted as replacements.
- **Vegetation Management:** OUTEDGE Media is allowed to trim or remove vegetation that is obstructing the signs, within reasonable limits.
- **Utilities and Nuisance Regulations:** OUTEDGE Media is responsible for hydro charges for the signs. Lighting must not be a nuisance, and there are restrictions on sound and intermittent lighting from the signs.
- **Content Restrictions:** The City has strict guidelines on the content of the signs. This includes prohibitions on political advertising, and any content deemed unacceptable by the City, such as messages promoting violence, nudity, or racism.
- **Conflict of Interest:** OUTEDGE Media cannot post advertising that conflicts with the City's interests or those of its other licensees.

This framework is designed to balance the interests of the City, the billboard owner, and the community while ensuring compliance with local regulations.

## Existing Policy/By-Law

The Revenue Leasing Policy and the Delegated Authority By-Law Number 2016-189 have been complied with in the formulation of this recommendation. Lease or licence terms over 10 years must be approved by Council as per the limits of Delegated Authority By-Law Number 2016-189. Given the City's longstanding agreement with OUTEDGE Media, Council approval is required for any further extension of the agreements.

December 3, 2024

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**Financial Considerations**

The extension rates for the billboard licences have increased by 5-15% above the previous term, reflecting the following:

- Additional Annual Increases: A 3% increase each year has been implemented to address the lack of previous adjustments.
- Commercial Tax: The City is now liable for commercial taxes, which was not a requirement in the last agreement. This change further justifies the increase in renewal rates.

**Contacts:**

Steve Biro, Property Specialist, Business, Real Estate & Environment, 613-546-4291 extension 3169

**Other City of Kingston Staff Consulted:**

Heather Cole, Director Legal Services & City Solicitor

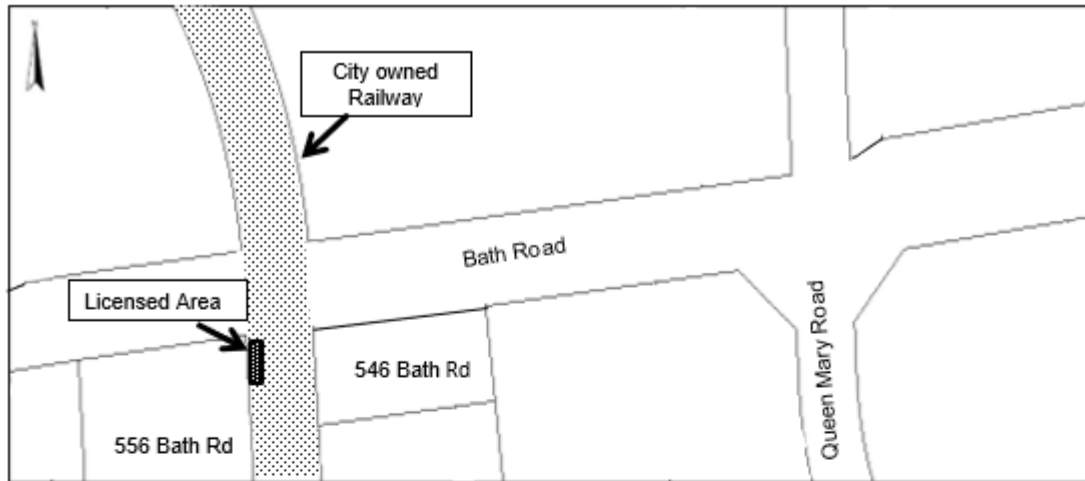
Lana Foulds, Director Financial Services & Deputy Treasurer

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

**Exhibits Attached:**

Exhibit A     Map of Billboard Locations

#1 bath road-1748

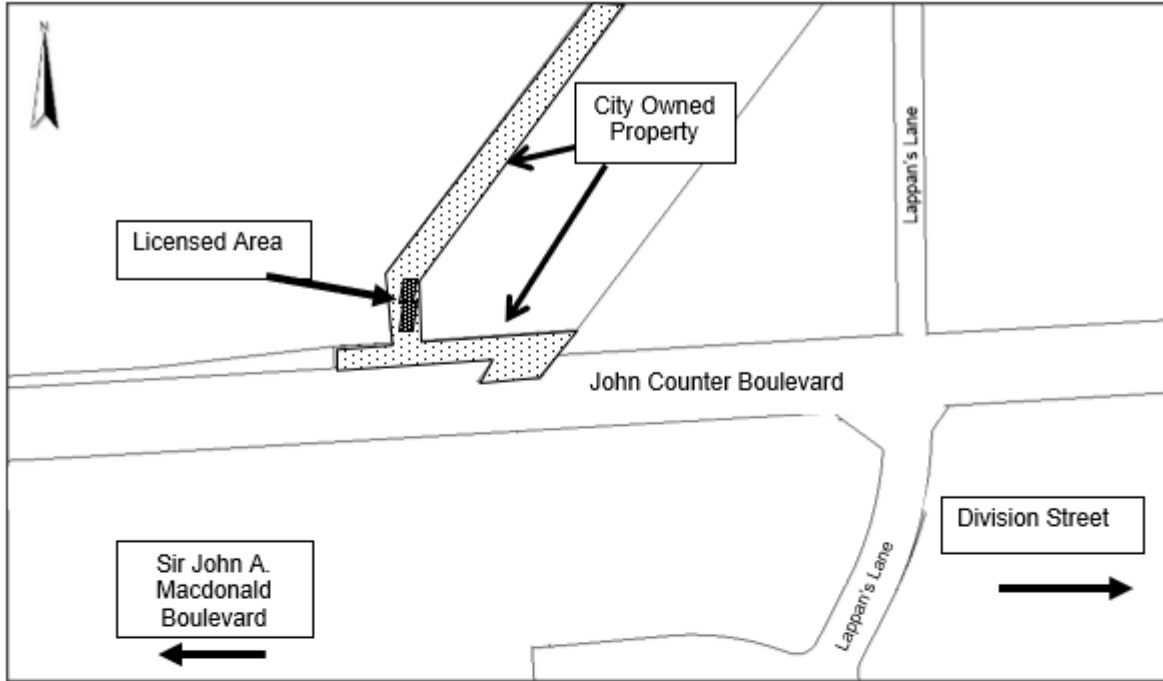


Panel 3281, facing west, viewed from Bath Road headed east towards Queen Mary Road



Panel 3282, facing east, viewed from Bath Road headed west

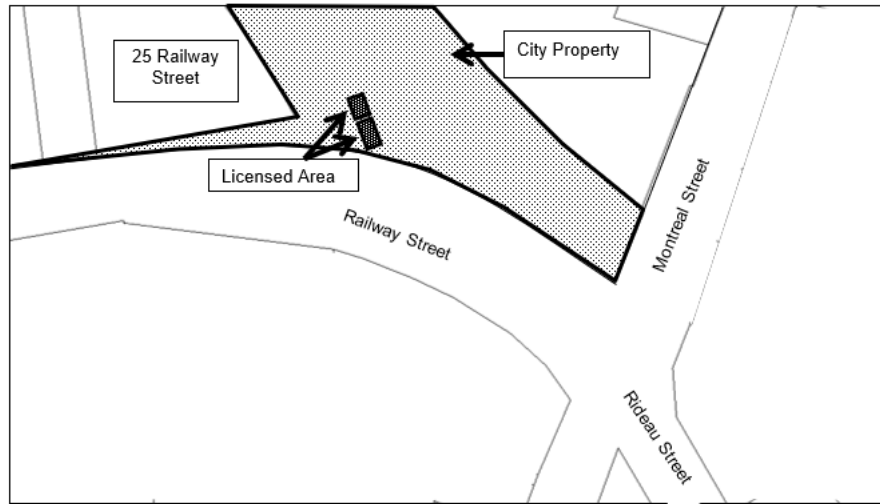
#2 JCB-1181



Panel 2789, facing west, viewed from John Counter Boulevard headed east towards Lappan's Lane

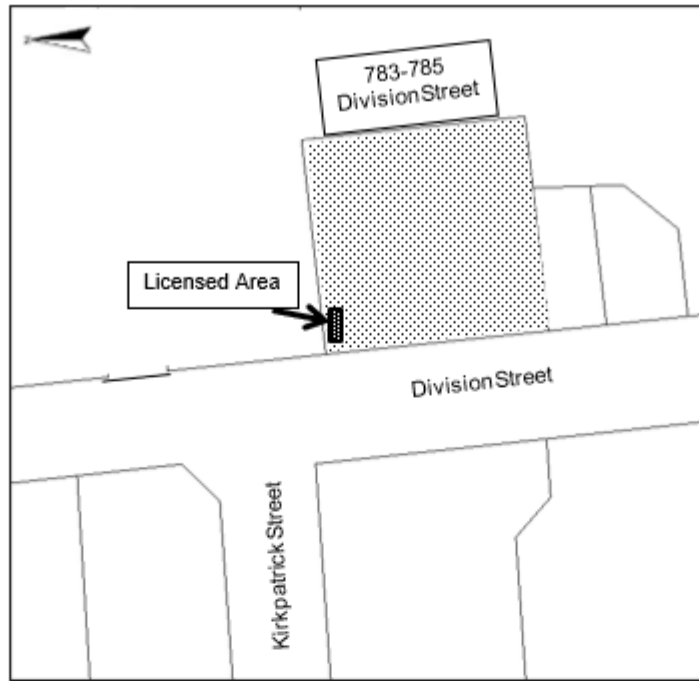


Panels 2790 and 2791, facing east, viewed from John Counter Boulevard headed west towards Sir John A. Macdonald Boulevard



Panels 2817 and 2818, facing west, viewed from Railway Street headed east towards Montreal Street

#3 railway -0990



Panel 2792, facing south, viewed from Division Street headed north towards Kirkpatrick Street



Panel 3803, facing north, viewed from Division Street headed south past Kirkpatrick Street

#4 division- 0784



#1 bath road-1748

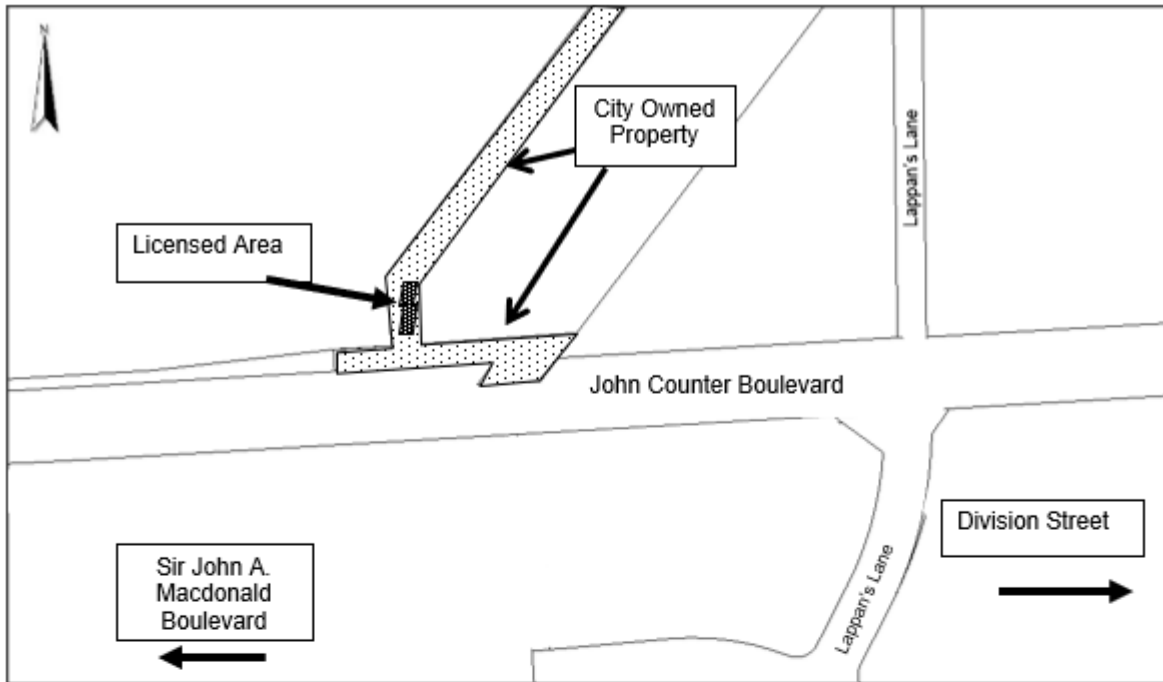


Panel 3281, facing west, viewed from Bath Road headed east towards Queen Mary Road



Panel 3282, facing east, viewed from Bath Road headed west

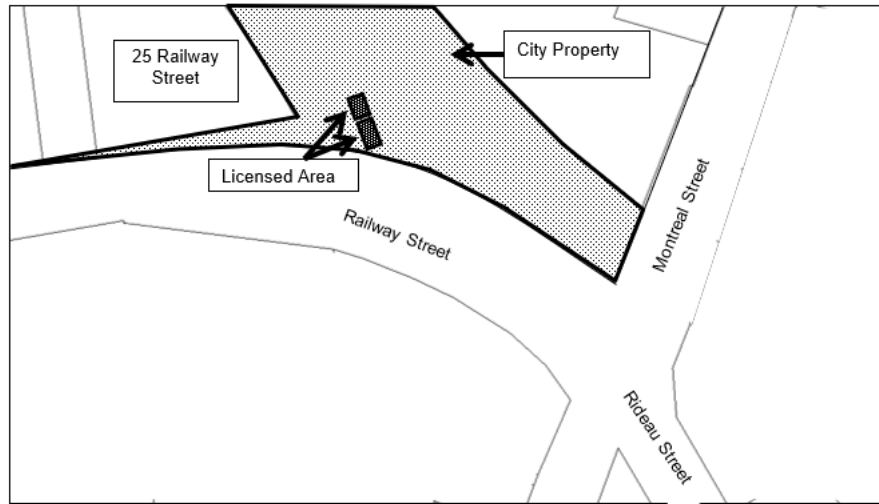
#2 JCB-1181



Panel 2789, facing west, viewed from John Counter Boulevard headed east towards Lappan's Lane

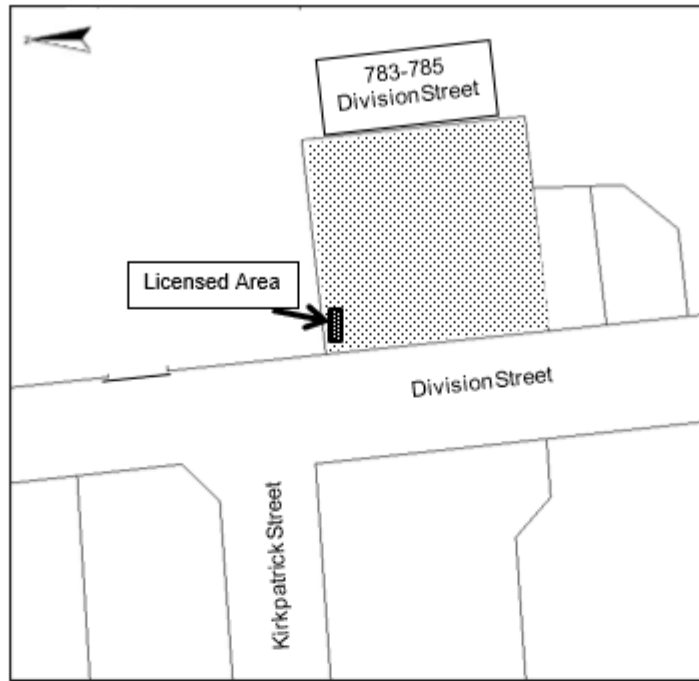


Panels 2790 and 2791, facing east, viewed from John Counter Boulevard headed west towards Sir John A. Macdonald Boulevard



Panels 2817 and 2818, facing west, viewed from Railway Street headed east towards Montreal Street

#3 railway -0990



Panel 2792, facing south, viewed from Division Street headed north towards Kirkpatrick Street



Panel 3803, facing north, viewed from Division Street headed south past Kirkpatrick Street

#4 division- 0784



**City of Kingston  
Report to Council  
Report Number 25-006**

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**To:** Mayor and Members of Council  
**From:** Paige Agnew, Commissioner, Growth & Development Services  
**Resource Staff:** Laird Leggo, Manager, Licensing, Parking Operations & Policy  
**Date of Meeting:** December 3, 2024  
**Subject:** Parking By-Law Amendments and Licence Agreement

---

**Council Strategic Plan Alignment:**

Theme: Policies & by-laws

Goal: See above

**Executive Summary:**

Staff are requesting Council approval of a set of minor amendments to By-Law Number 2010-128, "A By-Law to Regulate Parking", including:

- adding a 72-hour maximum length of stay provision applicable to vehicles parked on-street with a valid residential parking permit;
- implementing parking time restrictions on a residential street to deter commuter parking;
- creating an on-street guest loading zone adjacent to small-scale neighbourhood hotel, and entering into a licence agreement for the space; and
- updating parking by-law schedules to reflect revised on-street parking on two street blocks bordering a new residential development.

**Recommendation:**

**That** a by-law be presented to amend By-Law Number 2010-128, "A By-Law to Regulate Parking", as amended, as per Exhibit A to Report Number 25-006 to apply the proposed parking regulations; and

December 3, 2024

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**That** Council authorize the Mayor and Clerk to execute a licence agreement, in a form satisfactory to the Director of Legal Services and City Solicitor, with BPE Group of Companies for an on-street guest loading zone on King Street at the Belvedere Hotel for an amount equivalent to two monthly parking permit rates for Area A commuter on-street permits pursuant to the By-Law Number 2005-10, Fees and Charges By-Law plus a premium of 35% per month; and

**That** the agreement with BPE Group of Companies for an on-street guest loading zone on King Street at the Belvedere Hotel shall be for an initial term of one year and shall be renewed automatically annually thereafter with the option to terminate the agreement for any reason with 30 days' written notice from either party.

December 3, 2024

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**Authorizing Signatures:**

ORIGINAL SIGNED BY COMMISSIONER

Paige Agnew, Commissioner,  
Growth & Development Services

p.p. ORIGINAL SIGNED BY CHIEF

ADMINISTRATIVE OFFICER  
**Lanie Hurdle, Chief  
Administrative Officer**

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

Jennifer Campbell, Commissioner, Community Services Not required

Neil Carbone, Commissioner, Corporate Services Not required

David Fell, President & CEO, Utilities Kingston Not required

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

Brad Joyce, Commissioner, Infrastructure, Transportation  
& Emergency Services

Desirée Kennedy, Chief Financial Officer & City Treasurer

December 3, 2024

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**Options/Discussion:**

This report requests the approval of amendments to By-Law Number 2010-128, “A By-Law to Regulate Parking”, for the purpose of implementing the following changes to on-street parking and the approval of licence agreement:

**Residential parking permit maximum length of stay**

The Parking By-Law limits parking of vehicles on City streets to 12 consecutive hours, unless signage indicates more restrictive regulations are in effect. Under the City’s on-street residential permit parking program, vehicles displaying a valid on-street permit are exempt from this maximum 12-hour rule. In accordance with the permit agreement, residents may remain parked in their designated on-street zone for a maximum of 72 consecutive hours. This longer length of stay is intended to provide residential permit holders with some additional parking flexibility while also ensuring an appropriate turnover time to deter long term storage of a vehicle on-street. Despite this longer length of stay provision, permit holders are not allowed to remain parked overnight during the winter months whenever a parking ban is in effect for all vehicles.

An amendment to the Parking By-Law formally establishing this 72-hour maximum length of stay is required to facilitate enforcement of overstays, as necessary, through the issuance of a parking ticket. Conditional on Council approval of this amendment, staff will submit a request to the Ministry of the Attorney General for approval of short form wording and a set fine for this new regulation, established at \$15 to align with the set fine for parking in excess of 12 hours.

**Implementation of time restrictions**

Alwington Place is the only residential street in proximity to the Providence Transitional Care Centre site and other parking demand generators in the vicinity which is not regulated by weekday time restricted parking. Concerns have been received from some residents of the street that the regular parking of commuters’ vehicles on portions of Alwington Place presents a safety hazard to pedestrians who, in the absence of sidewalks, walk on the roadway.

Staff assessed the parking patterns and volumes, and following an initial consultation with concerned residents, piloted parking time restrictions through the installation of temporary signage. Based on generally positive feedback from residents, staff are now proposing the permanent implementation of parking time restrictions on segments of Alwington Place in alignment with restrictions currently in effect on neighbouring residential streets, specifically: no parking between 10 a.m. and 11 a.m. and between 2 p.m. and 3 p.m., Monday to Friday.

**Hotel guest loading zone**

Short-term on-street parking zones currently exist at four hotels in the downtown area to facilitate guest check-in. A small-scale hotel located in a downtown neighbourhood has requested the establishment of an on-street guest loading zone along the hotel’s frontage.



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Under a licence agreement between the City and the hotel owner, a 12-metre segment of curb-space on the east side of King Street East between West Street and Lower Union Street will be allocated and signed to function exclusively as a hotel guest loading zone. Amendments to the Parking By-Law schedules are necessary to revise the segment measurements for the existing parking time restrictions that will remain in effect north and south of the hotel loading zone.

Staff are recommending to enter into a licence agreement with BPE Group of Companies for the on-street guest loading zone on King St. at the Belvedere Hotel for an amount equivalent to two monthly parking permit rates for Area A commuter on-street permits pursuant to the City's Fees and Charges By-Law Number 2005-10, plus a premium of 35% per month which is a standard rate used for other commercial parking licences.

It is also recommended that the agreement shall be for an initial term of one year and shall be renewed automatically annually thereafter with the option to terminate the agreement for any reason with 30 days' written notice from either party.

### **Updates to Parking By-Law schedules**

With the completion of a condominium development on the north side of Princess Street occupying the block between Frontenac Street and Albert Street, on-street parking on the west side of Frontenac Street between Princess Street and Jenkins Street and on the east side of Albert Street north of Princess Street has been revised, including, on Frontenac Street, the implementation of metered parking and the minor adjustment in location of an existing accessible parking space in front of a church located north of the new residential development, and on Albert Street, a reduction in the no parking setback from the intersection.

Correspondingly, the respective by-law schedules are being updated to reflect these changes, and with respect to the accessible parking space, to also update its status to reflect that it is a non-metered space with a 3-hour parking time limit.

### **Public Engagement**

Staff consulted the residents of Alwington Place, via phone and email with those who communicated their concerns and subsequently with many residents in-person door to door regarding the type and extent of time restricted parking regulation most appropriate for their street.

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

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

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

December 3, 2024

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**Financial Considerations**

The cost associated with the installation of required signage will be accommodated within the Division's existing approved capital budget. The current monthly rate for an on-street commuter permit in Area A is \$123.00. With the addition of the 35% premium (\$43.05), the monthly rate for this agreement will be \$166.05 including HST per space and will increase annually in step with the parking rate.

**Contacts:**

Laird Leggo, Manager, Licensing, Parking Operations and Policy, 613-546-4291 extension 3132

**Other City of Kingston Staff Consulted:**

Greg McLean, Policy & Program Coordinator, Transportation & Transit

**Exhibits Attached:**

Exhibit A Proposed Changes to By-Law Number 2010-128

# City of Kingston By-Law Number 2025–...

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

### Whereas:

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

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

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

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

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

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

**Therefore**, *council* enacts:

### 1. Amendment

1.1 *City of Kingston By-Law Number 2010–128* is amended as follows:

- (a) Section 6, Parking on City Streets, Street Parking Time Limitations, is hereby amended by removing sub-section 6.2 in its entirety and replacing it with the following thereto:

“6.2 Despite sub-section 6.1, no person shall park a vehicle displaying a valid on-street parking permit on a street in a designated permit parking zone for longer than 72 consecutive hours.”

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

- (b) Schedule A-2, Accessible Paid Parking Zones on City Streets, is hereby amended by removing the following therefrom:

**Schedule A-2: Accessible Paid Parking Zones on City Streets**

**Maximum Time Limit: 3 Hours**

**9:30 a.m. to 5:30 p.m. Monday to Saturday except holidays**

Street	Side	From	A-2: 3 hrs, 9:30 – 5:30, M-S
Frontenac Street	West	78.1 metres north of Princess Street	6.1 metres northerly

- (c) Schedule C-1, Accessible Parking Spaces on City Streets, is hereby amended by adding the following thereto:

**Schedule C-1: Accessible Parking Spaces on City Streets**

**Maximum Time Limit: 3 Hours**

Street	Side	From
Frontenac Street	West	84 metres north of Princess Street northerly 6.7 metres

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

**Schedule F-1**

**No Parking At Any Time**

Street	Side	From
Albert Street	East	Princess Street northerly 36.6 metres
King Street	East	West Street northerly 45.7 metres

*By-Law to Amend By-Law 2010–128*

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

**Schedule F-1**

**No Parking At Any Time**

Street	Side	From
King Street East	East	West Street northerly 33 metres

- (f) Schedule G-2, Daytime Parking Prohibitions, is hereby amended by removing the following therefrom:

**Schedule G-2: Daytime Parking Prohibitions**

Street	Side	From	Days	Times
Connaught Street	East	Concession Street to Third Avenue	16 <sup>th</sup> to last day of month	8 am (16 <sup>th</sup> ) – 11 pm (last)
Frontenac Street	West	Princess Street to York Street	Mon to Fri	10-11 am and 2-3 pm
King Street East	Both	West Street to Lower Union Street	Mon to Fri	11 am – 12 pm and 2:30 - 3:30 pm

- (g) Schedule G-2, Daytime Parking Prohibitions, is hereby amended by adding the following hereto:

**Schedule G-2: Daytime Parking Prohibition**

Street	Side	From	Days	Times
Alwington Place	West/South	235 Alwington Place to 245 Alwington Place inclusive	Mon to Fri	10 am – 11 am and 2 pm to 3 pm
Alwington Place	East/North	230 Alwington Place to 246 Alwington Place inclusive	Mon to Fri	10 am – 11 am and 2 pm to 3 pm
Connaught Street	East	46 metres north of Concession Street to Third Avenue	16 <sup>th</sup> to last day of month	8 am (16 <sup>th</sup> ) – 11 pm (last)

*By-Law to Amend By-Law 2010–128*

Frontenac Street	West	94 metres north of Princess Street to York Street	Mon to Fri	10 am -11 am and 2pm -3 pm
King Street East	West	West Street to Lower Union Street	Mon to Fri	11 am – 12 pm and 2:30 pm - 3:30 pm
King Street East	East	33 metres north of West Street northerly 14 metres	Mon to Fri	11 am – 12 pm and 2:30 pm - 3:30 pm
King Street East	East	72 metres north of West Street to Lower Union Street	Mon to Fri	11 am – 12 pm and 2:30 pm - 3:30 pm

**2. Coming into Force**

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

1<sup>st</sup> Reading                      date

2<sup>nd</sup> Reading                      date

3<sup>rd</sup> Reading                      date

Passed                              date

Janet Jaynes  
City Clerk

Bryan Paterson  
Mayor



**City of Kingston  
Report to Council  
Report Number 25-009**

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**To:** Mayor and Members of Council  
**From:** Desirée Kennedy, Chief Financial Officer & City Treasurer  
**Resource Staff:** Lana Foulds, Director, Financial Services  
Christa Walsh, Manager, Financial Planning  
**Date of Meeting:** December 3, 2024  
**Subject:** Fees and Charges By-Law for the 2025 fiscal year

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**Council Strategic Plan Alignment:**

Theme: Policies & by-laws

Goal: See above

**Executive Summary:**

The [Municipal Act, 2001](#) authorizes a municipality to impose fees for services. Fees charged to users for various services are a primary source of municipal revenue, representing approximately 15% of the City's total municipal revenue budget. The purpose of this report is to recommend that Council pass a new by-law to establish the fees and charges for the 2025 fiscal year and to repeal 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", in its entirety. This report also recommends amendments to other City bylaws that have specific references to By-Law Number 2005-10.

In most cases, services that have fees associated with them are also subsidized in various proportions by taxation revenues. Therefore, it is important that fee adjustments are reviewed on an annual basis and in conjunction with a review of respective service costs to ensure that the proportion of user fees and taxation subsidy is maintained. If fees are not adjusted appropriately, the result will be increased pressure on tax increases to subsidize the costs of providing the service.

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As part of the annual budget process, Financial Services reviews, in conjunction with City departments, all fees and charges to ensure that they are being applied in accordance with policy and strategic direction. Respective revenues will be incorporated into the Mayor's 2025 operating budget based on the fees and charges established for 2025.

**Recommendation:**

**That** a by-law, attached to Report Number 25-009 as Exhibit A, be presented to Council to establish the fees and charges for the 2025 fiscal year.

**That** a By-Law to Repeal 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, and to amend other City by-laws that have specific references to By-Law Number 2005-10, attached to Report Number 25-009 as Exhibit B, be presented to Council to repeal By-Law Number 2005-10, in its entirety, as of January 1, 2025.



December 3, 2024

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**Authorizing Signatures:**

ORIGINAL SIGNED BY CHIEF

FINANCIAL OFFICER & CITY TREASURER

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

p.p. ORIGINAL SIGNED BY CHIEF  
ADMINISTRATIVE OFFICER

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**Lanie Hurdle, Chief  
Administrative Officer**

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

Paige Agnew, Commissioner, Growth & Development Services

Jennifer Campbell, Commissioner, Community Services

Neil Carbone, Commissioner, Corporate Services

David Fell, President & CEO, Utilities Kingston Not required

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

Brad Joyce, Commissioner, Infrastructure, Transportation  
& Emergency Services

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

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", as amended, provided for adjustments to fees for services. It is important that fee adjustments are reviewed on an annual basis to ensure that the related costs of providing the respective service are appropriately recovered.

The City's current policy dictates that fees and charges be reviewed and adjusted annually as follows:

- by the Consumer Price Core Index's third quarter from the prior year plus 1% for capital purposes, where feasible;
- by a cumulative adjustment for past years where the fee is not adjusted by the Consumer Price Index in one or more years; and
- by an amount that will recover, at a minimum, respective service, administration, and capital costs, as well as costs for any other purpose, in any amount permitted under applicable law.

The Consumer Price Index (CPI) is the accepted measure for the rate of inflation in Canada and continues to be the target of the Bank of Canada fiscal policy. Despite the common use of the term CPI to mean a single measure of inflation, there is more than one way to use the CPI to calculate inflation. The Consumer Price Core Index is the escalator prescribed in City of Kingston By-Law Number 2005-10 to be used as a proxy for inflation estimates. This indicator is based on the average of three specific measures of core inflation used by the Bank of Canada to filter out volatile price movements that can be caused by factors specific to certain components.

**Analysis**

The Consumer Price Core Index average of the three measures of core inflation was 2.3% as at the end of the third quarter of 2024. In cases where fees are being adjusted by an inflationary factor, an average escalation of 2% plus 1% for capital purposes, where applicable, has been applied, effective January 1, 2025. This is a reasonable proxy for recovering expected service costs and maintaining relative proportions of user fees and taxation subsidy and has been a consistent historical practice in response to the annual variability of the CPI measure. Some fees have been adjusted slightly more or less than this amount as a result of rounding in order to maintain even dollar amounts after tax for ease of cash handling or to support the constraints of respective cash collection equipment.

This report recommends repealing By-Law Number 2005-10 and presenting a new bylaw to Council to establish the fees and charges for the 2025 fiscal year. The new bylaw has been updated to replace the Consumer Price Core Index with the Ontario Consumer Price Index as a more appropriate and single measure of inflation for future years.

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It is important to note that the City provides a variety of services at no cost or reduced cost for residents that qualify under the Municipal Fee Assistance Program (MFAP). Details are noted, where applicable, in the attached fee schedules and any related changes are noted in the summary below.

**Fee changes**

For ease of review, the sections referenced below provide detailed explanations for schedule fee changes other than the annual inflationary adjustments noted above. The majority of these adjustments reflect one of the following strategies:

- Maintaining fee levels where the charge is currently sufficient to cover the full cost of the good or service.
- Setting fees to reflect an appropriate market rate based on market analysis.
- Minimizing fee increases to encourage increased use of a good or service.
- Setting fees to support harmonization efforts or consistency of fees for similar services across different departments.
- Setting fees in accordance with Council-approved strategies.
- Addition of new fees, as required.

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**Schedule A - Administration**

**Finance and Property Taxation**

- No change to the fee for “Affidavit for non-profit housing matters” in order to support tenants.

**Cemetery Fees**

- Changes made to fee structure to ensure that costs for interment (burial) rights and markers (monuments) are being appropriately recovered.
  - The fee for a single plot and the one-time care and maintenance fee have been consolidated.
  - Burial fees have been removed; these fees will now be paid directly by the customer to the contractor.
  - New fees added to reflect City management of cemetery operations:
    - Cornerstones (set of four required per plot)
    - Interment rights transfer and repurchase fees

December 3, 2024

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- Lot marking
- Marking fees
- Flat and upright markers.

### City Clerk's Office

- The following fees remain constant as they are sufficient to recover costs:
  - Document search [pursuant to the Municipal Freedom of Information and Privacy Protection Act (MFIPPA)]
  - Photocopy of documents, including by-laws
  - Copy or Scan of large format drawings
- Civil marriage solemnization fees are increasing 9% to reflect the increased demand for the service; fees remain lower than private officiant options.
- The civil marriage witness provision fee remains the same as it is sufficient for cost recovery.

### Environment

- Updated the Environmental Engineer/Geoscientist fee to include Ecologist for the recovery of time for peer reviews and compliance and dispute resolutions.

### Springer Market Square

- These fees were previously included in Schedule D – Recreation & Leisure.

### Daily and Other Rates

- An Application jury review fee was added to recover costs.

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## Schedule B – Museums

### Heritage Reference Materials

- No change to the fee for Volumes – Buildings of Architectural Significance, to encourage sale of the remaining inventory.
-

December 3, 2024

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**Schedule C - Grand Theatre****Regina Rosen & Baby Grand Auditoriums**

- A 5% increase is being applied to rental fees for commercial clients to align with market rent for similar sized venues; nonprofits/community groups have been increased by an inflationary adjustment only.
- 

**Schedule D - Recreation & Leisure****All Inclusive Fit Pass Membership**

- Fee description updated to include access to Boys and Girls Club.
- An increase of 5% in the monthly fee is being applied for 2025 to encourage the purchase of annual memberships.

**Culligan Water Park**

- Camp visit – group of 10 or more increased by 4% for ease of cash management.

**Other Fees**

- The following fees remained the same or changed more or less than an inflationary factor in order to support cash payments:
  - Per person fee for Toonie swim, skate or gymnasium
  - Camp swim rate

**Programs**

- Removal of the “2 days a week per class” fee as this option is no longer provided.
- Public skating per visit increased by a fixed \$0.25 to support cash payments.

**Artillery Park Programs**

- Adult swim lessons increased by 4% to be consistent with comparable markets.
- The following fees are increasing more or less than an inflationary factor for the ease of cash handling:
  - Swim lessons, parent with tot
  - Swim to survive – 3 classes

December 3, 2024

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## Schedule E – Facility Rentals

### Recreational Facilities

- Hourly room surcharge added for statutory & public holidays to recover additional staffing and operational costs of service for the following facilities:
  - Portsmouth Olympic Harbour
  - Artillery Park Aquatic Centre
  - Rideau Heights Community Centre
  - INVISTA Centre
  - Kingston East Community Centre
  - Cataraqi Community Centre
  - Centre 70
  - Slush Puppie Place

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## Schedule F - Rideaucrest Catering & Coffee Shop

### Food and Beverage

- A review of all food and beverage related items was completed to ensure fees are sufficient to recover costs. As a result, a number of fees remained at 2024 rates, however, some fees were increased by more than an inflationary adjustment to reflect supplier price increases.
- Added a new fee for “Coffee Shop - unlisted food items” in order to recover cost plus 30% for any new pre-packaged food items that may be added to the selection.

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## Schedule G - Arenas

### Ice Rentals

- School Board ice rental fee increased by 10% to align with comparator markets.
- Added new per hour holiday premium on statutory and public holidays in order to recover additional staffing and operational costs of service.

December 3, 2024

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**Schedule H - Parks**

**Special Events**

- The “Mega event” park rental fees for both half and full days increased by 5% in order to recover the additional costs related to staff resources on these large-scale events.

**Film Productions**

- This is a new fee category that provides for daily rental fees based on the City’s Film Policy.
- 

**Schedule I – Sports Fields**

- All major, minor and tournament fees have been updated to clarify that the fee is per field. Tournament fees, per field, will be subject to a 40% discount for 2025; the discount will be phased out over a three-year period.
- 

**Schedule J – Artificial Fields**

- The operational dates for prime time and non-prime time have been updated to reflect a longer natural grass season.
- 

**Schedule K – Marinas**

**Confederation Marina**

- Increased seasonal, monthly, weekly and daily mooring fees and associated fees for Confederation Marina by 5% due to demand and capital maintenance cost recovery.

**Storage**

- Fees for “Cradle storage – collapsible and non-collapsible” are increasing more than inflation in order to fully recover the external cost of the service.

**Other Fees**

- Increasing fees for ice by 6% for ease of cash handling.

**Commercial Passenger Dock**

- New fee category added to recover hourly service costs. Minimum one hour charge.

December 3, 2024

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## Schedule L - Airport

### Landing of Aircraft

- Changed Fee Category name from “Landing of Aircraft in Excess of 2,270 kilograms (5,000 lbs).” to “Landing of Aircraft”
- Added new “Minimum for Commercial Fixed-Wing” fee for commercial aircraft below 2,270 kilograms

### Passenger Facility

- No change made to the Passenger Facility fee in order to remain competitive.

### Surcharges

- No change to the “Avgas fuel and Turbine fuel surcharges” as they are sufficient to recover costs.
- Removed the Flying Surcharge fee per hour and added a new Commercial Operations fee per aircraft per month for aircraft based in Kingston.

### Motor Vehicle Parking

- The short-term per hour and daily parking space fees are increasing slightly more than an inflationary adjustment to support parking equipment.
- Parking fees for 7 days, 14 days, and 21 days are being removed and the daily rate will apply.

### Property Maintenance

- The “Natural growth trimming and/or removal” fee previously based on actual costs, is being replaced with a fixed fee of \$150.00 per hour.
- New fees for service are being added for:
  - Snow removal, per hour
  - Sweeping, per hour
  - Grass cutting, per hour
  - Sanding, per hour plus materials
  - Pavement de-icing application, per hour plus materials
  - Fuel spills, per hour plus materials
  - Escorting fee, per hour
  - Other miscellaneous services, to be negotiated



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## Schedule M - Planning

### Committee of Adjustment – Minor Variances

- New fee for “Category 3 minor variances (plus PN)” added for express transit overlay applications greater than 6 storeys.

### Civic Addressing and Road Naming

- Replaced the Civic address change fee with Minor and Major Addressing fees with specific definitions.

### Miscellaneous Fees

- Fees for photocopies or printing of documents – black and white, are remaining the same to be consistent with similar fees collected in other areas.

### Development Application Review – Development Engineering

- Split the Committee of Adjustment review fee into two categories to align with the development approval fee structure, thereby creating a new fee for consents:
  - Committee of Adjustment (CoA) – outside of consent CoA applications
  - Committee of Adjustment review - consents
- Increased the “Site Plan Control review – minor application – including modifications” fee to align with other similar review fees.
- No change to the Plan of Subdivision deposits as they are sufficient to address risk.
- The fee for “Resubmitted Plot Plan – previously rejected” is being reduced to an appropriate cost recovery level.
- Added a new fee for “Encroachment onto Easement Agreement” to recover the cost of staff time related to this service.
- Added a new deposit fee for offsite agreements.

December 3, 2024

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### **Schedule O - Parking**

A comprehensive parking fee study is scheduled to be completed in 2024 to inform future parking fees and charges. Any fee amendments will occur early in 2025.

The following parking fees have not changed for 2025:

- On Street Parking - Meters and Pay and Display
- Residential On Street Permit rates
- Parking lots and parking garages – Hourly, Daily, Flat Rates (including event rates)

Parking lot permit fees have increased by a 3% inflationary measure.

#### **On Street Parking – Meters and Pay and Display**

- A correction has been made to the Zone 8 and Zone 9 fees, as they were previously inverted.
- A new Zone 11 fee has been added as per Council Report 24-133 – “Parking By-Law Amendment and Mobile Parking Payment Transaction Fee”.

#### **Parking Lots**

- The Drury Lot fee has been removed as the site is permanently closed

---

### **Schedule P - Solid Waste**

#### **Garbage**

- Garbage Bag Tags (each) are increasing from \$2 to \$4 each. These fees have remained constant for many years to encourage disposal and are now being adjusted to reflect the actual cost of service.

#### **Source Separated Organics and Composting**

- Backyard composters are increasing by more than an inflationary factor in order to recover costs of service.

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**Disposal Fees**

- No changes are being made to the following fees as they are sufficient to recover the cost of service:
    - Aerosol containers – including empty but pressurized
    - Fluorescent lamps – maximum 100 linear feet
    - Oil
    - Miscellaneous organics greater than 4 litres - solvents/non-solvents and adhesives, glue, turpentine, naphtha, etc.
    - Petroleum distillates/light fuels - gasoline, kerosene, etc.
- 

**Schedule Q – Transit**

Kingston Transit fares normally increase every three years with rates originally scheduled to increase in 2023. The 2023 and 2024 rates were held constant in efforts to continue to rebuild ridership following the pandemic.

**Single Cash Fares, Multi-Ride Cards and Passes**

- For 2025, most rates have increased by 3.9% with some minor adjustments for rounding. The following rates have been adjusted by more than the 3.9%:
  - Single Cash Fares – Adult, youth and senior (\$0.25 increase per single fare or 7.7%)
  - Day Passes – Adult, youth and senior - unlimited rides throughout the day (discounted to reflect less than three times the single trip fare)
  - New - Conference and Event Passes – Adult, youth and senior – up to 5 days per attendee (discounted to reflect less than five times the single trip fare)
- No changes are being made to the CNIB cardholder single cash fare, the Adult, youth and senior monthly affordable transit passes under the Municipal Fee Assistance Program (MFAP) and the smart card – reloadable fees.
- The following fees are being removed as these services are being covered by other fee structures:
  - Passes – Commuter – 5 consecutive weekdays
  - Passes – Youth and senior – week – 7 consecutive days

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- The following new passes are being added to support institutional and other programs that have not previously been reflected in the by-law:
  - Post Secondary – semester pass
  - Field Trip – annual pass
  - Newcomer pass – 30 days

### **Employer Group Pass**

- The employer group monthly passes fee, previously based on number of employees, is being replaced with a single per employee monthly fee.
- 

### **Schedule R - Building Permits**

The minimum fee for all permits, when applicable, is being updated to \$147.55 for 2025.

### **Other Permit Classes**

- No changes to Sewage System Permit” fees as they are sufficient to recover respective costs and to ensure consistency in fee structures.
- 

### **Schedule S - Licensing and By-Law Enforcement**

#### **Animal Registration**

- No changes to fees for animal registration to encourage licensing activities.

#### **Business Licenses**

- The alarm monitoring and annual alarm vendor license fees have been removed as they are now managed by Kingston Police Services.
- No changes to “Short-term Rental Brokerage” fees that were added in 2024.
- Removed fee for “Specific location sale: Class 1 (8 Locations: Schedule S-3 of By-Law 2006-213)” as no longer required.
- No change to fee for “Specific location sale: Class 3 (2 Locations: Schedule S-3 of By-Law 2006-213)” in order to support vendors.
- Transportation Network Company license fees have been removed as the City does not have the authority to charge these fees.

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**Administrative Fees**

- Photocopy copies of document fees remain the same to be consistent with other similar fees.
  - Fee for “Property standards/yard re-inspections - after first inspection to confirm compliance of any order” is increasing more than an inflationary factor to appropriately recover the cost of services and to better align with other municipalities.
  - A new surcharge, equivalent to 15% of the remedial costs, has been added to the fee for “Property Standards/Yards - Charges for Administration of Remedial Work and Repairs” where remedial costs are greater than the minimum administrative fee of \$145.65.
  - A new “Order of Remedy” fee has been added.
- 

**Schedule T - Fire and Rescue****Miscellaneous**

- “Smoke and CO alarm replacement fee” has changed from a cost recovery fee to \$41.25 administrative fee plus cost recovery.
- 

**Existing Policy/By-Law**

[Municipal Act, 2001, S.O. 2001, c. 25 PART XII, Section 391](#) authorizes a municipality to impose fees or charges on persons, (a) for services or activities provided or done by or on behalf of it; (b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and (c) for the use of its property including property under its control.

[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”, as amended. This By-Law provides authorization in a consolidated fashion for the purposes of establishing fees and charges in a fiscal year.

**Notice Provisions**

None

**Financial Considerations**

Financial considerations are included within the body of the report.

December 3, 2024

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**Contacts:**

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

Christa Walsh, Manager, Financial Planning

**Other City of Kingston Staff Consulted:**

Applicable municipal departments.

**Exhibits Attached:**

Exhibit A - City of Kingston Fees and Charges By-Law, 2025

Exhibit B - City of Kingston By-Law - Repeal of Fees and Charges By-Law and Amend Other By-Laws

# City of Kingston By-Law Number 2025–XX

## *Fees & Charges By-Law, 2025*

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

# City of Kingston By-Law Number 2025–XX

## *Fees & Charges By-Law, 2025*

<b>1</b>	<b>INTERPRETATION</b>	<b>5</b>
<b>2</b>	<b>ADMINISTRATION</b>	<b>6</b>
<b>3</b>	<b>FEES</b>	<b>7</b>
<b>4</b>	<b>GENERAL</b>	<b>9</b>



# City of Kingston By-Law Number 2025–XX

## ***Fees and Charges By-Law, 2025***

### **Whereas:**

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 by-law respecting a matter may:

- (a) regulate or prohibit respecting the matter;
- (b) require persons to do things respecting the matter; and
- (c) provide for a system of licences respecting the matter (*Municipal Act, 2001*, s. 8 (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)).

A single-tier municipality may pass by-laws respecting:

- (a) economic, social and environmental well-being of the municipality, including respecting climate change;
- (b) health, safety and well-being of persons;
- (c) protection of persons and property, including consumer protection;
- (d) structures, including fences and signs; and
- (e) business licensing (*Municipal Act, 2001*, s. 10 (2)).

*User Fees & Charges By-Law, 2025*

A municipality may delegate its powers and duties under the *Municipal Act, 2001* to a person or body subject to the restrictions set out in Part II of the *Municipal Act, 2001* (s. 23.1 (1)).

Sections 9, 10 and 11 of the *Municipal Act, 2001* authorize a municipality to impose *fees* on persons,

- (a) for services or activities provided or done by or on behalf of it;
- (b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- (c) for the use of its property including property under its control (*Municipal Act, 2001*, s. 391 (1)).

A municipality may impose a *fee* for capital costs related to services or activities on persons not receiving an immediate benefit from the services or activities but who will receive a benefit at some later point in time (*Municipal Act, 2001*, s. 391 (2)).

The costs included in a *fee* may include costs incurred by the municipality related to administration, enforcement and the establishment, acquisition and replacement of capital assets (*Municipal Act, 2001*, s. 391 (3)).

The *City* incurs additional costs related to administration and enforcement when *fees* are due and unpaid.

*Fees* imposed by a municipality on a person constitute a debt of the person to the municipality (*Municipal Act, 2001*, s. 398 (1)).

The treasurer of a municipality may add *fees* imposed by the municipality to the tax roll for the following property in the municipality and collect them in the same manner as municipal taxes:

- (a) in the case of *fees* for the supply of a service or thing to a property, the property to which the service or thing was supplied; and
- (b) in all other cases, any property for which all of the owners are responsible for paying the *fees* (*Municipal Act, 2001*, s. 398 (2)).

The council of a municipality, by by-law, may establish a tariff of *fees* for the processing of applications made in respect of applications made in respect of planning matters, which tariff must be designed to meet only the anticipated costs to the municipality or to

*User Fees & Charges By-Law, 2025*

a committee of adjustment or land division committee constituted by the council of the municipality or to the planning board in respect of the procession of each type of application provided for in the tariff (*Planning Act*, R.S.O. 1990, c. P.13, s. 69 (1)).

The council of a municipality may pass by-laws applicable to the matters for which and in the area in which the municipality has jurisdiction for the enforcement of the *Building Code Act* requiring the payment of *fees* and prescribing the amount of the *fees*:

- (a) on the application for and on issuance of permits;
- (b) for maintenance inspections; and
- (c) for providing documentation, records or other information.

The council of a municipality may by by-law fix its reasonable administrative fees to be paid to the municipality in relation to proceedings under the *Line Fences Act* (*Line Fences Act*, s. 17).

*Council* considers it necessary and desirable for the public to impose *fees* on persons.

**Therefore**, *council* enacts:

## **1 INTERPRETATION**

1.1 This by-law may be cited as the *Fees & Charges By-Law, 2025*.

1.2 In this by-law:

**“annual CPI change”** means the percentage change between the Ontario Consumer Price Index for the third quarter of the calendar year that is one year before the year in which the adjustment is being made and the third quarter of the Ontario Consumer Price Index that is two years before the year in which the adjustment is being made;

**“City”** means The Corporation of the City of Kingston;

**“clerk”** means the individual appointed by the *City* as clerk or the *clerk’s* designate;

**“collection agency”** means a collection agency registered by the Registrar under the *Collection and Debt Settlement Services Act*, R.S.O. 1990, c. C.14;

**“council”** means the council of the *City*;

*User Fees & Charges By-Law, 2025*

”**director**” means the director of a *City* department;

”**fee**” means a fee or charge imposed by the *City* under sections 9, 10 or 11 of the *Municipal Act, 2001*;

”**Municipal Act, 2001**” means the *Municipal Act, 2001*, S.O. 2001, c.25;

”**schedule**” means a schedule to this by-law;

”**treasurer**” means the individual appointed by the *City* as treasurer or the *treasurer’s* designate.

1.3 For the purposes of interpreting this by-law:

- (a) a reference to any legislation, regulation, or by-law or to a provision thereof includes a reference to any legislation, regulation or by-law enacted, made or passed in substitution thereof or amendment thereof;
- (b) any reference to legislation or by-laws includes all of the regulations made thereunder;
- (c) “include”, “includes” and “including” indicate that the subsequent list is not exhaustive; and
- (d) to “provide” a service or activity includes to do the service or activity.

1.4 This by-law will not be interpreted as exempting any person from the requirement to comply with any other *City* by-law or federal or provincial legislation. In the event of conflict between the provisions of this by-law and any other *City* by-law, the provision that establishes the higher standard of health, safety and well-being of persons and protection of persons will apply.

## **2 ADMINISTRATION**

2.1 The *treasurer* is responsible for the administration of this by-law.

2.2 The *treasurer* may rectify minor administrative oversights in respect of a *fee* set out in a *schedule*.

2.3 Where this by-law provides that the *treasurer* may do an act, it may be done by an individual authorized by the *treasurer* to do the act.

*User Fees & Charges By-Law, 2025*

2.4 The *treasurer* may make *regulations* prescribing when a *fee* or class of *fees* becomes due and payable and the manner in which a *fee* or class of *fees* must be paid.

2.5 The *treasurer* may waive a *fee* in accordance with the *City's Waiver of Fees Policy* or its successor.

2.6 The *treasurer* may authorize one or more *collection agencies* to collect *fees* that are due and unpaid on behalf of the *City*, including by purchasing those debts and collecting them.

### **3 FEES**

3.1 This by-law imposes, establishes, fixes and requires the payment of the *fees* set out in the column with a *fee* amount in a *schedule*:

- (a) for the corresponding service or activity provided or done by or on behalf of the *City*;
- (b) for the corresponding costs payable by the *City* for a service or activity provided or done by or on behalf of any other municipality or any local board; and
- (c) for the corresponding use of the *City's* property including property under the *City's* control;

set out in the column describing the service, activity or use of *City* property in that *schedule*.

3.2 This by-law imposes an additional *fee* in the form of an interest charge on *fees* or any portion of *fees* that are due and unpaid at the rate of 1½ percent per month for each month or fraction of a month during with the *fees* that are due remain unpaid.

3.3 The *City* will collect harmonized value-added taxes on all *fees* in accordance with the *Excise Tax Act*, R.S.C., 1985, c. E-15.

*User Fees & Charges By-Law, 2025*

3.4 Subject to any *regulation* made by the *treasurer*, *fees* are due and payable at the time:

- (a) the person requests that the *City* provide the service or activity;
- (b) the person requests to use the *City's* property;
- (c) the person makes the application in respect of a planning matter;
- (d) the person makes the application under the *Building Code Act*;
- (e) the person requests the maintenance inspection under the *Building Code Act*;
- (f) the person requests that the *City* provide documentation, records or other information; or
- (g) as otherwise agreed to in writing by the person and the *City*;

or, if the person did not make such a request or application, *fees* are due and payable at the time the *City* provides the service, activity, maintenance inspection, documentation, records or other information, or the *City* permits the person to use its property.

3.5 The *treasurer* may add *fees* to the *City's* tax roll for the following property in the City of Kingston and collect them in the same manner as municipal taxes:

- (a) in the case of *fees* for the supply of a service or thing to a property, the property to which the service or thing was supplied; and
- (b) in all other cases, any property for which all of the owners are responsible for paying the *fees*.

3.6 If the *treasurer* adds *fees* to the *City's* tax roll under a property under section 3.2, that amount, including interest:

- (a) may be collected in the same manner as taxes on the property;
- (b) may be recovered with costs as a debt due to the *City* from the assessed owner of the property at the time the *fee* was added to the tax roll and from any subsequent owner of the property or party of it;

*User Fees & Charges By-Law, 2025*

- (c) is a special lien on the property in the same manner as are taxes under subsection 349 (3) of the *Municipal Act, 2001*; and
  - (d) may be included in the cancellation price under Part XI of the *Municipal Act, 2001* in the same manner as are taxes on the property.
- 3.7 Each year, every *director* must review and determine or adjust the *fees* for which the *director* is responsible in accordance with sections 3.8 and 3.9.
- 3.8 Subject to section 3.9, a *director* may generally adjust the amount of a *fee* on January 1 of each year by the *annual CPI change*, plus one per cent for capital costs related to the service or activity.
- 3.9 When determining or adjusting the amount of a *fee*, a *director* must ensure that:
- (a) there is a connection between the *fee* and the cost of the service or activity provided or done on behalf of the *City*, including:
    - (i) capital costs, operating costs, administration costs and any other costs related to the service or activity; and
    - (ii) any such costs offset by other revenue, including taxes, grants or subsidies; and
  - (b) the *fee* is reasonable, including relative to prices for similar services or activities in Ontario provided by persons other than the *City*.

#### **4 GENERAL**

- 4.1 In the event of a conflict between a fee or charge made under any other by-law and a *fee* made under this by-law, the *fee* made under this by-law prevails.
- 4.2 This by-law will come into force and take effect on January 1, 2025.

*User Fees & Charges By-Law, 2025*

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

Janet Jaynes  
City Clerk

Bryan Paterson  
Mayor



# **City of Kingston By-Law Number 2025-XX**

## **Fees and Charges, 2025**

### **Schedule A**

#### **Administration**

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## Schedule A: Administration

### Finance and Property Taxation

All fees listed in the table below are HST exempt.

Fee Description	Unit	Fee
Additional charge added to tax bill	Each	\$37.00
Administering oaths or declarations	Each	\$43.00
Administering oaths or declarations – Municipal Fee Assistance Program (MFAP) eligible residents	Each	\$21.50
Affidavit for non-profit housing matters	Each	\$10.00
Burial permit	Each	\$46.00
Marriage licence	Each	\$183.00
Marriage licence - Municipal Fee Assistance Program (MFAP) eligible residents	Each	\$91.50
New owner / new roll setup	Each	\$37.00
Payment reversal fee	Each	Service fee recovery
Refund of payment on overpaid taxes	Each	\$37.00
Returned or dishonoured payment	Each	\$44.00
Tax certificate / statement (Section 352, <i>Municipal Act, 2001</i> )	Each	\$85.00
Taxpayer's account information / statement; letter for Income Tax per tax year	Each	\$18.00
Transfer of payment between tax accounts	Each	\$25.00

## Cemetery Fees

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

### Internment (burial) rights:

Fee Description	Unit	Fee
Single plot (one full burial or two cremations permitted per plot, includes one-time care and maintenance fee)	Each	\$1,326.12
Cornerstones (set of four required per plot)	Set	\$200.00
Internment rights transfer fee	Each	\$200.00
Internment rights repurchase fee	Each	\$200.00
Lot marking fee	Each	\$100.00

### Markers (monuments):

Fee Description	Unit	Fee
Marking fee	Each	\$100.00
Flat marker (smaller than 173 square inches)	Each	\$0.00
Flat marker (173 square inches or larger)	Each	\$100.00
Upright marker (measuring more than four feet in either height or length, including base)	Each	\$400.00

### City Clerk’s Office

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax) unless HST exempt is indicated. Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Document search [pursuant to the Municipal Freedom of Information and Privacy Protection Act (MFIPPA)]	Hourly	\$30.00 HST exempt
Photocopy of document, including by-laws	Page	\$0.31
Photocopy or printing of document - colour	Page	\$1.33
Copy of large format drawings	Page	\$15.00
Scan of large format drawings	Page	\$10.00
Request for attendance of Fence Viewer	Request	\$328.85
Fence Viewer remuneration	Daily	\$212.21
Civil marriage solemnization	Each	\$350.00
Civil marriage solemnization - Municipal Fee Assistance Program (MFAP) eligible residents	Each	\$160.00
Provision of witness for civil marriage solemnization	Each	\$25.00

### Geographic Information Systems (GIS)

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
GIS rate for custom mapping	Hourly	\$98.45

## Real Estate & Land Development

All associated costs, including but not limited to legal fees, disbursements, appraisals, surveys, and registration costs, are in addition to the fee.

Fee excludes employment land sales.

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Property disposition request initiated by external party	Each	\$794.60

## Environment

An Environmental Compliance Letter includes, but is not limited to, environmental records search, record on site condition (RSC) standards, dewatering review, and as applicable.

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax) unless HST exempt is indicated. Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Environmental Engineer/Geoscientist/Ecologist support	Hourly	\$201.02
Environmental Technologist support	Hourly	\$123.27
Environmental compliance letter	Each	\$126.70 HST exempt
Spill response vehicle	Hourly	\$26.50
Maximum for spill response vehicle	Daily	\$106.11
Consumables - spill response materials	Each	At market rate

## Human Resources & Organization Development

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Full day corporate training workshop	Participant	\$177.17

## Public Works – Commemorations

Fee charged to users shall be based on cost of material and/or time, through the delegated authority of the Operations Managers of Public Works.

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Commemoration on bench	10 years	\$1,069.20
Extension to commemoration on bench	Additional 10 years	\$712.88
Commemorative tree	Tree	\$614.96

## Legal

All fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Subdivision agreement	Each	\$2,133.81
Site plan control agreement	Each	\$702.17
Construction lien search	Each	\$126.75

Fee Description	Unit	Fee
Pre-servicing and model home agreement	Each	\$702.17
Construction agreement	Each	\$702.17
Road closure	Each	\$702.17
Simple agreement - committee of adjustment (COA) agreement; granny suite / garden suite, encroachment agreement	Each	\$610.22
Release agreement from title	Each	\$245.97
Complex agreement - front-end agreement; cost sharing agreement; development agreement, and utility agreement	Each	\$1,592.92
Amend subdivision agreement or site plan Control agreement	Each	\$702.17
Registration of by-laws or documents on title - part lot control by-laws; other documents	Each	\$408.36
Consent to applications to first registration in Land Titles	Each	\$245.97
Attend court or Ontario Land Tribunal (OLT) in support of applicant on decision of staff or committee under delegated authority, Council, Committee of Adjustment, in zoning by-law matters, heritage by-law matters, or other proceeding	Half day	\$5,269.38
Attend court or Ontario Land Tribunal (OLT) in support of applicant on decision of staff or committee under delegated authority, Council, Committee of Adjustment, in zoning by-law matters, heritage by-law matters, or other proceeding	Full day	\$9,300.49
Other agreements - cost recovery as per agreement including 10% administration fee	Each	Cost recovery
Recovery from the debtor (defendant) of actual costs, not to exceed 20%, paid by the City to the collection agency to collect defaulted <i>Provincial Offences Act</i> (POA) fines	Each	20%



### Provincial Offences Room Rentals

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Courtroom	Hourly	\$49.29

### Springer Market Square

#### Basic Lease Rate

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
First row corner	Stall space	\$972.40
First row	Stall space	\$892.60
Second row corner	Stall space	\$892.60
Second row	Stall space	\$817.25
Third row corner	Stall space	\$892.60
Third row	Stall space	\$743.55
Market street stall 62 to 73 - parking provided	Stall space	\$743.55
Market street stall 62 to 73 - parking not provided	Stall space	\$450.00

**Daily and Other Rates**

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Casual - produce	Stall space	\$31.80
Casual - craft	Stall space	\$51.75
Advertising	Stall space	\$18.25
Application jury review	Application	\$26.39

# **City of Kingston By-Law Number 2025-XX**

## **Fees and Charges, 2025**

### **Schedule B**

#### **Museums and Heritage**

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## Schedule B: Museums and Heritage

### Definitions:

**Children:** 3 to 14 years (HST exempt)

**Youth:** 15 to 24 years

**Senior:** 65 plus years

**Adult:** 25 to 64 years

**Family:** Maximum of 2 adults and their children/youth

### Season Pass

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fees for 'Children' are HST exempt.

Fee Description	Unit	Fee
Children	Each	\$11.45
Youth	Each	\$18.85
Senior	Each	\$18.85
Adult	Each	\$22.96
Family	Each	\$49.16

## Admission

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fees for 'Children' are HST exempt.

Fee Description	Unit	Fee
Children	Each	\$3.80
Youth	Each	\$6.28
Senior	Each	\$6.28
Adult	Each	\$7.65
Family	Each	\$21.86

## Tour Programs

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fees for 'Children' are HST exempt.

Fee Description	Unit	Fee
Children	75-minute program - Each	\$4.95
Children	Half day - Each	\$8.95
Children	Full day - Each	\$17.60
Youth	Each	\$7.43
Senior	Each	\$7.43
Adult	Each	\$7.43
Walking tours	Each	\$5.44

## Heritage Reference Materials

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Volumes – Buildings of Architectural Significance	Each	\$74.20

## Venue Rentals

Museum spaces cannot be reserved for less than two hours.

All time blocks must be inclusive of all pre-event and post-event preparation time.

### Engineerium (Pump House Steam Museum)

Additional rental equipment and furniture arranged by Pump House Steam Museum is charged at cost plus 10%.

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Kingston Non-Profit Fee	Out of Town Non-Profit Fee	Commercial Fee
Weekday	Hourly	\$85.04	\$97.79	\$195.58
Weekend	Hourly	\$99.29	\$114.25	\$228.50
Evening (after 6:00 p.m.)	Hourly	\$99.29	\$114.25	\$228.50
Rental	Full day	\$612.30	\$704.12	\$1,408.23
Full PA system	Space rental	\$20.18	\$23.23	\$26.19

**Gordon C. Leitch Discovery Centre (Pump House Steam Museum)**

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Kingston Non-Profit Fee	Out of Town Non-Profit Fee	Commercial Fee
Weekday	Hourly	\$75.66	\$86.95	\$174.07
Weekend	Hourly	\$85.80	\$98.67	\$197.39
Evening (after 6:00 p.m.)	Hourly	\$85.80	\$98.67	\$197.39
Rental	Full day	\$544.51	\$626.24	\$1,248.23

**Entire Museum  
(Pump House Steam Museum and MacLachlan Woodworking Museum)**

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Kingston Non-Profit Fee	Out of Town Non-Profit Fee	Commercial Fee
Weekday hourly rate	Hourly	\$94.16	\$108.36	\$216.73
Weekend	Hourly	\$112.79	\$129.73	\$259.47
Evening (after 6:00 p.m.)	Hourly	\$112.79	\$129.73	\$259.47
Rental	Full day	\$677.35	\$780.04	\$1,560.18



# **City of Kingston By-Law Number 2025-XX**

## **Fees and Charges, 2025**

### **Schedule C**

#### **Kingston Grand Theatre**

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## Schedule C: Kingston Grand Theatre

### Performance Lease Rates

All time blocks must be inclusive of all pre-event and post-event preparation time.

Base rate includes cleaning, front of house coordinator, ushers, and ticket takers.

### Regina Rosen Auditorium

Seats up to 775 depending on set-up.

Daily rental includes use of Green Room and Main Level lobby, Davies Lounge and Balcony Lobby (excludes use of the Baby Grand and Springer Lounge).

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Kingston Non-Profit (Artists) Fee	Kingston Community Groups Fee	Commercial Fee
Rental	Full day	\$1,109.38	\$1,165.13	\$2,470.75
Rental	Full week (6 Days)	\$6,047.96	\$6,350.09	\$12,347.83
Additional same day performance	Each	\$605.35	\$634.91	\$1,234.25
Rehearsal for each day of performance	Monday - Thursday	\$605.35	\$634.91	\$1,234.25
Rehearsal for each day of performance	Friday - Sunday	\$832.39	\$874.16	\$1,852.79

**Baby Grand**

Seats 65 to 100 depending on set-up.

Daily rental includes use of Baby Grand and Springer Lounge (excludes use of the Regina Rosen Auditorium, Davies Lounge, or other lobby spaces).

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

<b>Fee Description</b>	<b>Unit</b>	<b>Kingston Non-Profit (Artists) Fee</b>	<b>Kingston Community Groups Fee</b>	<b>Commercial Fee</b>
Rental	Full day	\$209.03	\$219.65	\$987.79
Rental	Half day	\$154.91	\$162.30	\$741.37
Rental	Full week (6 days)	\$691.15	\$724.73	\$3,458.27
Additional same day performance	Each	\$154.91	\$162.30	\$741.37

**Non-Performance Lease Rates**

Space rentals to accommodate meetings, conferences, etc.

Spaces cannot be reserved for less than 3 hours.

All time blocks must be inclusive of all pre-event and post-event preparation time.

Davies Lounge is only available when the Regina Rosen Auditorium is not booked.

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

<b>Fee Description</b>	<b>Unit</b>	<b>Kingston Non-Profit (Artists) Fee</b>	<b>Kingston Community Groups Fee</b>	<b>Commercial Fee</b>
Davies Lounge	Hourly	\$126.73	\$133.32	\$256.28
Baby Grand	Hourly	\$57.08	\$60.09	\$346.37

## Equipment and Staffing

### House Sound System – Regina Rosen Auditorium

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Kingston Non-Profit (Artists) Fee	Kingston Community Groups Fee	Commercial Fee
Full PA system	Performance	\$296.95	\$311.68	\$587.04
Full System with on-stage monitoring and monitor console	Performance	\$477.48	\$502.12	\$799.34
Weekly Rental	Single performance	2.5 times	2.5 times	2.5 times
Rental equipment arranged by Grand Theatre	Each rental	Cost + 10%	Cost + 10%	Cost + 10%

### Other Equipment

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Kingston Non-Profit (Artists) Fee	Kingston Community Groups Fee	Commercial Fee
Piano	Single use	\$290.97	\$306.28	\$443.67
Piano	Week	\$728.27	\$764.96	\$1,141.95
Piano tuning	Each	Cost + 10%	Cost + 10%	Cost + 10%
Drum kit - house	Each	\$86.33	\$90.44	\$124.60
Bass amplifier - house	Each	\$42.88	\$44.78	\$80.88
Hazer - house	Single use	\$31.81	\$31.81	\$31.81
Projector and Screen - Regina Rosen Auditorium	Single use	\$190.09	\$198.89	\$326.15
Materials/Supplies	Each rental	Cost + 10%	Cost + 10%	Cost + 10%
Music licensing fees (Entandem)*	As required	Cost	Cost	Cost

\* Music licensing fees are established by Entandem on behalf of SOCAN and Re-Sound and are charged as required and where applicable as an industry standard (<https://www.entandemlicensing.com/>)

**Recording and Streaming Services\* - Regina Rosen Auditorium**

\* Plus applicable Production Personnel Costs

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Kingston Non-Profit (Artists) Fee	Kingston Community Groups Fee	Commercial Fee
Basic	One camera	\$54.65	\$65.58	\$163.94
Intermediate	Three cameras	\$109.29	\$131.11	\$327.79
Advanced	Five cameras	\$163.94	\$196.68	\$491.73

**Production Personnel Costs – Regular**

Rates applied as per the IATSE Agreement

These fees are associated with and in addition to the Recording and Streaming Services fees.

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Kingston Non-Profit (Artists) Fee	Kingston Community Groups Fee	Commercial Fee
House technicians (carded)	Hourly	\$43.72	\$43.72	\$43.72
Regular stagehands	Hourly	\$41.55	\$41.55	\$41.55
Security	Hourly	\$32.79	\$32.79	\$32.79

### Marketing Support

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Kingston Non-Profit (Artists) Fee	Kingston Community Groups Fee	Commercial Fee
Marketing Support	E-blast	n/a	n/a	\$360.49

### Ticket Office Charges to Renter

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax) unless “HST exempt” is indicated. Applicable taxes will be added at time of purchase.

Fee Description	Unit	Kingston Non-Profit (Artists) Fee	Kingston Community Groups Fee	Commercial Fee
Service fee to lessee - Regina Rosen Auditorium	Ticket	\$1.68	\$1.68	\$1.73
Service fee to lessee - Baby Grand	Ticket	\$1.33	\$1.33	\$1.73
Service fee to lessee - school performances in Regina Rosen Auditorium	Ticket	\$1.33	\$1.33	\$1.37
Service fee to lessee - Tickets sold under \$10	Ticket	\$1.33	\$1.33	\$1.37
Credit card fees to renter	Ticket	4% HST exempt	4% HST exempt	4% HST exempt



**Ticket Office Service Charges to Ticket Buyer**

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Kingston Non-Profit (Artists) Fee	Kingston Community Groups Fee	Commercial Fee
Online, phone and counter sales	Ticket	\$4.03	\$4.03	\$4.03
Subscription handling charge	Subscription	\$15.88	\$15.88	n/a

**Capital Improvement Surcharge**

Not applied to tickets purchased for streamed events.

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Kingston Non-Profit (Artists) Fee	Kingston Community Groups Fee	Commercial Fee
Seat sold	Seat	\$2.96	\$2.96	\$2.96
Student performances tickets	Seat	\$1.37	\$1.37	\$1.37
Baby Grand performances	Seat	\$1.37	\$1.37	\$1.37

# **City of Kingston By-Law Number 2025-XX**

## **Fees and Charges, 2025**

### **Schedule D**

#### **Recreation and Leisure**

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## Schedule D: Recreation and Leisure

### Definitions

**Child:** 3 to 14 years

**Youth:** 15 to 24 years

**Senior:** 65 plus years

**Adult:** 25 to 64 years

**Family:** Adult(s) and child(ren) in same household; 2 – 8 individuals

### Fitness Centres: INVISTA Centre, Kingston East Community Centre and Artillery Park Aquatic Centre

#### Fitness or Pool Membership

Includes access to one facility. Cardio/weight room and gym or pool.

Family rate for pool or gymnasium only. Does not include access to cardio/weight room.

No fee for Municipal Fee Assistance Program (MFAP) users.

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax) unless the Fee Description indicates “taxes included”.

Applicable taxes will be added at time of purchase.

Fees for a child 14 years and under are HST exempt.

Fee Description	Unit	Child	Youth and Senior	Adult	Family
Gym or Pool – swim and sauna only – taxes included	Visit	\$3.85	\$5.80	\$6.90	\$4.25 (per person)
Gym or pool – taxes included	12 visits	\$43.75	\$64.40	\$75.70	n/a
Gym or pool	1 Month	\$25.50	\$32.95	\$40.45	\$80.50
Gym or pool	6 Month	\$100.70	\$133.65	\$166.60	\$312.75
Gym or pool	Annual	\$164.55	\$223.75	\$279.15	\$534.50

## Training

**Fitness Orientation:** No fee for Municipal Fee Assistance Program (MFAP) users.

### Personal Training Start Up:

- 3 sessions package: One hour assessment and 3 hours training
- 5 sessions package: One hour assessment and 5 hours training
- 10 sessions package: One hour assessment and 10 hours training
- 15 sessions package: One hour assessment and 15 hours training

### Personal Training discounts:

- 3 hours - 3%
- 5 hours - 5%
- 10 hours - 8%
- 15 hours - 10%

**Personal Training at second person rate:** 25% discount for second person. One hour assessment required prior to discounted per visit rate.

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fees for a child 14 years and under are HST exempt.

Fee Description	Unit	Child	Youth and Senior	Adult	Family
Fitness orientation	30 minutes	\$20.50	\$20.50	\$20.50	n/a
Assessment	One hour	\$41.50	\$41.50	\$41.50	n/a
Team circuit training	45 minutes	\$104.00	\$104.00	\$104.00	n/a
Personal training	One hour	n/a	\$76.50	\$76.50	n/a
Personal training start up	3 sessions package	n/a	\$255.75	\$255.75	n/a
Personal training start up	5 sessions package	n/a	\$423.25	\$423.25	n/a
Personal training start up	10 sessions package	n/a	\$765.00	\$765.00	n/a

Fee Description	Unit	Child	Youth and Senior	Adult	Family
Personal training start up	15 sessions package	n/a	\$1,091.50	\$1,091.50	n/a
Personal training at second person rate	One hour	n/a	\$58.50	\$58.50	n/a

### All Inclusive Fit Pass Membership

Includes access to Artillery Park Aquatic Centre, INVISTA Centre, Kingston East Community Centre, Boys and Girls Club, Culligan Water Park, Rideau Heights Community Centre and YMCA facilities.

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fees for a child 14 years and under are HST exempt.

Fee Description	Unit	Child	Youth and Senior	Adult	Family
Fit pass	Annual	\$389.25	\$519.00	\$652.00	\$1,124.75
Fit pass	One month	\$33.00	\$44.00	\$55.50	\$95.50

### All Inclusive Racquet Sport Pass

Includes access to Artillery Park Aquatic Centre, Kingston East Community Centre, Rideau Heights Community Centre and the Kingston Racquet Centre for City of Kingston racquet sports programming (badminton, pickleball & tennis).

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fees for a child 14 years and under are HST exempt.

Fee Description	Unit	Child	Youth and Senior	Adult	Family
Racquet sport pass	One month	\$27.75	\$41.00	\$48.25	n/a
Racquet sport pass	Six months	\$159.25	\$233.25	\$275.75	n/a

## Culligan Water Park

**Drop In Pass:** No fee for Municipal Fee Assistance Program (MFAP) users.

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax) unless the Fee Description indicates “taxes included”.

Applicable taxes will be added at time of purchase.

Fees for a child 14 years and under are HST exempt.

Fee Description	Unit	Child	Youth and Senior	Adult	Family
Season pass	Person	\$147.50	\$147.50	\$147.50	\$293.75
Drop in pass - taxes included	Person	\$3.95	\$3.95	\$3.95	\$3.95
12 visit pass – taxes included	Person	\$46.25	\$46.25	\$46.25	n/a
Camp visit – group of 10 or more	Child	\$2.70	n/a	n/a	n/a

## Other Fees

**Toonie Swim, Skate or Gymnasium:** No fee for Municipal Fee Assistance Program (MFAP) users.

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax) unless the Fee Description indicates “taxes included”.

Applicable taxes will be added at time of purchase.

Fees for a child 14 years and under are HST exempt.

Fee Description	Unit	Fee
Toonie swim, skate or gymnasium – taxes included	Person	\$2.00
Camp swim rate - HST exempt	Child	\$2.70
Shower - taxes included	Visit	\$3.95
Membership card replacement - taxes included	Each	\$8.00

Fee Description	Unit	Fee
Membership hold fee – minimum of 30 days	Each	\$19.15
Lifeguards	Person	\$27.50
Instructors	Person	\$27.50
Report cards and badges	Person	\$4.00

## Events and Programs

**Public Skating:** No fee for Municipal Fee Assistance Program (MFAP) users.

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax) unless the Fee Description indicates “taxes included” or HST exempt. Applicable taxes will be added at time of purchase.

Fees for a child 14 years and under are HST exempt.

Fee Description	Unit	Fee
Fitness - 1 day per week	Person	\$9.35
Fitness - specialty	Person	\$9.85
Public skating - taxes included	Adult	\$5.50
Public skating - taxes included	Senior	\$4.25
Public skating - taxes included	Youth	\$4.25
Public skating - HST exempt	Child	\$3.25
Public skating - family - taxes included	Each	\$3.50
Public skating - 12 visits for 11 - taxes included	Adult	\$58.50
Public skating - 12 visits for 11 - taxes included	Senior	\$46.50
Public skating - 12 visits for 11 - taxes included	Youth	\$46.50



Fee Description	Unit	Fee
Public skating - 12 visits for 11 - HST exempt	Child	\$35.00
Shinny hockey - taxes included	Adult	\$10.25
Shinny hockey - 12 Visits for 11 - taxes included	Adult	\$113.25
Shinny hockey – youth – HST exempt	Youth	\$8.75

### Artillery Park Programs

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax) unless the Fee Description indicates “HST exempt”. Applicable taxes will be added at time of purchase.

Fees for a child 14 years and under are HST exempt.

Fee Description	Unit	Fee
Swim lessons, Rookie, Ranger, Star - HST exempt	Youth	\$113.00
Swim lessons, level 5-7, Fitness Swimmer - HST exempt	Youth	\$99.00
Swim lessons, level 1 - 4 - HST exempt	Youth	\$89.00
Swim lessons, preschool - HST exempt	3 - 5 years of age	\$89.00
Swim lessons	Adult	\$100.00
Swim lessons, private	Person	\$241.00
Swim lessons, private - maximum of 2 lessons	Person	\$184.00
Swim lessons, parent with tot - HST exempt	Parent with tot/child under 5 years of age	\$84.00
Low ratio swim lessons, preschool - HST exempt	3 to 5 years of age	\$126.00

Fee Description	Unit	Fee
Low ratio swim lessons, level 1 - 4 - HST exempt	Person	\$126.00
Low ratio swim lessons, level 5 - 8 - HST exempt	Person	\$137.00
Low ratio swim lessons, level 9 - 10 - HST exempt	Person	\$143.00
Swim to survive - 3 classes - HST exempt	Person	\$44.00
Bronze star - HST exempt	Person	\$130.00
Bronze medallion - plus emergency first aid	Person	\$215.00
Bronze cross/SFA	Person	\$221.00
National lifeguard service	Person	\$370.00
National lifeguard service recertification	Person	\$105.00
Standard first aid - HST exempt	Person	\$139.00
Standard first aid recertification - HST exempt	Person	\$108.00
Lifesaving society - swim/lifesaving instructor	Person	\$318.00
Lifesaving society - lifesaving instructor	Person	\$212.00
Lifesaving society - swim Instructor	Person	\$212.00

# **City of Kingston By-Law Number 2025-XX**

## **Fees and Charges, 2025**

### **Schedule E**

#### **Facility Rentals**

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## Schedule E: Facility Rentals

### Other Fees

Additional costs may be applied to any and all rentals and will be on a charge back basis.

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax) unless HST exempt is indicated. Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Arena floor, no ice - activity rental	Hourly	\$86.06
Arena floor, no ice - show or booth	Hourly	\$153.14
Arena floor, no ice - full day event (Sports Tourism)	Full day	\$688.50
Parking lot	Daily	\$156.50
Vending - 10' by 10' booth	Hourly	\$69.20
Bar - licensed event	Hourly	\$125.05 HST exempt
Additional staffing charge - (three hour minimum)	Hourly	\$44.47
Ticketed event surcharge	Per ticket	\$1.64
Microphones – refundable deposit fee	Each	\$53.05

## Rideaucrest

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Boardroom	Hourly	\$42.83
Multi-purpose servery	Hourly	\$42.83
Courtyard use	Hourly	\$42.83
Conference room B	Hourly	\$49.29
Conference room C	Hourly	\$49.29
Conference room BC	Hourly	\$56.59

## Portsmouth Olympic Harbour (seasonal use only)

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Lobby lounge/area	Hourly	\$42.88
Front lounge	Hourly	\$49.29
Press lounge	Hourly	\$56.55
The Sailroom (additional permits required)	Hourly	\$127.17
Statutory and Public Holiday Surcharge - rooms	Hourly	\$10.00

### Artillery Park Aquatic Centre

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Meeting room A - boardroom	Hourly	\$42.83
Meeting room B - poolside room	Hourly	\$49.29
Meeting room C - multi-purpose room	Hourly	\$56.55
Statutory and Public Holiday Surcharge - rooms	Hourly	\$10.00
Gymnasium	Hourly	\$65.13
Pool - leisure	Hourly	\$70.40
Pool - tank (Vicki Keith Pool)	Hourly	\$80.88
Pool - leisure & tank (Vicki Keith Pool)	Hourly	\$123.01

### Culligan Water Park

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Entire facility (slide, lazy river, diving board & tank)	Hourly	\$203.81
Pool - tank	Hourly	\$80.88

## Rideau Heights Community Centre

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Hoteling office	Hourly	\$18.41
Sound room	Hourly	\$24.60
Kitchen	Hourly	\$30.75
Pod (one)	Hourly	\$42.83
Pod (two)	Hourly	\$49.29
Pod (three)	Hourly	\$56.55
Multi-purpose room	Hourly	\$49.29
Large hall	Hourly	\$56.55
Statutory and Public Holiday Surcharge - rooms	Hourly	\$10.00
Half gymnasium	Hourly	\$56.59
Gymnasium	Hourly	\$65.13
Parking lot (restrictions apply)	Hourly	\$19.42
Front lawn (restrictions apply)	Hourly	\$19.42



## INVISTA Centre

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Fitness studio (does not include access to fitness equipment)	Hourly	\$49.29
Meeting room A	Hourly	\$49.29
Meeting room B	Hourly	\$49.29
Meeting room AB	Hourly	\$56.55
Meeting room C	Hourly	\$56.55
Statutory and Public Holiday Surcharge - rooms	Hourly	\$10.00
Parking lot (restrictions apply)	Per 3 stalls (daily)	\$19.42
Front lawn (restrictions apply)	Hourly	\$19.42

## Kingston East Community Centre

Reduced rates for room rentals at Kingston East Community Centre offered to community partners with significant hours of weekly block bookings.

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Meeting room 1	Hourly	\$49.29
Meeting room 2	Hourly	\$49.29
Meeting room 3	Hourly	\$49.29
Meeting room 2 & 3	Hourly	\$56.55
Meeting room 4	Hourly	\$49.25
Half gymnasium (A or B)	Hourly	\$56.59
Full gymnasium (A and B)	Hourly	\$65.13
Kitchen	Hourly	\$30.75
Hotelling office	Hourly	\$18.41
Statutory and Public Holiday Surcharge - rooms	Hourly	\$10.00
Front lawn (restrictions apply)	Hourly	\$19.42
Parking lot (restrictions apply)	Per 3 stalls (daily)	\$19.42
Bleachers	Hourly	\$15.13

## Kingston Memorial Centre

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Barn	Hourly	\$42.83
Rotunda	Hourly	\$49.29
Special event - minimum eight-hour booking	Hourly	\$354.29

## Cataraqui Community Centre

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Conference room	Hourly	\$49.29
Cloverdale and Sunnyside Halls	Hourly	\$56.55
Statutory and Public Holiday Surcharge - rooms	Hourly	\$10.00

## Centre 70

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Reddendale Hall	Hourly	\$56.55
Statutory and Public Holiday Surcharge - rooms	Hourly	\$10.00

## Slush Puppie Place

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Concourse Wall of Fame space	Hourly	\$56.55
Meeting room	Hourly	\$49.34
Boardroom	Hourly	\$42.83
Statutory and Public Holiday Surcharge - rooms	Hourly	\$10.00

## Mobile Stage

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Mobile stage (based on availability) - SL100	Daily	\$7,616.81
Mobile stage - SL75	Daily	\$1,601.77
Stage monitoring (beyond the eight-hour day included in daily fee)	Hourly	\$82.30
Deck extension or sound wing deck	Hourly	\$146.81

## Movie Screen and Projector

Set up, take down, and monitoring costs are not included in this rental and will be applied on a charge back basis.

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Screen, sound, projector – 3.5 hour minimum	Hourly	\$247.21

## City Hall

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Damage deposit is not taxable.

Fee Description	Unit	Fee
Heritage Resource Centre	Hourly	\$42.83
Councillors' Lounge	Hourly	\$42.83
Stationview Room	Hourly	\$42.83
Council Chambers	Hourly	\$49.29
Memorial Hall	Hourly	\$56.55
Shoal Tower Room	Hourly	\$14.29
Custodian fee - regular hours	Hourly	\$38.94
Custodian fee - weekday after hours	Hourly	\$58.32
Custodian fee - Saturday - four hour minimum	Hourly	\$58.54

Fee Description	Unit	Fee
Custodian fee - Sunday - four hour minimum	Hourly	\$77.83
Security guard fee - Saturday - four hour minimum	Hourly	\$55.71
Security guard fee - Sunday - four hour minimum	Hourly	\$74.25
Damage deposit - room rentals (refundable deposit fee)	Each	\$530.45

# **City of Kingston By-Law Number 2025-XX**

## **Fees and Charges, 2025**

### **Schedule F**

#### **Rideaucrest Catering & Coffee Shop**

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Other Fees.....	3



## Schedule F: Rideaucrest Catering & Coffee Shop

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax) unless HST exempt is indicated. Applicable taxes will be added at time of purchase.

### Beverages

Fee Description	Unit	Fee
Coffee - cup - includes cream/milk and sugar	Each	\$1.77
Coffee - small pot - serves 8 - includes cream/milk and sugar	Each	\$5.31
Percolator/ urn (serves 30-40) - includes cream/milk and sugar	Each	\$17.70
Tea bag - includes cream/milk and sugar	Each	\$1.77
Hot Chocolate	Package	\$1.77
Pop	355 millilitres	\$1.15
Juice – apple/ orange	2 litre pitcher	\$13.08
Chocolate milk	473 milliliters	\$2.26
Milk	237 milliliters	\$1.02
Milk	473 milliliters	\$1.95

## Bakeshop

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax) unless HST exempt is indicated. Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Muffin	Each	\$1.55
Packaged cookies	Each	\$1.28
Gourmet baked cookies	Tray of 20	\$12.22
Squares - tea cut	Each	\$1.46
Chocolate bar	Each	\$1.81
Chips	40g Bag	\$1.15

## Buffet Trays

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax) unless HST exempt is indicated. Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Salad, small - serves 5 people	Each	\$15.04
Salad, medium - serves 10 people	Each	\$25.09
Salad, large - serves 15 people	Each	\$30.09
Vegetables and dip - serves 10 people	Each	\$28.19
Cheese, fruit, and crackers - serves 10 people	Each	\$37.57
Fruit tray - serves 10 people	Each	\$32.88
Tea cut sandwich	Each	\$2.11
Gourmet sandwich	Each	\$3.94

## Other Fees

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax) unless HST exempt is indicated. Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Lunch service - hot meal, beverage, and dessert	Each	\$12.30
Plate, large (9")	Each	\$0.13
Plate, small (6")	Each	\$0.09
Knife	Each	\$0.04
Fork	Each	\$0.04
Spoon	Each	\$0.04
Styrofoam cup	Each	\$0.04
Napkin	Each	\$0.04
Straw	Each	\$0.04
Guest meal	Each	\$12.30
Special event meal	Each	\$17.70
Soup	Each	\$1.77
Labour surcharge	% of goods ordered	35%
Labour surcharge – full day event	Hourly	\$42.26
Coffee shop - gift items	Each	Cost plus 30%
Coffee shop - unlisted food items	Each	Cost plus 30%

# **City of Kingston By-Law Number 2025-XX**

## **Fees and Charges, 2025**

### **Schedule G**

#### **Arenas**

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## Schedule G: Arenas

Some charges may be tax exempt (i.e., supervised programs for children 14 years of age and under).

Refer to Ice Allocation Policy for designated rate timings and for room rentals for tournaments.

Last minute ice opens Monday of respective week.

### Ice Rental

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
School Board ice - Monday to Friday (9:00 a.m. to 4:30 p.m.)	Hourly	\$77.05
Morning ice - 6:00 a.m. to 8:00 a.m. or 6:30 a.m. to 8:30 a.m.	Hourly	\$145.65
Non-prime time - youth and adult	Hourly	\$192.55
Prime time - youth	Hourly	\$246.20
Prime time - tournament rate - September to March - 16 hour minimum at the designated tournament center	Hourly	\$246.20
Prime time – adult	Hourly	\$319.50
Non-prime time - last minute ice - INVISTA only Monday to Friday, 8:30 am to 4:30 pm	Hourly	\$145.65
Skate patrol	Hourly	\$19.35
Holiday premium – all hours on statutory and public holidays	Hourly	\$50.00

# **City of Kingston By-Law Number 2025-XX**

## **Fees and Charges, 2025**

### **Schedule H**

#### **Parks**

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## Schedule H: Parks

### Park Rentals

Fees listed below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at the time of payment.

Fee Description	Unit	Fee
Picture taking	Hourly	\$19.38
Rental for 1 - 99 attendees	Hourly	\$19.38
Rental for 100 - 249 attendees	Hourly	\$36.19
Rental for 250 - 499 attendees	Hourly	\$54.56
Rental for 500 - 999 attendees	Hourly	\$68.23
Rental for 1,000 - 2,499 attendees	Hourly	\$85.22
Rental for 2,500 + attendees	Hourly	\$127.83

### Film Productions

Fees listed below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at the time of payment.

- As defined in the Film Policy.

Fee Description	Unit	Fee
Feature Parks	Daily	\$2,890.00
Secondary Parks	Daily	\$1,500.00
Springer Market Square	Daily	\$3,820.00

## Special Events

- As defined in Special Events Policy.
- Half day rental is a maximum of 5 hours.
- Full day rental is a maximum of 10 hours.

Fees listed below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at the time of payment.

Fee Description	Unit	Fee
Special event park rental	Half day	\$441.81
Special event park rental	Full day	\$631.19
Large scale event park rental	Half day	\$613.98
Large scale event park rental	Full day	\$860.75
Mega event park rental	Half day	\$801.37
Mega event park rental	Full day	\$1,111.46
Set-up/tear down	Daily	\$286.90
Commercial surcharge on all rates	Hourly	20%

# **City of Kingston By-Law Number 2025-XX**

## **Fees and Charges, 2025**

### **Schedule I**

#### **Sports Fields**

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## Schedule I: Sports Fields

### Baseball and Softball Diamonds – Youth

Half day is a maximum of 5 hours.

Full day is a maximum of 10 hours.

Fees listed below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at the time of payment.

Fee Description	Unit	Fee
Major, per field	Hourly	\$14.73
Minor, per field	Hourly	\$9.34
Tournament, per field	Half day	\$38.36
Tournament, per field	Full day	\$76.70

### Baseball and Softball Diamonds – Adult

Half day is a maximum of 5 hours.

Full day is a maximum of 10 hours.

Fees listed below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at the time of payment.

Fee Description	Unit	Fee
Major, per field	Hourly	\$27.26
Minor, per field	Hourly	\$21.68
Tournament, per field	Half day	\$71.10
Tournament, per field	Full day	\$142.19

## Rectangular Fields (Soccer, Cricket, Frisbee, and Lacrosse) – Youth

Half day is a maximum of 5 hours.

Full day is a maximum of 10 hours.

Fees listed below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at the time of payment.

Fee Description	Unit	Fee
Major, per field	Hourly	\$16.50
Minor, per field	Hourly	\$10.80
Tournament, per field	Half day	\$42.95
Tournament, per field	Full day	\$85.94

## Rectangular Fields (Soccer, Cricket, Frisbee, and Lacrosse) – Adult

Half day is a maximum of 5 hours.

Full day is a maximum of 10 hours.

Fees listed below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at the time of payment.

Fee Description	Unit	Fee
Major, per field	Hourly	\$27.57
Tournament, per field	Half day	\$71.89
Tournament, per field	Full day	\$143.81

### Miscellaneous

Fees listed below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at the time of payment.

Fee Description	Unit	Fee
Security deposit - Seasonal Users Partner Groups	Seasonal	\$2,173.50
Light Fee - Sport Fields	Hourly	\$21.24

### BMX Track

Fees listed below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at the time of payment.

Fee Description	Unit	Fee
Rental - Adult	Hourly	\$25.71
Rental - Youth	Hourly	\$10.66

# **City of Kingston By-Law Number 2025-XX**

## **Fees and Charges, 2025**

### **Schedule J**

#### **Artificial Fields**



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## Schedule J: Artificial Fields

### Definitions:

Operational dates are weather permitting.

**Prime time:** April 1<sup>st</sup> – May 14<sup>th</sup> and October 1<sup>st</sup> – November 1<sup>st</sup>.

**Non-Prime time:** May 15<sup>th</sup> – September 30<sup>th</sup>

**Specialty Sports Camps** are non-profit/ operated partner groups.

**Special Event** is defined as a community or school event.

**Commercial/ Profit** is for a profit sport, camp, or other event.

### CaraCo Home Field and John Machin Field

#### Prime time – Youth

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of payment.

Fee Description	Unit	Fee
Entire Facility	Hourly	\$115.71
Track or Field	Hourly	\$92.57
High Jump or Pole Vault	Hourly	\$43.45
Long Jump, Shot Put, Discus, Javelin, Hammer	Hourly	\$28.98

**Prime time – Adult**

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of payment.

Fee Description	Unit	Fee
Entire Facility	Hourly	\$154.38
Track or Field	Hourly	\$123.45
High Jump or Pole Vault	Hourly	\$57.88
Long Jump, Shot Put, Discus, Javelin, Hammer	Hourly	\$38.58

**Non-Prime Time - Youth and Adult**

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of payment.

Fee Description	Unit	Fee
Entire Facility	Hourly	\$92.57
Track or Field	Hourly	\$74.12
High Jump or Pole Vault	Hourly	\$27.79
Long Jump, Shot Put, Discus, Javelin, Hammer (Clubs Only)	Hourly	\$18.54

**Other Fees – Youth and Adult**

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of payment.

Fee Description	Unit	Fee
Lights	Hourly	\$38.67
Specialty Sports Camps	Hourly	\$92.57
Special Events	Hourly	\$92.57
Commercial/Profit Surcharge	Hourly	20%

# **City of Kingston By-Law Number 2025-XX**

## **Fees and Charges, 2025**

### **Schedule K**

#### **Marinas**

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## Schedule K: Marinas

### Seasonal

Seasonal Memberships paid in full between October 1<sup>st</sup> and December 31<sup>st</sup> for the following year will lock in the current year's rate.

Sea-doo's can be parked behind vessel in slip or at sea-doo dock by arrangement.

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Confederation Basin Fee	Portsmouth Olympic Harbour Fee
Seasonal mooring	Per foot	\$93.87	\$86.51
Add power	15 Amp	\$321.69	\$315.56
Add power	30 Amp	\$560.40	\$549.73
Add power	50 Amp	\$819.28	\$803.67
Pump out	Per service	n/a	\$223.82
Sea-doo seasonal	Flat fee	\$584.98	\$516.46

## Monthly

Monthly rates are based on a calendar month or 30 days.

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Confederation Basin Fee	Portsmouth Olympic Harbour Fee
May, June, September, and October	Per foot	\$33.31	\$27.17
July and August	Per foot	\$38.61	\$31.42
Add power	15 Amp	\$88.60	\$86.90
Add power	30 Amp	\$158.66	\$155.62
Add power	50 Amp	\$240.52	\$235.93

## Weekly

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Confederation Basin Fee	Portsmouth Olympic Harbour Fee
May, June, September, and October	Per foot	\$11.10	\$9.07
July and August	Per foot	\$12.87	\$10.49
Add power	15 Amp	\$22.16	\$21.73
Add power	30 Amp	\$39.63	\$38.89
Add power	50 Amp	\$60.21	\$59.07



### Daily

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Confederation Basin Fee	Portsmouth Olympic Harbour Fee
Unserviced wall or dock - May, June, September, and October	Per foot	\$2.01	\$1.97
Unserviced wall or dock – July and August	Per foot	\$2.20	\$2.16
Serviced wall or dock - May, June, September, and October	Per foot	\$2.20	\$2.16
Serviced wall or dock - July and August	Per foot	\$2.54	\$2.49
Add power	15 Amp	\$4.07	\$3.99
Add power	30 Amp	\$11.29	\$11.07
Add power	50 Amp	\$16.12	\$15.81

### Hourly

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Confederation Basin Fee	Portsmouth Olympic Harbour Fee
Day docks	Hourly – \$15.00 maximum daily	\$2.12	n/a

## Storage

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Confederation Basin Fee	Portsmouth Olympic Harbour Fee
Winter storage	Per foot	n/a	\$35.53
Summer storage	Per foot	n/a	\$48.98
Mast storage	Per foot	n/a	\$2.52
Cradle storage - collapsible	Each	n/a	\$250.00
Cradle storage - non-collapsible	Each	n/a	\$550.00

## Other Fees

Additional costs may be applied to any and all services and will be on a charge back basis.

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

<b>Fee Description</b>	<b>Unit</b>	<b>Confederation Basin Fee</b>	<b>Portsmouth Olympic Harbour Fee</b>
Ice	Per bag	\$3.98	\$3.98
Pump out	Per service	n/a	\$25.93
Haul out - 30' and under	Per foot	n/a	\$13.85
Haul out - 31' and over	Per foot	n/a	\$15.62
Launching - 30' and under	Per foot	n/a	\$13.85
Launching - 31' and over	Per foot	n/a	\$15.62
Stands - 24" and smaller	Each	n/a	\$45.71
Stands - 25" and larger	Each	n/a	\$93.14
Commercial crafts - surcharge	Per craft	20%	20%
Administration fee - cancelled booking	Per service	\$37.70	\$37.70
Site crane - manual chain	Per service	n/a	\$49.96
Trailer or boat relocation on site	Per service	n/a	\$103.45
Dock step rental	Per rental	\$68.94	\$68.94
Dock box platform rental	Per rental	\$84.60	\$84.60
Unstep mast with mobile crane	Each	n/a	\$339.69
Unstep mast - additional mast with crane	Each	n/a	\$169.82

## Launch Ramp

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Confederation Basin Fee	Portsmouth Olympic Harbour Fee
Launch ramp	One time	n/a	\$20.04
Launch ramp	Five times	n/a	\$70.18
Launch ramp	Ten times	n/a	\$140.40
Parking - car and trailer	Daily	n/a	\$10.44
Parking - car and trailer	Weekly	n/a	\$50.71
Parking - car and trailer	Monthly	n/a	\$152.12
Seasonal - boat launch	Unlimited	n/a	\$169.03

## Regatta Clinic

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Confederation Basin Fee	Portsmouth Olympic Harbour Fee
Dry sail	Nightly	n/a	\$3.98
Wet berth	Nightly	\$10.35	\$10.27

### Crawford Wharf

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Cruise ships - tendering	Daily	\$401.68

### Overnight Mooring

**Preferred rate:** Applies to vessels staying more than 15 nights.

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Preferred rate	Per foot	\$2.26
Regular rate	Per foot	\$2.52

### Commercial Passenger Dock

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

All fees have a minimum charge of one hour.

Fee Description	Unit	Fee
Un-serviced passenger dock for vessels 40 feet and under	Per hour	\$32.50
Un-serviced passenger dock for vessels 41 feet to 60 feet	Per hour	\$37.38

# **City of Kingston By-Law Number 2025-XX**

## **Fees and Charges, 2025**

### **Schedule L**

#### **Airport**

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## Schedule L: Airport

### Exemptions to Landing Fees:

- 1) Where any Canadian Air Carrier licensed pursuant to Part II of the National Transportation Act, 1987, of an aircraft on a flight conducted exclusively for the purpose of improving the skill and knowledge of the aircrew personnel of the Air Carrier, and where arrangements are made in advance with the airport manager, the landing charge for each such landing is 20 percent of the applicable charge prescribed below.
- 2) Exemption for landing fees only: All military aircraft and any aircraft used in Search & Rescue missions will be exempt.

### Landing of Aircraft in Excess of 2,270 kilograms (5,000 lbs.)

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at the time of payment.

Fee Description	Unit	Domestic Fee	International Fee
Minimum for jet and turbine aircraft	Each plane	\$27.98	\$39.15
Minimum for Commercial Fixed Wing	Each plan	\$15.68	\$23.38
Minimum for commercial rotary wing	Each plane	\$15.68	\$23.38
Jet aircraft not more than 21,000 kilograms	Per 1,000 kilograms or fraction	\$8.52	\$11.90
Jet aircraft 21,000 to 45,000 kilograms	Per 1,000 kilograms or fraction	\$11.07	\$15.50
Jet aircraft more than 45,000 kilograms	Per 1,000 kilograms or fraction	\$12.90	\$18.05
Turbo/piston powered aircraft not more than 21,000 kilograms	Per 1,000 kilograms or fraction	\$7.75	\$10.62



<b>Fee Description</b>	<b>Unit</b>	<b>Domestic Fee</b>	<b>International Fee</b>
Turbo/piston powered aircraft 21,000 to 45,000 kilograms	Per 1,000 kilograms or fraction	\$9.43	\$13.13
Turbo/piston powered aircraft More than 45,000 kilograms	Per 1,000 kilograms or fraction	\$11.26	\$15.72

### **Air Terminal Facility - Incoming Flight**

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at the time of payment.

<b>Fee Description</b>	<b>Unit</b>	<b>Domestic Fee</b>	<b>International Fee</b>
Scheduled passenger aircraft	1 - 9 seats	\$19.23	\$44.25
Scheduled passenger aircraft	10 - 15 seats	\$38.06	\$58.20
Scheduled passenger aircraft	16 - 19 seats	\$54.19	\$125.42
Scheduled passenger aircraft	20 - 25 seats	\$74.20	\$210.38
Scheduled passenger aircraft	26 - 45 seats	\$121.59	\$261.01
Scheduled passenger aircraft	46 - 60 seats	\$173.64	\$367.34
Scheduled passenger aircraft	61 - 89 seats	\$277.46	\$587.97
Scheduled passenger aircraft	90 - 125 seats	\$382.51	\$808.46
Scheduled passenger aircraft	Over 125 seats	\$452.06	\$955.39

### Passenger Facility

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at the time of payment.

Fee Description	Unit	Domestic Fee	International Fee
Passenger Facility	Departing passenger	\$20.00	\$20.00

### Aircraft Ground Power

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at the time of payment.

Fee Description	Unit	Domestic Fee	International Fee
Aircraft ground power and heating/start	Each	\$9.82	\$9.82

### Surcharges

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at the time of payment.

Fee Description	Unit	Domestic Fee	International Fee
Avgas fuel surcharge	Litre	\$0.05	\$0.05
Turbine fuel surcharge	Litre	\$0.05	\$0.05
Commercial Operations (aircraft based in Kingston)	Each per month	\$150.00	n/a

## Hangar Storage

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at the time of payment.

Fee Description	Unit	Daily Fee	Monthly Fee
Aircraft storage	Storage unit	\$68.94	\$392.70
Airside or apron storage	Square metre	n/a	\$49.00

## Aircraft Parking

Parking fees will apply for any six-hour period, per calendar day.

Double billing for overnight (two calendar days) will not apply if the aircraft departs prior to 0900 hours.

For aircraft requiring tie-downs for more than seven days and up to one-month, monthly rate will apply.

### Daily

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at the time of payment.

Fee Description	Unit	Fee
Aircraft	Less than 2,000 kilograms	\$15.35
Aircraft	2,000 to 4,999 kilograms	\$15.35
Aircraft	5,000 to 9,999 kilograms	\$27.21
Aircraft	10,000 to 29,999 kilograms	\$50.35
Aircraft	30,000 to 59,999 kilograms	\$78.05
Aircraft	60,000 kilograms or more	\$117.79

**Monthly**

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at the time of payment.

Fee Description	Unit	Fee
Aircraft	Less than 2,000 kilograms	\$116.81
Aircraft	2,000 to 4,999 kilograms	\$116.81
Aircraft	5,000 to 9,999 kilograms	\$540.71
Aircraft	10,000 to 29,999 kilograms	\$1,027.39
Aircraft	30,000 to 59,999 kilograms	\$1,622.17
Aircraft	60,000 kilograms or more	\$2,379.16

**Annual Aircraft Parking**

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at the time of payment.

Fee Description	Unit	Fee
Aircraft	Less than 2,000 kilograms	\$757.04
Aircraft	2,000 to 5,000 kilograms	\$884.96

## Land Lease - Annual

All sites under 1,000-metre square (m<sup>2</sup>) should have a minimum rent of \$500.00.

Land lease fees are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at the time of payment.

Fee Description	Unit	Fee
Sites under 200-metre square	Metre square	To be negotiated
Sites between 200-metre square and 1,000-metre square	Metre square	To be negotiated
Sites between 1,000-metre square and 10,000-metre square	Metre square	To be negotiated
Sites over 10,000-metre square	Metre square	To be negotiated

## Air Terminal Building - Yearly

### Inside Tenants - Exclusive Use Area:

- All costs for materials and installation to be paid for by the tenant.
- All modifications and advertising to be subject to the airport manager's or designates approval.

### Outside Tenants - Exclusive Use Area:

- All costs for materials and installation to be paid for by the client.
- All modifications and advertising to be subject to the airport manager's or designates approval.
- All fixed materials to become the property of the airport unless otherwise negotiated.

Air terminal building fees are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at the time of payment.

Fee Description	Unit	Fee
Counter space	Metre square	To be negotiated
Queuing area	Metre square	To be negotiated
Baggage area	Metre square	To be negotiated
Office, storage, and washroom areas	Metre square	To be negotiated
Ramp storage area - subject to a license fee	Metre square	To be negotiated
Public address system - subject to a license fee	Annual usage	To be negotiated
If power is required	Per use	To be negotiated

### Motor Vehicle Parking

All motor vehicle parking fees listed in the table below include applicable taxes.

Fee Description	Unit	Fee
Short term parking space	2 hours maximum	\$2.43
Parking space	Daily	\$10.00
Long term parking space	35 days	\$152.39

## Property Maintenance

Fee to remove natural growth (i.e., trees) that violates the Federal Airport Zoning Regulations. Actual costs and disbursements incurred by the City.

Property maintenance fees are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at the time of payment.

Minimum of one hour fee applies.

Fee Description	Unit	Fee
Natural growth trimming and/or removal	Hourly	\$150.00
Snow removal	Hourly	\$150.00
Sweeping	Hourly	\$150.00
Grass cutting	Hourly	\$150.00
Sanding	Hourly	\$150.00+ Materials
Pavement De-Icing Application	Hourly	\$150.00+ Materials
Fuel Spills	Hourly	\$150.00+ Materials
Escorting	Hourly	\$100.00
Other Miscellaneous Services	To be negotiated	To be negotiated

# **City of Kingston By-Law Number 2025-XX**

## **Fees and Charges, 2025**

### **Schedule M**

#### **Planning**



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## Schedule M: Planning

### Planning Notes

- The term "Minor Application" shall apply to:
  - (i) the rezoning of a residential building with four units or less which conforms to the Official Plan and will be contained within the walls of an existing structure; or
  - (ii) the rezoning involving a change in non-residential use which conforms to the Official Plan and will be contained within the walls of an existing structure.
- The term "Minor Site Plan Control Application" shall include applications regarding one-unit or two-unit dwellings, group homes and applications with less than 300 square metres of floor area that result from an approval of an application for a zoning by-law amendment.
- The term "Technical Consent" shall apply to:
  - (i) an application for the creation of a new lot, which complies with the zoning by-law and Official Plan; or
  - (ii) an application along a common party wall of an existing building provided non minor variances are required; or
  - (iii) an application to create or extend a right-of-way or easement; or
  - (iv) an application to adjust a lot boundary or facilitate a simple lot addition; or
  - (v) an application for consent to a power of sale or mortgage; or
  - (vi) an application for consent to a lease in excess of 21 years; or
  - (vii) an application for validation of title.
- Dormant Files that have remained inactive for three years will be deemed closed. In the event that a request is made to reactivate a closed file, the applicant shall pay the full existing fee for planning services regardless of any fees paid in the past.
- Engineering Review Fees will be charged as per the Engineering Fee Schedule according to the individual application requirements and payment is required at the time of application submission.
- Legal Fees will be invoiced at the time documentation is executed.
- Peer Review - Fee to be paid by the applicant prior to staff authorizing the consultant to commence work.

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- All planning fees, engineering fees and legal fees would be waived for not-for-profit housing providers that submit development proposals which include affordable units. All planning fees, engineering fees and legal fees would be waived for private affordable housing development units at 80% or less of Canadian Mortgage and Housing Corporation (CMHC) rental rate. This waiving of fees would apply to the rental market only.
- If a development includes a number of affordable units, the planning fees, engineering fees and legal fees will be reduced based on the percentage of affordable units included within the overall development.

**Public Meeting Notice (PMN)**

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

<b>Fee Description</b>	<b>Unit</b>	<b>Fee</b>
Concurrent applications PMN	Application	\$422.10
Notice to cancel public meeting	Notice	\$510.60
Remailing of PMN	Remailing	\$510.60
Public Notice (PN)	Notice	\$277.30
Public Notice - Committee of Adjustment	Notice	\$166.45

**Official Plan (OP) Amendment**

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

<b>Fee Description</b>	<b>Unit</b>	<b>Fee</b>
Official Plan (OP) Amendment	Amendment	\$8,410.30
Developments in excess of 3,000-metre square of floor area or 50 dwelling units (plus PN or PMN)	Amendment	\$14,541.50
Letter of Compliance	Amendment	\$126.70

## Zoning By-Law Amendment

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Minor application (plus PN or PMN)	Application	\$4,144.25
Basic fee (plus PN or PMN)	Request	\$8,410.30
Developments in excess of 3,000-metre square of floor area or 50 dwelling units (plus PN or PMN)	Application	\$13,731.60
Application submitted concurrently with an Official Plan (OP) Amendment (plus PN or PMN)	Application	\$4,144.25
Removal of 'H' Holding Overlay for residential buildings with up to 4 dwelling units on 1 property	Application	\$515.00
Removal of 'H' Holding Overlay for all other applications	Request	\$2,559.80
New complete application after application is withdrawn	Application	\$1,060.90

## Temporary Use By-Law

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Basic fee (plus PN or PMN)	Request	\$8,410.30
Developments in excess of 3,000-metre square of floor area or 50 dwelling units (plus PN or PMN)	Application	\$12,945.30
Applications to extend approval (plus PN or PMN)	Application	\$2,438.00

## Plan of Subdivision

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Removal of part lot control - basic fee	Part lot	\$3,778.60
Draft approval - less than 50 units (plus PN or PMN)	Approval	\$6,472.30
Plus per unit or lot	Unit or lot	\$139.65
Draft approval - 50 units or more (plus PN or PMN)	Approval	\$11,337.25
Plus per unit or lot	Unit or lot	\$155.85
Request to amend conditions of draft approval	Request	\$2,183.85
Subdivision agreement	Agreement	\$14,479.70
Request to amend subdivision agreement	Request	\$2,438.00
Request for pre-servicing agreement	Request	\$2,438.00
Request for model home agreement	Request	\$731.45
Letter of Compliance	Agreement	\$126.70

## Plan of Condominium

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Draft approval - less than 50 units (plus PN or PMN)	Part lot	\$4,827.25
Plus per unit	Approval	\$95.50
Draft approval - 50 units or more (plus PN or PMN)	Unit or lot	\$6,471.80
Plus per unit	Approval	\$121.80
Request to amend conditions of draft approval	Unit or lot	\$2,438.00
Final plan and condominium agreement	Each	\$4,827.25
Request to amend condominium agreement	Agreement	\$2,438.00
Request to amend condominium description and/or declaration	Request	\$568.35
Letter of Compliance	Agreement	\$126.70

## Site Plan Control

**Minor Site Plan Control Application:** One- and two-family dwellings, group homes, and applications with less than 300 square metres of floor area that result from an approval of a rezoning request.

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Minor Site Plan Control Application	Application	\$1,158.80
Modification to Minor Application	Modification	\$475.80

### Site Plan Control - Multi-Residential

All pre-application fees that are paid for the same proposal on the same property above \$1,000.00 will be subtracted from the site plan control fee.

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Residential Development	11 - 50 units	\$4,509.90
Plus per unit	Unit	\$121.80
Residential Development	Over 50 units	\$5,119.50
Plus per unit	Unit	\$133.70

### Site Plan Control – Other

All pre-application fees that are paid for the same proposal on the same property above \$1,000.00 will be subtracted from the site plan control fee.

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
All other development (less than 3,000 square metres of floor area)	Less than 3,000 square metres of floor area	\$4,509.90
Plus per 100 square metres of gross floor area	Floor area	\$139.65
All other development (in excess of 3,000 square metres of floor area)	In excess of 3,000 square metres of floor area	\$5,119.50
Plus per 100 square metres of gross floor area	Floor area	\$147.15
Modification to plans, conditions, or agreements (amending agreement required)	Modification	\$2,388.10
Modification to plans, conditions, or agreements (no amending agreement required)	Modification	\$853.50
Letter of Compliance (per agreement)	Agreement	\$126.70

Fee Description	Unit	Fee
Above ground utilities infrastructure containing less than 300 metres squared floor area (plus PN)	Less than 300 meters square	\$2,316.20
Request for security reduction/release	Request	\$597.05

### Radiocommunication Facilities

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Review of radiocommunication facilities	Review	\$2,316.20

### Committee of Adjustment – Consents

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Technical consent (plus PN)	Each	\$2,291.10
Consent filed concurrently with a minor variance (plus PN)	Each	\$1,219.50
All other consents (plus PN)	Each	\$2,985.10
Resubmission of application within three months of lapsing	Each	\$1,402.45
Change conditions of consent - plus recirculation fee	Each	\$694.65



## Committee of Adjustment – Minor Variances

**Category 2:** Fee will be applicable for the following minor variance applications:

- (i) Urban Residential - Accessory Uses  
(e.g., swimming pools, sheds, detached garages, air conditioners, pool equipment).  
Permission to vary the height, setbacks, lot coverage, and floor area.
- (ii) Rural - Accessory Uses to a principal use  
(e.g., storage barn, drive shed, detached garage).  
Permission to vary the height, setbacks, lot coverage, and floor area.
- (iii) Covered or uncovered porches, deck, and stairs.

**Category 3:** Express transit overlay applications greater than 6 storeys.

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
All other minor variances (plus PN) - Category 1	Each	\$2,438.00
Minor variances (plus PN) - Category 2	Each	\$485.10
Minor variances (plus PN) - Category 3	Each	\$2,438.00

## Committee of Adjustment – Other

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Notice to cancel public hearing	Each	\$500.90
Recirculation of public hearing notice	Each	\$500.90
Letter of Compliance	Each	\$126.70
Legal non-compliance letter	Each	\$546.35

### Community Improvement Plans

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
New area or project plan - basic fee (plus PN or PMN)	Each	\$14,541.50
Community Improvement Plan amendment	Each	\$8,410.30

### Deeming By-Law

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Deeming by-law - basic fee	Each	\$2,412.90

### Cash In Lieu of Parking

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Cash in lieu of parking - basic fee	Each	\$126.70

## Civic Addressing and Road Naming

**Change of Assigned Road Name:** Does not include administration fees and road signage preparation and installation fees as determined by Public Works.

Minor addressing fee – minor site plan and consents.

Major addressing fee – draft plan of sub-division, draft plan of condominium, major site plan and owner change requests.

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Minor Addressing	Each	\$150.00
Major Addressing	Each	\$500.00
Change of assigned road name	Each	\$3,477.85

## Miscellaneous Fees

**Site Alteration Permit - Renewal:** Renewal fee valid only if a Site Alteration Permit is renewed 30 days before the original expiry date.

All fees listed in the table below are HST (Harmonized Sales Tax) exempt unless “plus HST” is indicated. Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Administration fee	Permit	\$487.75
Photocopies or printing of documents - black and white	Page	\$0.31 plus HST
Photocopies or printing of documents - colour	Page	\$1.33 plus HST
Information search	Hourly	\$92.55

### Tree Permit (removal/cutting)

Fee includes Administrative Fee and three hours of staff review/inspection.

The waiving of fees does not apply to tree permits.

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Tree Permit	1 - 5 trees	\$116.40
Tree Permit	6 - 15 trees	\$232.90
Tree Permit	More than 15 trees	\$465.40

### Tree Permit Renewal

Valid only if a tree permit is renewed 30 days before original expiry date.

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Tree Permit renewal	1 - 5 trees	\$38.50
Tree Permit renewal	6 - 15 trees	\$77.60
Tree Permit renewal	More than 15 trees	\$154.95

### Pre-Application Fee

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Standard pre-application - minor	Each	\$437.10
Standard pre-application - major	Each	\$1,060.90
Zoning By-Law Amendment Pre-Application - initial application	Application	\$2,121.80
Zoning By-Law Amendment Pre-Application - revised technical circulation	Modification	\$1,060.90
Site Plan Control Pre-Application - initial application	Application	\$2,121.80
Site Plan Control Pre-Application - revised technical circulation	Modification	\$1,060.90

### Site Alteration Permit

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Site alteration permit	Permit	\$477.35
Site alteration permit - renewal	Permit	\$237.92

### Urban Design Review

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Urban Design Review - minor	Each submission	\$1,030.00
Urban Design Review	Each submission	\$3,090.00

## Development Application Review - Development Engineering

Additional hourly rates may apply in addition to those noted below.

**Plan of Subdivision:** Final fees are calculated in accordance with the Subdivision Agreement.

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Committee of Adjustment (CoA) review – outside of consent CoA applications	Each submission	\$442.80
Committee of Adjustment review - consents	Each submission	\$600.00
Official Plan Amendment review	Each submission	\$442.80
Zoning By-Law Amendment review	Each	\$442.80
Site Plan Control review - minor application - including modifications	Each	\$442.80
Site Plan Control review - major application - including modifications	Each	\$1,425.30
Plan of Subdivision - construction cost of less than \$300,000	Deposit	\$5,000.00
Plan of Subdivision - construction cost of more than \$300,000	Deposit	\$10,000.00
Resubmitted Lot Grading Certificate - previously rejected	Each	\$224.60
Resubmitted Plot Plan - previously rejected	Each	\$133.70
Design revision of subdivisions, including part lot lift	Each	\$1,116.30
Encroachment onto Easement Agreement	Each	\$133.70
Off-Site Works Agreement	Deposit	\$2,500.00

# **City of Kingston By-Law Number 2025-XX**

## **Fees and Charges, 2025**

### **Schedule N**

#### **Engineering and Transportation**

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## Schedule N: Engineering and Transportation

### Stormwater Management

#### Consolidated Linear Infrastructure - Environmental Compliance Approvals

Fees listed in the table below do not include applicable taxes and are HST (Harmonized Sales Tax) exempt.

Name Description	Unit	Fee
Storm sewers - includes standard system components (e.g., ditches, swales, inlets, structures, outlets)	Submission	\$1,591.35
Manufactured treatment device only (e.g., oil-grit separator unit, filter unit)	Each	\$1,060.90
Stormwater Management Facility (e.g., wet pond, engineered system with treatment) or Low Impact Development Filtration Facility (e.g., bioretention facility)	Facility	\$5,304.50
Stormwater Storage Facility (e.g., engineered system without treatment) or Low Impact Development Retention Facility (e.g., infiltration, evapotranspiration)	Facility	\$1,060.90

**Dewatering Permit**

**Application - Initial Inspection and Final Inspection:** Fee includes five hours of staff time. Additional hours will be charged at the rate noted below for Professional Engineer or Technologist.

**Reinspection:** Fee is based on 1.5 hours of staff time.

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

<b>Name Description</b>	<b>Unit</b>	<b>Fee</b>
Application - initial inspection and final inspection	Five hours of staff time	\$634.91
Reinspection	Visit	\$190.44
Dewatering	Daily	\$57.96

**Renewable Energy Projects – Completion of Municipal Consultation Form**

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

<b>Name Description</b>	<b>Unit</b>	<b>Fee</b>
Projects 10 kilowatts and less	Each	\$220.27
Projects greater than 10 kilowatts and less than one megawatt	Each	\$1,158.67
Projects one megawatt and greater	Each	\$5,119.34
Plus per one megawatt	Each	\$146.95

## Right-of-Way Permits

Fees listed in the table below are HST (Harmonized Sales Tax) exempt, unless “plus HST” is indicated. Applicable taxes will be added at time of purchase.

Name Description	Unit	Fee
Municipal Utility Consent	Each	\$570.30
Cut Permit	Each	\$427.70
Entrance Permit – permanent	Each	\$253.94 plus HST
Entrance Permit for construction – temporary	Each	\$170.30
Road Closure for construction – temporary	Each	\$380.95
Right-of-Way closure for event or neighbourhood program (single or recurring) – temporary	Each	\$127.00

## Encroachment on City Right-of-Way

### Inadvertent Encroachment

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Name Description	Unit	Fee
Application	Each	\$296.59
Taxes of subject property	Annual	\$47.61

### Temporary Encroachment

Fees listed in the table below are HST (Harmonized Sales Tax) exempt, unless “plus HST” is indicated. Applicable taxes will be added at time of purchase.

Name Description	Unit	Fee
Application	Each	\$296.59 plus HST
Occupancy fee for period up to 4 weeks	Daily plus any associated parking fees	\$23.80
Occupancy fee for period 29 days to 12 weeks	Daily plus any associated parking fees	\$33.31
Occupancy fee for period 85 days to 26 weeks	Daily plus any associated parking fees	\$36.64
Occupancy fee for period after 26 weeks	Daily plus any associated parking fees	\$38.47
Hoarding, covered ways, and scaffolding	Daily per 6-metre segment	\$19.00
Dumpster	Daily	\$19.00
Mobile crane	Daily	\$152.75
Other objects or equipment	Daily	\$152.75

## Signage and Banners

Fees listed in the table below are HST (Harmonized Sales Tax) exempt, unless “plus HST” is indicated. Applicable taxes will be added at time of purchase.

Name Description	Unit	Fee
Variable message board rental - event	Up to two boards per event	\$424.35
Variable message board rental	Daily	\$265.25
Variable message board rental	Weekly	\$742.65
Variable message board rental	Monthly	\$2,121.80
Signage setup and removals	Hourly	Costs plus 20%
Right-of-Way closure and encroachment materials	Daily	Costs plus 20%
Street Banner (to City) Application	Each	\$152.79 plus HST
Street Banner - installation fee paid to Utilities Kingston	Each	\$726.02 plus HST

## Application For Use of City of Kingston Roadways - Moving of Excess Load Permits, Oversized Loads

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Name Description	Unit	Fee
Escort	Each	\$102.12
Permit	Single trip	\$152.79
Permit	Annual	\$532.43

## **Patio Permit – Downtown Area**

"Downtown area" is as defined by the Downtown and Harbour Area identified in [Schedule DH1: Special Policy Area of the City of Kingston's Official Plan](#).

Fees are "annual" unless otherwise specified.

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

<b>Name Description</b>	<b>Unit</b>	<b>Fee</b>
Application	One-time fee	\$309.00
Amendment to existing permit	Each	\$206.00
Table on non-fenced café style patio	Per table per year	\$53.05
Small scale public seating arrangement	One-time fee	\$127.30
Fenced patio	Base fee per year	\$515.00
Fenced patio (downtown) rate for first 10 square metres (m <sup>2</sup> ) of space	Square metres (m <sup>2</sup> ) per year	\$72.10
Fenced patio (downtown) rate for next 10 square metres (m <sup>2</sup> ) of space (up to 20 m <sup>2</sup> )	Square metres (m <sup>2</sup> ) per year	\$82.40
Fenced patio (downtown) rate for next 10 square metres (m <sup>2</sup> ) of space (up to 30 m <sup>2</sup> )	Square metres (m <sup>2</sup> ) per year	\$92.70
Fenced patio (downtown) rate for next 10 square metres (m <sup>2</sup> ) of space (up to 40 m <sup>2</sup> )	Square metres (m <sup>2</sup> ) per year	\$103.00
Fenced patio (downtown) rate for next 10 square metres (m <sup>2</sup> ) of space (up to 50 m <sup>2</sup> )	Square metres (m <sup>2</sup> ) per year	\$113.30
Fenced patio (downtown) rate for space in excess of 50 square metres (m <sup>2</sup> )	Square metres (m <sup>2</sup> ) per year	\$123.60
Fenced patio (outside the Downtown Kingston Business Improvement Area)	Square metres (m <sup>2</sup> ) per year	\$51.50

### Other Fees

Fees listed in the table below are HST (Harmonized Sales Tax) exempt, unless “plus HST” is indicated. Applicable taxes will be added at time of purchase.

Name Description	Unit	Fee
Professional Engineer Services	Hourly	\$213.23 plus HST
Engineering Technologist Services	Hourly	\$126.99 plus HST
Right-of-Way Damage Reinstatement	Each	Costs plus 20%
Non-Compliance Permit Work - in addition to applicable permit fees	Each	Costs plus 20%
Permit Extension	Each	\$126.99 plus HST
Reinspection	Per visit	\$190.44 plus HST
Active Permit Violation Investigation	Incident	\$190.45
Permit Contravention Investigation	Incident	\$507.90
Legal Compliance Letter and/or Request for Lot Grading Certificate information	Each	\$126.70
Drawing - printed	Each	\$18.81 plus HST
Municipal Addressing Blades	Per location	\$94.51 plus HST
Detailed traffic count – existing location	Per location	\$189.03 plus HST
Detailed traffic count – new location	Per location	\$699.20 plus HST
Traffic sign/post	Each	Cost of materials and labour through delegated authority of the Operations Manager or Public Works - plus HST

# **City of Kingston By-Law Number 2025-XX**

## **Fees and Charges, 2025**

### **Schedule O**

#### **Parking**



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## Schedule O: Parking

### On Street Parking

#### Meters and Pay and Display

For zone information, reference City of Kingston By-Law Number 2010-128, “A By-Law to Regulate Parking”.

Fees listed in the table below are inclusive of applicable taxes.

Fee Description	Unit	Fee
Schedule A-1: Zone 1	Hourly	\$2.00
Schedule A-1: Zone 2	Hourly	\$1.50
Schedule A-1: Zone 3	Hourly	\$1.50
Schedule A-1: Zone 4	Hourly	\$1.50
Schedule A-1: Zone 5	Hourly	\$2.00
Schedule A-1: Zone 6	Hourly	\$1.00
Schedule A-1: Zone 6	Daily maximum	\$5.00
Schedule A-1: Zone 7	Hourly	\$2.00
Schedule A-1: Zone 8	Hourly	\$1.50
Schedule A-1: Zone 9	Hourly	\$2.00
Schedule A-1: Zone 10	Hourly	\$2.00
Schedule A-1: Zone 11	Hourly	\$2.00
Schedule A-2: Accessible Parking Meter Zones	Hourly	\$1.50
Schedule A-3: Tour Bus Parking Meter Zones	Hourly	\$2.00

**Commuter On-Street Permits**

For zone information, reference City of Kingston By-Law Number 2010-128, “A By-Law to Regulate Parking”.

Fees listed in the table below are inclusive of applicable taxes.

<b>Fee Description</b>	<b>Unit</b>	<b>Fee</b>
Area A - all zones	Monthly	\$126.50
Area B - zones 1 and 2	Monthly	\$106.00
Area B - zone 3	Monthly	\$126.50
Area B - zones 4 and 6	Monthly	\$126.50
Area C - all zones	Monthly	\$106.00
Area F - all zones	Monthly	\$106.00

**Residential On-Street Permits**

Valid for on-street residential parking permit areas only.

Fees listed in the table below are inclusive of applicable taxes.

<b>Fee Description</b>	<b>Unit</b>	<b>Fee</b>
Residential contractor	Two weeks	\$29.25
Residential contractor	Monthly	\$57.50
Residential contractor	Four months	\$195.00
Residential contractor	Annually	\$560.00
Residential on-street parking	Monthly	\$25.00
Residential on-street parking - no driveway	Monthly	\$12.00
Residential on-street parking - accessible	Monthly	\$12.00
Residential visitor	Weekly	\$14.75

## Parking Lots

Fees listed in the table below are inclusive of applicable taxes.

Fee Description	Unit	Fee
Angrove Lot	Hourly	\$1.50
Armstrong Memorial Lot	Hourly	\$1.50
Barrack Lot	Hourly	\$1.50
Crawford Wharf Lot	Flat Rate	\$12.25
Frontenac Lot	Hourly	\$1.50
Frontenac County Court House Lot	Hourly	\$2.00
Gorsline Lot	Hourly	\$1.50
Kingston Frontenac Public Library Lot	Hourly	\$1.50
Lower Robert Bruce Memorial Lot	Hourly	\$1.50
McKee Memorial Lot	Hourly	\$1.50
Ordnance Lot	Hourly	\$1.50
Pump House Lot (Steam Museum)	Hourly	\$1.50
Richardson Beach Lot (Macdonald/Memorial Park)	Hourly	\$2.00
Richardson Beach South Lot (Macdonald/Memorial Park)	Hourly	\$2.00
Springer Memorial Lot	Hourly	\$1.50
Upper Robert Bruce Memorial Lot	Hourly	\$1.50
Waterfront Lot - Kingston General Hospital (Macdonald/Memorial Park)	Hourly	\$2.00

## Parking Lots - Other Rates

### Ontario/Brock Lot - May 1<sup>st</sup> to November 30<sup>th</sup>

Fees listed in the table below are inclusive of applicable taxes.

Fee Description	Unit	Fee
Monday to Saturday between 07:00 to 16:59 hours	Half hour	\$1.50
Monday to Saturday between 07:00 to 16:59 hours	Daily maximum	\$15.00
Monday to Saturday between 17:00 to 06:59 hours	Flat rate	\$5.00
Sunday 07:00 hours to Monday 06:59 hours	Flat rate	\$5.00

### Ontario/Brock Lot - December 1<sup>st</sup> to April 30<sup>th</sup>

Fees listed in the table below are inclusive of applicable taxes.

Fee Description	Unit	Fee
Monday to Saturday between 07:00 to 16:59 hours	Half hour	\$1.25
Monday to Saturday between 07:00 to 16:59 hours	Daily maximum	\$10.00
Monday to Saturday between 17:00 to 06:59 hours	Flat rate	\$4.00
Sunday 07:00 hours to Monday 06:59 hours	Flat rate	\$4.00

### Rideaucrest Lot

Fees listed in the table below are inclusive of applicable taxes.

Fee Description	Unit	Fee
Monday to Friday between 08:00 to 14:59 hours	Hourly	\$1.50
Monday to Thursday between 15:00 to 07:59 hours	Flat rate	\$3.00
Friday 15:00 hours to Monday 07:59 hours	Flat rate	\$3.00
Family permit	Monthly	\$50.75

### Chown Memorial Garage

Fees listed in the table below are inclusive of applicable taxes.

Fee Description	Unit	Fee
Monday to Saturday between 06:00 to 17:59 hours	Hourly	\$1.50
Monday to Saturday between 18:00 to 05:59 hours	Flat rate	\$3.00
Sunday 06:00 hours to Monday 05:59 hours	Flat rate	\$3.00
Lost ticket charge	Flat rate	\$18.00

### Hanson Memorial Garage

Fees listed in the table below are inclusive of applicable taxes.

Fee Description	Unit	Fee
Monday to Saturday between 06:00 to 17:59 hours	Hourly	\$1.50
Monday to Saturday between 18:00 to 05:59 hours	Flat rate	\$3.00
Sunday 06:00 hours to Monday 05:59 hours	Flat rate	\$3.00
Lost ticket charge	Flat rate	\$18.00

## Parking Lot Permits

Fees listed in the table below are inclusive of applicable taxes.

Fee Description	Unit	Fee
Anglin Lot	Monthly	\$106.00
Armstrong Memorial Lot	Monthly	\$106.00
Barrack Lot	Monthly	\$106.00
Byron Lot	Monthly	\$106.00
Chown Memorial Garage	Monthly	\$158.50
Doug Fluhrer Lot	Monthly	\$92.25
Kingston Market Square Hotel Garage	Monthly	\$158.50
Frontenac Lot	Monthly	\$106.00
Frontenac County Court House Lot	Monthly	\$126.50
Gorsline Lot	Monthly	\$106.00
Hanson Memorial Garage	Monthly	\$158.50
McKee Memorial Lot	Monthly	\$106.00
Ordnance Lot	Monthly	\$106.00
Pump House Lot (Steam Museum)	Monthly	\$106.00
Rideaucrest Lot	Monthly	\$106.00
Springer Memorial Lot	Monthly	\$126.50

## Parking Lot Event Rates

Fees listed in the table below are inclusive of applicable taxes.

Fee Description	Unit	Fee
Anglin Lot	Flat rate	\$5.00
Angrove Lot	Flat rate	\$5.00
Barrack Lot	Flat rate	\$6.00
Drury Lot	Flat rate	\$6.00
Frontenac Lot	Flat rate	\$6.00
Lower Robert Bruce Memorial Lot	Flat rate	\$4.00
Springer Memorial Lot	Flat rate	\$4.00
Upper Robert Bruce Memorial Lot	Flat rate	\$4.00



## Parking Space Rental

**Application:** Fee includes HST, based on 1.5 hours staff time. Additional time charged at hourly rate listed below.

Fees listed in the table below are inclusive of applicable taxes.

Fee Description	Unit	Fee
Application	Hourly	\$85.00
Staff rate	Hourly	\$57.00
Set up	Hourly	\$52.00
Contractors, movers, producers - construction projects, moving of furniture or goods, filming, or other legitimate projects	Hourly	25%, 50% or 100% rounding up on the daily meter rate in the area, per space, based on occupancy in the area
Contractors, movers, producers - construction projects, moving of furniture or goods, filming, or other legitimate projects	Deposit per sign, meter hood, barricade	\$71.50
Contractors, movers, producers - construction projects, moving of furniture or goods, filming, or other legitimate projects	Deposit per pylon	\$36.50
Churches - weddings and funerals - 6 spaces - from one hour prior to service to end of service	Annually	\$147.00
Funeral homes - funerals - 6 spaces - from one hour prior to service to end of service	Annually	\$147.00

## Electrical Vehicle Charging Stations

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Level 2 charging station (240VAC)	Hourly	\$1.85
Level 2 charging station (208VAC)	Hourly	\$1.60
Level 3 charging station	Hourly	\$20.75

# **City of Kingston By-Law Number 2025-XX**

## **Fees and Charges, 2025**

### **Schedule P**

### **Solid Waste**

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## Schedule P: Solid Waste

### Garbage

Fees in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Garbage bag tags	Each	\$4.00

### Source Separated Organics and Composting

Fees in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Kitchen containers	Each	\$3.72
Backyard composters	Each	\$50.00

### Industrial, Commercial, and Institutional Users of Municipal and Contracted Compost Sites

Fee is waived if the hauler has a letter confirming the source is a residential City property.

Fees in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Compostable yard waste and brush	Tonne	\$72.96

### **Hazardous Waste from Residents of Neighbouring Municipalities without a Service Agreement**

Fee charged to municipality. Residents must have a letter from their municipality acknowledging that they will pay the City of Kingston fee.

Fees in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

<b>Fee Description</b>	<b>Unit</b>	<b>Fee</b>
Handling and disposal fee	Maximum 100 kilograms or litres	\$42.96

### **Small Quantity Industrial, Commercial & Institutional Hazardous Waste that is exempt from Registration (Maximum of 100 kilograms or litres in total per month)**

Fees in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

<b>Fee Description</b>	<b>Unit</b>	<b>Fee</b>
Handling fee	Per delivery	\$37.96

## **Disposal Fees**

Fees in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

<b>Fee Description</b>	<b>Unit</b>	<b>Fee</b>
Fertilizer	Litre or kilogram container capacity	\$1.59
Aerosol containers - including empty but pressurized	Each	\$0.53
Fire extinguishers	Each	\$5.13
Liquid industrial waste - fire fighting foam	Litre or kilogram container capacity	\$2.52
Fluorescent lamps - maximum 100 linear feet	Linear foot	\$0.31
Compact fluorescent lamps	Each	\$1.37
High pressure sodium, mercury vapour, metal halide	Each	\$1.90
Inorganic acids - hydrochloric, sulphuric, phosphoric, etc.	Litre container capacity	\$1.81
Inorganic bases - ammonia, carbonates, hydroxides, etc.	Litre or kilogram container capacity	\$1.81
Inorganic oxidizers - fertilizer, peroxide, nitrates, etc.	Litre or kilogram container capacity	\$2.88
Mercury - thermometers, thermostats, switches, etc.	Each	\$1.64
Oil	Litre	\$0.04
Miscellaneous organics greater than 4 litres - solvents/non-solvents and adhesives, glue, turpentine, naphtha, etc.	Litre or kilogram container capacity	\$0.53
Miscellaneous organics less than 4 litres - solvents/non-solvents and adhesives, glue, turpentine, naphtha, etc.	Litre or kilogram container capacity	\$1.90
Pesticides - herbicides, insecticides, fungicides, etc.	Litre or kilogram container capacity	\$2.61
Petroleum distillates/light fuels - gasoline, kerosene, etc.	Litre	\$0.71

### Disposal Fees for Other Materials

Fees in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Propane tank	Up to 40 pounds	\$37.96 - handling fee only
Pressurized cylinder - helium, oxygen, etc.	Up to 40 pounds	\$37.96 - handling fee only
Dry cell batteries	Single use and rechargeable	\$37.96 - handling fee only
Paint - latex & alkyd	Maximum 30 litre container	\$37.96 - handling fee only
Oil filters	Each	\$37.96 - handling fee only
Empty automotive containers	Maximum 30 litre container	\$37.96 - handling fee only
Antifreeze	Maximum 30 litre container	\$37.96 - handling fee only

### Recycling

Fees in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Recycling boxes – in addition to blue and grey boxes provided	Each	\$5.93

## Recycling – Commercial Users

The fee charged to users shall be adjusted monthly, based on market conditions, at the delegated discretion of the Director of Solid Waste.

Fees in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Newsprint and mixed office paper	Tonne	Adjusted monthly
Mixed fibres	Tonne	Adjusted monthly
Corrugated cardboard	Tonne	Adjusted monthly
Mixed containers - blue box mix	Tonne	Adjusted monthly
Mixed containers - no glass	Tonne	Adjusted monthly
Polycoat	Tonne	Adjusted monthly
Polystyrene	Tonne	Adjusted monthly
Film plastic	Tonne	Adjusted monthly
Clear glass containers	Tonne	Adjusted monthly
Coloured and mixed glass containers	Tonne	Adjusted monthly
Steel cans	Tonne	Adjusted monthly



## Recycling – Special Events

No recycling processing fee is charged for toters and trailers and the delivery and collection fee may be waived at the delegated discretion of the Director of Solid Waste.

A contamination fee is charged per tonne of material delivered that, at the discretion and authority of the Director of Solid Waste, contains more than 5% by weight contamination (non-recyclables).

(Harmonized Sales Tax). Applicable taxes will be added at time of purchase.ST

Fee Description	Unit	Fee
Recycling toter delivery and collection	Up to 6 toters	\$219.25
Recycling toter delivery and collection	7 – 15 toters	\$392.57
Mobile recycling trailer delivery and collection	Trailer	\$58.94
Contamination fee collected (contains more than 5% non-recyclables)	Tonne	\$127.43

## Miscellaneous

Fees in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Use of weight scale	Per transaction	\$15.62

# **City of Kingston By-Law Number 2025-XX**

## **Fees and Charges, 2025**

### **Schedule Q**

#### **Transit**

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## Schedule Q: Transit

### Definitions:

The following categories apply to Kingston Transit Fares:

- **Child:** ages 14 and under ride for free
- **Youth:** ages 15 - 24
- **Adult:** ages 25 - 64
- **Senior:** ages 65+

### Single Cash Fares

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Adult, youth and senior	Single case fare	\$3.50
CNIB cardholder	Single case fare	\$0.10

### Multi-Ride Cards

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Adult	6 ride card	\$17.15
Youth and senior	6 ride card	\$14.00

## Passes

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Adult	Week - 7 consecutive days	\$30.50
Commuter	Month	\$71.50
Adult	Month	\$83.00
Youth and senior	Month	\$61.75
Adult – Municipal Fee Assistance Program (MFAP) eligible Affordable Transit Pass	Calendar month	\$20.00
Youth and senior – Municipal Fee Assistance Program (MFAP) eligible Affordable Transit Pass	Calendar month	\$14.88
Adult, youth and senior	Day	\$10.00
Adult, youth and senior	Conference and Event Pass - up to five days per attendee	\$15.00
CNIB cardholder	Annual	\$25.00
Post Secondary - Semester	Semester (Fall, Winter, Spring/Summer)	\$220.00
Field Trip	Annual	\$40.00
Newcomer	30 day	\$83.00
Smart Cards - reloadable	Initial and replacement	\$3.00

## Employer Group Pass

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Employer Group Pass - per employee	Month	\$61.75

# **City of Kingston By-Law Number 2025-XX**

## **Fees and Charges, 2025**

### **Schedule R**

#### **Building Permits**

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## Schedule R: Building Permits

### Requirements for Determining Permit Fees:

- Gross floor area of the proposed work is to be measured to the outer face of exterior walls (excluding residential attached garages) and to the centre line of party walls, firewalls, or demising walls.
- In the case of interior finishes, alterations or renovations, area of proposed work is the actual space receiving the work, e.g., tenant suite.
- Mechanical penthouses and floors, mezzanines, lofts, habitable attics, and interior balconies are to be included in all floor area calculations.
- Except for interconnected floor spaces, no deductions are made for openings within the floor area (e.g., stairs, elevators, escalators, shafts, ducts, etc.).
- Unfinished basements for single detached dwellings, semi-detached dwellings and townhouses are not included in the floor area.
- Where there is no floor or walls, the gross floor area shall be the greatest horizontal area of the structure (birds eye view).
- Where demolition of partitions or alterations to existing ceilings are part of an alteration or renovation permit, no additional charge is applicable.
- Corridors, lobbies, washrooms, lounges, etc. are to be included and classified according to the major occupancy for the floor area on which they are located.
- The occupancy categories in this schedule correspond with the major occupancy classifications in the Ontario Building Code. For multiple occupancy floor areas, the permit fees for each of the applicable occupancy categories may be used, except where an occupancy category is less than 10% of the floor area.
- The minimum fee for all permits is \$147.55, when applicable.

### Group A: Assembly Buildings

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Shell permit	Meter square	\$25.25
New and additions	Meter square	\$32.30
Alterations and renovations	Meter square	\$7.10

### Group B: Institutional Buildings

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Shell permit	Meter square	\$25.55
New and additions	Meter square	\$32.55
Alterations and renovations	Meter square	\$7.10

### Group C: Residential Buildings

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
New and additions - single detached, semi-detached and row house	Meter square	\$14.50
New and additions - multi-unit buildings, motels, hotels	Meter square	\$17.05
Alterations and renovations	Meter square	\$4.65
Secondary suites - single-detached, semi-detached and row house	Meter square	\$4.65
Swimming pool enclosure	Each	\$244.70
Accessory structure - garage, carport, shed	Each	\$244.70
Solar panel - any area	Each	\$329.65

### Group D: Business and Personal Services Buildings

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Shell permit	Meter square	\$15.70
New and additions	Meter square	\$22.70
Alterations and renovations	Meter square	\$7.10

### Group E: Mercantile Buildings

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Shell permit	Meter square	\$12.25
New and additions	Meter square	\$19.30
Alterations and renovations	Meter square	\$7.10

### Group F: Industrial and Agricultural Buildings

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Shell permit	Meter square	\$8.00
New and additions	Meter square	\$15.10
Alterations and renovations	Meter square	\$7.10

### Other Permit Classes

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Decks/patios	Each	\$244.70
Solar panels - non-residential	Application	\$659.10
Temporary structures	Application	\$244.70
Demolitions	Meter square	\$1.15
Wood burning appliances	Each	\$244.70
Designated structures	Each	\$467.35
Signs	Application	\$244.70

### Mechanical and Fire Protection Systems

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

#### Independent of Building Permit

Fee Description	Unit	Fee
HVAC Permit - residential and non-residential	Suite	\$244.70
New and alterations to sprinkler system, standpipe system, or fire suppression system	Each	\$623.50
Commercial kitchen exhaust system, spray booth, dust collector	Each	\$442.70
New and alterations to fire alarm system	System	\$244.70
Electromagnetic locks, hold open devices, emergency lighting	Application	\$244.70

## Plumbing Permits

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

### Independent of Building Permit

Fee Description	Unit	Fee
New and alterations - residential	Fixture	\$12.30
New and alterations - non-residential	Fixture	\$14.75
Backflow prevention devices	Application	\$147.55
Sewer lateral	Each	\$244.70
Back water valve	Each	\$147.55

## Sewage System Permits

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Class 2 (greywater pit) sewage systems and Class 3 (cesspool) sewage system	System	\$950.00
Class 4 (leaching bed) sewage systems – 4,500 litres per day or less	System	\$950.00
Class 4A (leaching bed) sewage systems - greater than 4,500 litres per day	System	\$1,050.00
Class 5 (holding tank) sewage systems – 4,500 litres per day or less	System	\$950.00
Class 5A (holding tank) sewage systems - greater than 4,500 litres per day	System	\$1,050.00
Additional inspections and changes of installers	Each	\$250.00
Septic tank installation only	Each	\$750.00
Performance review for renovation or building addition	Each	\$500.00
Performance review for adding a pool, shed or garage	Each	\$250.00
Minor Variance or Zoning By-law Amendment	Each	\$450.00
Minor Variance or Zoning By-law Amendment with performance review	Each	\$700.00
Subdivision or Condominium Application	Lot	\$500.00
Severance or Lot Addition Application	Lot	\$500.00
Certificate of Approval renewal	Certificate	\$150.00

## Administrative Fees

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
File search	File	\$163.90
Conditional permit - minimum fee - \$300.00	Permit	10% of required permit fee
Pre-inspection prior to permit issuance or re-inspection	Inspection/Suite	\$61.55
Expedited plan review	Hourly	\$113.40
Fence and Sign By-law Appeal	Each	\$327.80
Alternative solution proposal - minimum fee - \$2,000.00	Hourly	\$309.00
Preliminary project review and revisions to an issued permit	Hourly	\$113.40
Limiting Distance Agreement	Each	\$369.00
Change of Use Permit - no construction	Each	\$369.00
Construction prior to permit issuance - minimum fee - \$200.00	Each	40% of required permit fee



# **City of Kingston By-Law Number 2025-XX**

## **Fees and Charges, 2025**

### **Schedule S**

#### **Licensing and By-Law Enforcement**

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## Schedule S: Licensing and By-Law Enforcement

### Animal Registration

First time registration fee is waived for dogs and cats that are:

- under 6 months of age.
- over 6 months of age but are spayed/neutered.

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

#### Dogs – with microchip

Fee Description	Unit	Fee
Intact	Each	\$50.00
Spayed/neutered - first 2 dogs	Each	\$30.00
Spayed/neutered - each additional dog	Each	\$10.00

#### Dogs – without microchip

Fee Description	Unit	Fee
Intact	Each	\$60.00
Spayed/neutered - first 2 dogs	Each	\$40.00
Spayed/neutered - each additional dog	Each	\$15.00

#### Cats – with microchip

Fee Description	Unit	Fee
Intact	Each	\$20.00
Spayed/neutered - first 2 cats	Each	\$13.00
Spayed/neutered - each additional cat	Each	\$4.00

**Cats - without microchip**

Fee Description	Unit	Fee
Intact	Each	\$30.00
Spayed/neutered - first 2 cats	Each	\$15.00
Spayed/neutered - each additional cat	Each	\$5.00

**Other Animal Related Fees**

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Administrative fee for not obtaining a tag	Occurrence	\$141.40
Administrative fee for appeal	Occurrence	\$327.80
<a href="#">By-Law Number 2021-166</a> , Animal Control By-Law, and/or <a href="#">Dog Owners' Liability Act</a> - fee for convicted owner	Occurrence	50%
Hen coop registration	Each	\$30.00
Kennel registration	Each	\$330.00
Recovery of animal from animal shelter	Each	\$99.10
Tag replacement	Each	\$7.20

**Noise Exemption**

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Application for noise exemption (Delegated Authority)	Each	\$103.00
Re-application for noise exemption (Delegated Authority)	Each	\$61.80
Application for noise exemption (Council Authority)	Each	\$358.25
Re-application for noise exemption (Council Authority)	Each	\$224.90

## Business Licenses

Fees listed in the table below are HST (Harmonized Sales Tax) exempt unless “plus HST” is indicated. Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Adult entertainment attendants	Each	\$173.00
Adult entertainment establishment	Each	\$1,696.00
Adult entertainment store	Each	\$509.00
Amusement arcade	Each	\$173.00
Auctioneer	Each	\$173.00
Automotive repair	Each	\$90.00
Bill poster	Each	\$172.00
Billiards - first table	Each	\$89.00
Billiards - additional table	Each	\$44.00
Food premises - low risk	0 - 99 seats	\$132.00
Food premises - low risk	100 seats and over	\$217.00
Food premises - medium risk	0 - 99 seats	\$261.00
Food premises - medium risk	100 seats and over	\$344.00
Food premises - high risk	0 - 99 seats	\$434.00
Food premises - high risk	100 seats and over	\$518.00
Gas Station	Station	\$87.00

Fee Description	Unit	Fee
Group Home registration	Each	\$173.00
Hawkers & Peddlars - non-resident	Each	\$176.00
Hawkers & Peddlars - resident	Each	\$88.00
Lodging House	Each	\$172.00
Meat/Fish Sales	Each	\$88.00
Motorized Refreshment Vehicle - Class A Food prepared and cooked on-site	Each	\$389.00
Motorized Refreshment Vehicle - Class B Food prepared and cooked off-site	Each	\$389.00
Non-Motorized Refreshment Vehicle - Class C Food prepared and cooked on-site	Each	\$176.00
Non-Motorized Refreshment Vehicle - Class D Food prepared and cooked off-site	Each	\$89.00
Non-Motorized Refreshment Vehicle - Class E Class A/B operating less than 1 month	Each	\$202.00
Pawnbroker	Each	\$172.00
Pay day loans	Initial	\$338.00
Pay day loans	Annual renewal	\$172.00
Pet shop	Each	\$172.00
Salon	Each	\$88.00
Short-term Rental Brokerage – Tier 1	Less than 100 listings	\$500.00
Short-term Rental Brokerage – Tier 2	101 plus listings	\$1,500.00
Short-term rental operator's license	Each	\$197.00

Fee Description	Unit	Fee
Specific day sales - Class A-1: sale by a local hobby group or club (one to five days)	Each event	\$46.00
Specific day sales - Class A-2: flower sale by a local flower vendor (one to five days)	Location or vendor	\$45.00
Specific day sales - Class A-3: flower sale by another person (one to five days)	Location or vendor	\$1,017.00
Specific day sales - Class A-4: special sale and/or purchase by a resident (one to five days)	Vendor	\$848.00
Specific day sales - Class A-5: special sale and/or purchase by a non-resident (one to five days)	Each event	\$2,541.00
Specific day sales - Class B-1: sale and/or purchase by a resident (6 days to 6 months)	First month	\$172.00
Specific day sales - Class B-1: sale and/or purchase by a resident (6 days to 6 months)	Each additional month	\$45.00
Specific day sales - Class B-2: sale and/or purchase by a non-resident (6 days to 6 months)	First month	\$1,695.00
Specific day sales - Class B-2: sale and/or purchase by a non-resident (6 days to 6 months)	Each additional month	\$508.00
Specific location sale: Class 2 Market Square	Daily	\$52.00
Specific location sale: Class 3 2 Locations: Schedule S-3 of <a href="#">By-Law 2006-213</a>	Annually	\$8,400.00 plus HST
Street performer	Each	\$45.00
Theatre	Each	\$344.00
Tobacco sales	Each	\$339.00

## Sign Permits

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Portable sign	Monthly	\$79.00
"A" Frame or sandwich board	Annually	\$95.00
Boulevard sign	Weekly	\$61.00

## Plumbing Contractors & Masters

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Contractor - resident	Each	\$334.00
Contractor - non-resident	Each	\$412.00
Master Plumber - resident	Each	\$166.00
Master Plumber - non-resident	Each	\$202.00

## Refreshment Vehicles in Parks

All fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Class A/B - approved parks	1 month	\$442.48
Class A/B - approved parks	12 months	\$4,246.02
Class C/D - Confederation Basin	12 months	\$4,246.02
Class C/D - other approved parks	1 month	\$220.35



Fee Description	Unit	Fee
Class C/D - other approved parks	12 months	\$2,115.93
Class E - approved parks	Daily	\$147.79
Non-vehicle - self-contained food and beverage	Each	\$5,307.08

### Administrative Monetary Penalties

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Hearing officer appeal	Each	\$206.00
Screening officer appeal	Each	\$51.50

### Attendance at Nuisance Party

Fees are per officer, per hour (or part thereof).

Fees listed in the table below are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Kingston Fire & Rescue	Officer/Hourly	\$98.35
Kingston Police	Officer/Hourly	\$98.35
City of Kingston By-Law	Officer/Hourly	\$98.35

## Administrative Fees

Fees listed in the table below are HST (Harmonized Sales Tax) exempt unless “plus HST” is indicated. Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Failure to obtain a portable sign or sandwich board sign permit - administrative fee	Each	\$150.50
Property standards/yards re-inspection - after first inspection to confirm compliance of any order	Each	\$150.00
Written request for by-law and/or work order and/or compliance letter	Each	\$126.70
Photocopies or printing of documents including Freedom of Information, per side, plus search fees	Each	\$0.31 plus HST
Photocopies or printing of documents - colour	Each	\$1.33 plus HST
Property Standards Application for Appeals	Each	\$327.80
Property Standards/Yards - Charges for administration of remedial work and repairs	Each	\$145.65
Property Standards/Yards - Charges for administration of remedial work and repairs – surcharge if cost greater than administrative fee above	Each	15% of remedial costs
Administrative Penalty Fee - screening no-show	Each	\$58.00
Administrative Penalty Fee - hearing appeal no-show	Each	\$116.00
Administrative Penalty Fee - delinquent payment of fine	Each	\$28.95
Short-term Rental License By-Law Appeal	Each	\$327.80
Order of Remedy	Each	\$150.00

# **City of Kingston By-Law Number 2025-XX**

## **Fees and Charges, 2025**

### **Schedule T**

#### **Fire**

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## Schedule T: Fire and Rescue

### Definition

“MTO Fire Response Highway Dependent Rate” means the rates issued in the fourth quarter of each year by the Ministry of Transportation (MTO) for use by municipal fire services which rate shall be posted by 31st December of each year to be applied in the following calendar year.

### Reports and Records

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax) unless “HST exempt” is indicated. Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Request for fire report and/or investigation report (per address)	Report	\$206.37
Clearance letter	Letter	\$206.37 HST exempt
File search (per address)	File	\$206.37 HST exempt
Request for letters or reports within 48 hours	Letter	\$309.54 HST exempt
Fire Safety Plan review of revisions	Each	\$206.37
Copy of photograph - print or digital - \$20.00 minimum	Copy	\$3.32

### Compliance Inspections

Fees apply only to requested inspections and are non-refundable.

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Vulnerable occupancy compliance drill retest	Each	\$206.37
Fire Code - second re-inspection and subsequent inspection	Inspection	\$206.37

### Paid Inspection – Commercial (Group A, D & E Occupancy)

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Inspect base building	Inspection	\$288.90
Inspect each occupancy in addition to base building	Each	\$14.04

### Paid Inspection – Industrial (Group F Occupancy)

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Inspect base building	Inspection	\$433.35
Inspect each tenant/occupant in addition to base building	Each	\$14.04

**Paid Inspection – Residential (Group C)**

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Daycare, Group Home, Single Family resident, PLASP, one to two floors	Inspection	\$206.37

**Multi-Tenant Low Rise – three to six floors**

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Inspect base building	Inspection	\$577.81
Inspect each tenant/occupancy/apartment	Each	\$14.04

**Multi-Tenant High Rise – over six floors:**

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Inspect base building	Inspection	\$1,155.62
Inspect each tenant/occupancy/apartment	Each	\$14.04

**Special Request Inspection Services**

Fees listed in the table below do not include applicable taxes and are HST (Harmonized Sales Tax) exempt.

Fee Description	Unit	Fee
Inspections performed outside of normal business hours - minimum three-hour fee	Hourly	\$123.82

## False Alarms

False alarm fees will be invoiced as per the City of Kingston False Alarm By-Law.

Fees in the table below are HST exempt.

Fee Description	Unit	Fee
First offence in fiscal year	Property	\$0.00
Second offence in fiscal year	Property	MTO Fire Response Highway Dependent Rate
Third offence in fiscal year	Property	MTO Fire Response Highway Dependent Rate
Additional offences in fiscal year	Property	MTO Fire Response Highway Dependent Rate
Standby fee	Half hour	\$217.50
Non-notification of fire alarm work	Property	\$265.25

## Hazardous Material

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax) unless “HST exempt” is indicated. Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Physical resources and supplies	Each	Replacement cost
Hazardous material miscellaneous	Apparatus	MTO Fire Response Highway Dependent Rate



## Unauthorized Burning

Fees in the table below are HST exempt.

Fee Description	Unit	Fee
Unauthorized burning	Response	MTO Fire Response Highway Dependent Rate

## Non-Resident Response

Non-resident response fees apply to non-residents of the City of Kingston on provincially, federally, or municipally controlled lands or highways.

Fees in the table below are HST exempt.

Fee Description	Unit	Fee
First hour or part thereof	Apparatus	MTO Fire Response Highway Dependent Rate
Each additional half hour	Apparatus	MTO Fire Response Highway Dependent Rate

## Fire Extinguisher Training

Fees are per requested date, per location, for a group of up to a maximum of 25 people per session.

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Monday to Friday - between 09:00 – 17:00 hours	Half day session	\$330.18
Monday to Friday - between 09:00 – 17:00 hours	Full day session	\$660.35
Monday to Friday, weekends and statutory holidays - between 17:00 – 09:00 hours	Half day session	\$495.27
Monday to Friday, weekends and statutory holidays - between 17:00 – 09:00 hours	Full day session	\$990.53

## **Live Fire Training**

Discounts to multi-day and weekly rentals may be applied at the discretion of the Fire Chief.

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

<b>Fee Description</b>	<b>Unit</b>	<b>Fee</b>
Burn tower rental	Full day	\$1,785.09
Burn tower rental	Half day	\$895.50
Car and quad prop rental	Full day	\$714.03
Car and quad prop rental	Half day	\$356.99

## **Non-live Fire Training**

Discounts to multi-day and weekly rentals may be applied at the discretion of the Fire Chief.

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

<b>Fee Description</b>	<b>Unit</b>	<b>Fee</b>
Confined space rescue simulator rental	Each	\$416.50
Structural collapse simulator rental	Each	\$416.50
Trench rescue simulator rental	Each	\$416.50
Roof top prop rental	Each	\$416.50
Facility monitor	Person/hourly	\$89.25
Lead instructor	Person/hourly	\$104.73
Portable classroom	Full day	\$356.99

Fee Description	Unit	Fee
Portable classroom	Half day	\$178.45
Ontario Fire College course registration	Person	Call for quote
Kingston Fire and Rescue course fee - includes cost of Ontario Fire College course registration	Person	Call for quote

### Miscellaneous

Fees listed in the table below do not include applicable taxes and are subject to HST (Harmonized Sales Tax). Applicable taxes will be added at time of purchase.

Fee Description	Unit	Fee
Smoke and CO alarm replacement	Each	\$41.25 plus cost
Incidentals and optional equipment (e.g. thermal imaging camera, portable radio, etc.)	Each	Call for quote
Scene security - contracted services	Each	Cost
Building security/boarding - contracted services	Each	Cost
Consumables (e.g. liquid smoke, wooden pallets, etc.)	Each	At market rate

# City of Kingston By-Law Number 2025–XX

## *Repeal of Fees and Charges and Amend Other By-Laws*

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

# **City of Kingston By-Law Number 2025–XX**

## ***Repeal of Fees and Charges and Amend Other By-Laws***

<b>1</b>	<b>INTERPRETATION</b>	<b>3</b>
<b>2</b>	<b>REPEAL</b>	<b>4</b>
<b>3</b>	<b>AMENDMENTS</b>	<b>4</b>
<b>4</b>	<b>TRANSITION</b>	<b>6</b>

# City of Kingston By-Law Number 2025–XX

## *Repeal of Fees and Charges and Amend Other By-Laws*

### **Whereas:**

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)).

A single-tier municipality may pass by-laws respecting:

- (a) economic, social and environmental well-being of the municipality, including respecting climate change;
- (b) health, safety and well-being of persons;
- (c) protection of persons and property, including consumer protection;
- (d) structures, including fences and signs; and
- (e) business licensing (*Municipal Act, 2001*, s. 10 (2)).

*Council* considers it necessary and desirable to repeal *City of Kingston By-Law Number 2005–10*, the *Fees and Charges By-Law* and to amend certain other by-laws.

**Therefore**, *council* enacts:

## **1 INTERPRETATION**

1.1 In this by-law:

“***City***” means The Corporation of the City of Kingston;

*By-Law Number 2025–XX*

“**council**” means the council of the *City*;

“**fee**” means a fee or charge imposed by the *City* under sections 9, 10 or 11 of the *Municipal Act, 2001*; and

“**Municipal Act, 2001**” means the *Municipal Act, 2001*, S.O. 2001, c.25;

1.2 For the purposes of interpreting this by-law:

- (a) a reference to any legislation, regulation, or by-law or to a provision thereof includes a reference to any legislation, regulation or by-law enacted, made or passed in substitution thereof or amendment thereof;
- (b) any reference to legislation or by-laws includes all of the regulations made thereunder;
- (c) “include”, “includes” and “including” indicate that the subsequent list is not exhaustive; and
- (d) to “provide” a service or activity includes to do the service or activity.

## 2 REPEAL

2.1 *By-Law Number 2005–10*, the *Fees and Charges By-Law*, is repealed.

## 3 AMENDMENTS

3.1 Subsection 4.1 of *By-Law Number 2003–405*, the *Fences By-Law*, is amended by deleting it in its entirety and substituting:

A person must pay any fees or charges, as imposed by and prescribed in any by-law passed by Council for the services or activities provided or done by the *City* under this by-law, when the fees or charges become due and payable.

3.2 Section 1 of *By-Law Number 2004–107* is amended by deleting the definition of “*Fees and Charges By-Law*” and substituting:

“**Fees and Charges By-Law**” includes any by-law passed by *City Council* to impose fees or charges for the services or activities provided or done by the *City* under this by-law;

3.3 Section 3.8 of *By-Law Number 2004–107* is amended by deleting it in its entirety.

*By-Law Number 2025–XX*

- 3.4 Schedule A to *By-Law Number 2004–107* is amended by deleting it in its entirety.
- 3.5 Schedule “D” to *By-Law Number 2005–98*, the *Civic Addressing and Road Naming By-Law*, is amended by deleting, for each instance, “Refer to By-law 2005-10, as amended” and substituting: “As imposed by and prescribed in any by-law passed by Council for the services or activities provided or done by the City under this by-law”.
- 3.6 Subsection 1.1 of *By-Law Number 2005–99*, the *Building By-Law*, is amended by deleting the definition of “Fees and Charges By-Law” and substituting:
- “**Fees and Charges By-Law**” includes any by-law passed by council for the City applicable to Act matters requiring the payment of fees and prescribing the amount of the fees:
- (a) on the application for and on issuance of permits;
  - (b) for maintenance inspections; and
  - (c) for providing documentation, records or other information.
- 3.7 Subsection 8.3 of *By-Law Number 2005–100*, the *Property Standards By-Law*, is amended by deleting “as set out in By-Law 2005-10” and substituting “, as imposed by and prescribed in any by-law passed by council for the City for the services or activities provided or done by the City under this by-law”.
- 3.8 Subsection 9.3 of *By-Law Number 2005–100*, the *Property Standards By-Law*, is amended by deleting “as set out in By-Law 2005-10” and substituting “, as imposed by and prescribed in any by-law passed by council for the City for the services or activities provided or done by the City under this by-law”.
- 3.9 Subsection 3.2 of *By-Law Number 2006–213*, the *Business Licensing By-Law*, is amended by deleting “as set out in the Fees and Charges Number 2005-10, as amended” and substituting “, as imposed by and prescribed in any by-law passed by Council for the services or activities provided or done by the City under this by-law”.
- 3.10 Subsection 3.6 of *By-Law Number 2006–213*, the *Business Licensing By-Law*, is amended by deleting “By-Law Number 2005-10, as amended, being “A By-Law to establish Fees and Charges to be collected by The Corporation of the City of



*By-Law Number 2025-XX*

Kingston” and substituting “in any by-law passed by Council to impose fees or charges for the services or activities provided or done by the City under this by-law”.

- 3.11 Subsection 4.3 of *By-Law Number 2006-213*, the *Business Licensing By-Law*, is amended by deleting “the Fees and Charges by-Law Number 2005-10, as amended” and substituting “any by-law passed by Council to impose fees or charges for the services or activities provided or done by the City under this by-law”.

**4 TRANSITION**

- 4.1 This by-law will come into force and take effect on January 1, 2025.

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

Janet Jaynes  
City Clerk

Bryan Paterson  
Mayor

**By-Law Number 2024-XX**

**A By-Law to Amend By-law Number 2022-62, “Kingston Zoning By-law Number 2022-62” (Transfer of Lands into Kingston Zoning By-law and Introduction of Exception Number E177 (3055 Princess Street))**

**Passed:** [Meeting Date]

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

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

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

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

1. By-law Number 2022-62 of The Corporation of the City of Kingston, entitled “Kingston Zoning By-law Number 2022-62”, is amended as follows:
  - 1.1. Schedule 1 – Zoning Map is amended by removing reference to “Not Subject to this By-law”, and by adding the zone symbol ‘UR2’, 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 E177, as shown on Schedule “B” attached to and forming part of this By-Law.
  - 1.3. By adding the following Exception Number E177 in Section 21 – Exceptions, as follows:

“**E177.** Despite anything to the contrary in this By-law, the following provisions apply to the lands subject to this Exception:

    - (a) In addition to the **uses** permitted by the applicable Zone, the following neighbourhood commercial **uses** are permitted within the

**buildings** which existed as of the date of passing of the amending by-law introducing this Exception:

- (i) **creativity centre**;
- (ii) **financial institution**;
- (iii) **office**;
- (iv) **personal service shop**;
- (v) **retail store**; and
- (vi) **wellness clinic**.

2. The lands shown on Schedule "A" attached to and forming part of this By-Law are incorporated into the Kingston Zoning By-law and the provisions of City of Kingston By-Law Number 76-26, entitled "Township of Kingston Restricted Area By-Law", as amended, no longer apply to the lands.
3. This By-Law shall come into force in accordance with the provisions of the *Planning Act*.

Given all Three Readings and Passed: [Meeting Date]

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

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**Bryan Paterson**  
**Mayor**



### Schedule 'A' to By-Law Number

Address: 3055 Princess Street  
File Number: D14-013-2024  
Prepared On: Oct-16-2024

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

Lands to be Zoned UR2

### Certificate of Authentication

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



Prepared By: Jchu  
Prepared On: Oct-16-2024

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### Schedule 'B' to By-Law Number

Address: 3055 Princess Street  
File Number: D14-013-2024  
Prepared On: Oct-16-2024

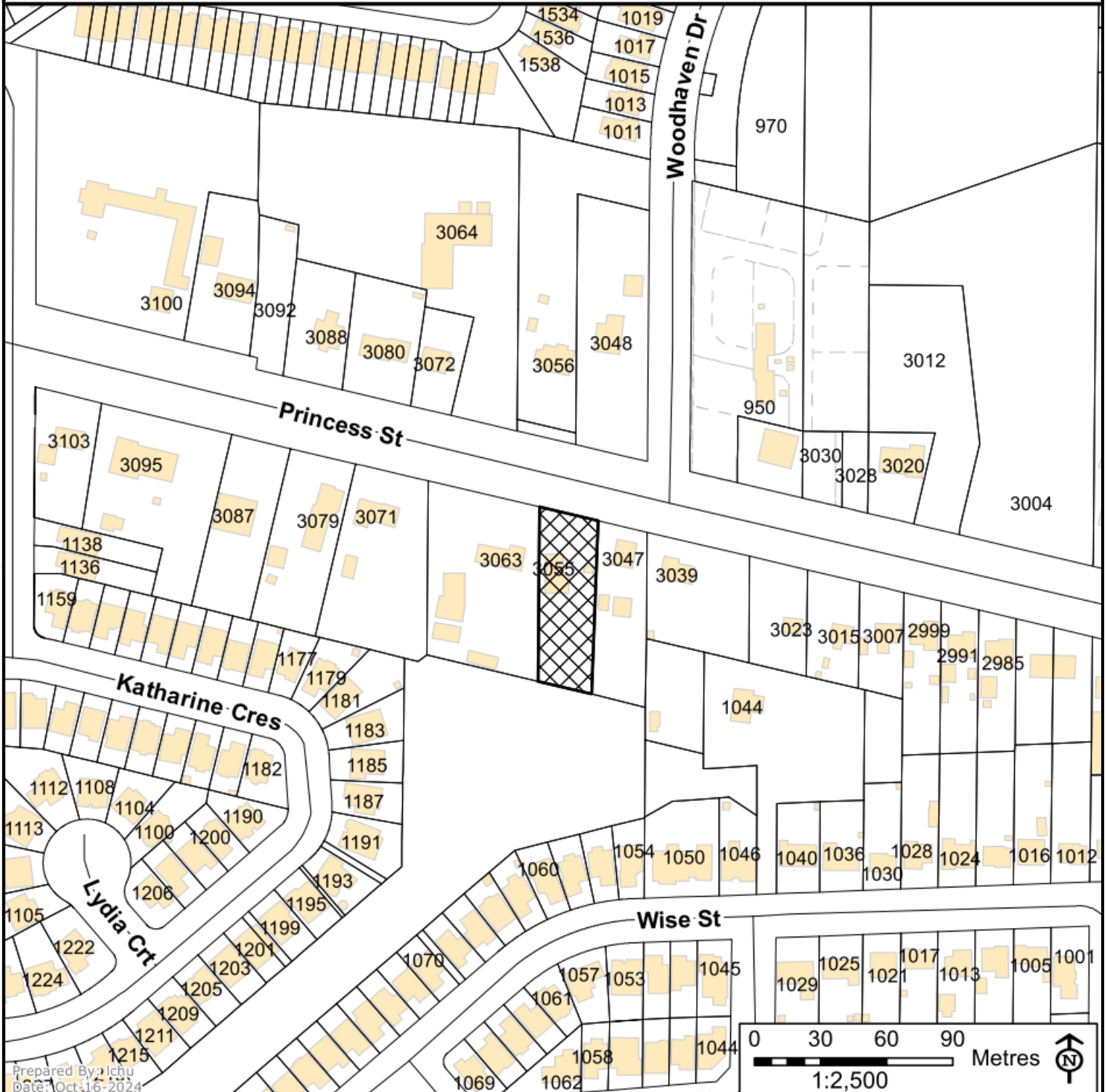
### Kingston Zoning By-Law 2022-62 Schedule E - Exception Overlay

Lands to be added as E177

### Certificate of Authentication

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

\_\_\_\_\_  
Mayor Clerk



Prepared By: Ichu  
Date: Oct-16-2024

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## Conditions of Approval – Lot 1

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

1. The applicant shall consider amending their plans to include two garage doors or a single door that gives the appearance of two garage doors for the detached garages;
2. The applicant shall consider reducing the amount of glazing on the street facing elevation of the property, and that the use of vertically oriented single sash windows on the front elevation is encouraged and permitted as an option to the double windows proposed;
3. The use of wood siding on the public facing facade of the dwelling is encouraged and permitted as an option to the wood-grained concrete fibre board proposed;
4. The applicant shall consider using paint on wood features instead of stain;
5. Details related to the colour(s) and specifics of all exterior features, including but not limited to the: siding, windows, roofing, trim, utilities/vents, porch, garage/entry doors, rain gear, lattice and parging, shall be submitted to Heritage Planning staff for review and approval prior to installation, to ensure it complements the heritage character and attributes of the District;
6. The applicant shall demonstrate, to the satisfaction of Heritage Planning staff, that the view from the intersection of Kingston Road 15 and Wellington Street of St. Mark's church tower will be maintained by providing the finalized location, height and massing of proposed buildings, prior to receiving a building permit;
7. A Preliminary Certificate of Approval of Underground Services and any associated easements shall be obtained, as necessary;
8. A Building Permit shall be obtained, as necessary;
9. All Planning Act approvals shall be obtained, as necessary;
10. The applicant shall ensure all grades conform to the approved Grading Plan, to the satisfaction of Engineering/Planning Services; and
11. 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 or District, shall be delegated to the Director of Heritage Services for review and approval.

### Conditions of Approval – Lot 3

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

1. The applicant shall consider amending their plans to include two garage doors or a single door that gives the appearance of two garage doors for the detached garages;
2. The applicant shall consider reducing the amount of glazing on the street facing elevation of the property, and that the use of vertically oriented single sash windows on the front elevation is encouraged and permitted as an option to the double windows proposed;
3. 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;
4. The applicant shall consider using paint on wood features instead of stain;
5. Details related to the colour(s) and specifics of all exterior features, including but not limited to the: siding, windows, roofing, trim, utilities/vents, porch, garage/entry doors, rain gear, lattice and parging, shall be submitted to Heritage Planning staff for review and approval prior to installation, to ensure it complements the heritage character and attributes of the District;
6. The applicant shall demonstrate, to the satisfaction of Heritage Planning staff, that the view from the intersection of Kingston Road 15 and Wellington Street of St. Mark's church tower will be maintained by providing the finalized location, height and massing of proposed buildings, prior to receiving a building permit;
7. A Preliminary Certificate of Approval of Underground Services and any associated easements shall be obtained, as necessary;
8. A Building Permit shall be obtained, as necessary;
9. All *Planning Act* approval shall be obtained, as necessary;
10. The applicant shall ensure all grades conform to the approved Grading Plan, to the satisfaction of Engineering/Planning Services;
11. The tree preservation plan, as per Tree Permit E04-002-2024, shall be adhered to, to the satisfaction of Public Works Forestry staff; and
12. 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 or District, shall be delegated to the Director of Heritage Services for review and approval.

## Conditions of Approval – Lot 10

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

1. The applicant shall consider reducing the amount of glazing on the street facing elevation of the property, and that the use of vertically oriented single sash windows on the front elevation is encouraged and permitted as an option to the double windows proposed;
2. The applicant shall ensure that authentic wood siding is used on all facades of the dwelling and detached garage;
3. Details related to the colour(s) and specifics of all exterior features, including but not limited to the: siding, windows, roofing, trim, utilities/vents, porch, garage/entry doors, rain gear, lattice and parging, shall be submitted to Heritage Planning staff for review and approval prior to installation, to ensure it complements the heritage character and attributes of the District;
4. A Preliminary Certificate of Approval of Underground Services and any associated easements shall be obtained, as necessary;
5. All *Planning Act* applications shall be completed, as necessary;
6. All building permits shall be obtained, as necessary;
7. The applicant shall ensure all grades conform to the approved Grading Plan, to the satisfaction of Engineering/Planning Services; and
8. 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 or District, shall be delegated to the Director of Heritage Services for review and approval.



## Conditions of Approval – Lot 20

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

1. The applicant shall consider amending their plans to include two garage doors or a single door that gives the appearance of two garage doors for the detached garages;
2. The applicant shall consider reducing the amount of glazing on the street facing elevation of the property, and that the use of vertically oriented single sash windows on the front elevation is encouraged and permitted as an option to the double windows proposed;
3. The use of wood siding on the dwelling and detached garage is strongly encouraged and permitted as an option to the wood-grained concrete fibre board proposed;
4. The applicant shall consider using paint on wood features instead of stain;
5. Details related to the colour(s) and specifics of all exterior features, including but not limited to the: siding, windows, roofing, trim, utilities/vents, porch, garage/entry doors, rain gear, lattice and parging, shall be submitted to Heritage Planning staff for review and approval prior to installation, to ensure it complements the heritage character and attributes of the District;
6. The applicant shall demonstrate, to the satisfaction of Heritage Planning staff, that the view from the intersection of Drummond Street and Wellington Street of St. Mark's church tower will be maintained by providing the finalized location, height and massing of proposed buildings, prior to receiving a building permit;
7. A Preliminary Certificate of Approval of Underground Services and any associated easements shall be obtained, as necessary;
8. A Building Permit shall be obtained, as necessary;
9. All Planning Act approvals shall be obtained, as necessary;
10. The applicant shall ensure all grades conform to the approved Grading Plan, to the satisfaction of Engineering/Planning Services; and
11. 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 or District, shall be delegated to the Director of Heritage Services for review and approval.

## Conditions of Approval – Lot 27

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

1. The applicant shall consider amending the design of the front porch to remove the central gable on the porch roof;
2. The applicant shall consider reducing the amount of glazing on the street facing elevation of the property, and that the use of vertically oriented single sash windows on the front elevation is encouraged and permitted as an option to the double windows proposed;
3. The use of wood siding on the public facing facade of the dwelling is encouraged and permitted as an option to the wood-grained concrete fibre board proposed;
4. The applicant shall consider using paint on wood features instead of stain;
5. Details related to the colour(s) and specifics of all exterior features, including but not limited to the: siding, windows, roofing, trim, utilities/vents, porch, garage/entry doors, rain gear, lattice and parging, shall be submitted to Heritage Planning staff for review and approval prior to installation, to ensure it complements the heritage character and attributes of the District;
6. A Preliminary Certificate of Approval of Underground Services and any associated easements shall be obtained, as necessary;
7. A Building Permit shall be obtained, as necessary;
8. All *Planning Act* approvals shall be obtained, as necessary;
9. The applicant shall ensure all grades conform to the approved Grading Plan, to the satisfaction of Engineering/Planning Services; and
10. 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 or District, shall be delegated to the Director of Heritage Services for review and approval.

## Conditions of Approval – Lot 30

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

1. The applicant shall consider amending their plans to include two garage doors or a single door that gives the appearance of two garage doors for the detached garages;
2. The roof profile shall be amended to reflect an end-gable or side-gable style roof, to the satisfaction of Heritage Planning staff;
3. The detached garage shall be located beyond (to the rear of) the front wall of the main dwelling;
4. The applicant shall consider using paint on wood features instead of stain;
5. Details related to the colour(s) and specifics of all exterior features, including but not limited to the: siding, windows, roofing, trim, utilities/vents, porch, garage/entry doors, rain gear and parging, shall be submitted to Heritage Planning staff for review and approval prior to installation, to ensure it complements the heritage character and attributes of the District;
6. A Preliminary Certificate of Approval of Underground Services and any associated easements shall be obtained, as necessary;
7. A Building Permit shall be obtained, as necessary;
8. All Planning Act approvals shall be obtained, as necessary;
9. The applicant shall ensure all grades conform to the approved Grading Plan, to the satisfaction of Engineering/Planning Services;
10. The tree preservation plan, as per Tree Permit E04-002-2024, shall be adhered to, to the satisfaction of Public Works Forestry staff; and
11. 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 or District, shall be delegated to the Director of Heritage Services for review and approval.



Laura Dean  
Direct: 416.865.7706  
E-mail: ldean@airdberlis.com

# **INTEGRITY COMMISSIONER REPORT CODE OF CONDUCT INVESTIGATION 2024-02**

**THE CORPORATION OF THE CITY OF KINGSTON**

**Laura Dean**

**Aird and Berlis LLP**

**November 26, 2024**

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# INTEGRITY COMMISSIONER REPORT ON CODE OF CONDUCT INVESTIGATION RE COUNCILLOR JEFF MCLAREN

## I. INTRODUCTION

1. A formal complaint was filed with the Integrity Commissioner by the Council for the City of Kingston (the “**City**”) on February 29, 2023 (the “**Complaint**”). The Complaint requested an investigation as to whether Councillor Jeff McLaren (the “**Member**”) contravened the City’s Member Code of Conduct (the “**Code**”) by virtue of his conduct in relation to the [REDACTED]

2. As discussed in detail in this report, one of the Complaint’s allegations is that the Member disclosed confidential closed meeting information. The public version of this report will be redacted as necessary to maintain the confidentiality of this information.

## II. APPOINTMENT & AUTHORITY

3. Aird & Berlis LLP was appointed Integrity Commissioner for the City by By-Law 2022-4.

4. As Integrity Commissioner, we are appointed to act in an independent manner on the application of the Code and other rules and procedures governing the ethical behaviour of members of Council.

5. This is a report on the investigation of the Complaint made in accordance with the Code, the Code’s Complaint Protocol (the “**Complaint Protocol**”) and subsection 223.6(2) of the *Municipal Act, 2001* (the “**Report**”).

6. The principles of procedural fairness require us to provide reasons for our conclusions and recommendations, which we have done in this Report. Our investigation was conducted according to a process that was fair to all parties. We have assessed the evidence in an independent and neutral manner.

7. When evaluating the ethical conduct of a member, the Integrity Commissioner must apply the rules of a code of conduct to the facts gathered throughout the investigation and make a determination, based on the civil standard of a balance of probabilities, as to whether there has been a breach of that code of conduct.

8. Prior to finalizing this Report, we shared a draft with the Member and requested comments, as is our standard practice and as required by the City’s complaint process.

9. In response, the Member submitted a 36-page document outlining his concerns regarding both the conduct of our investigation as well as our findings and recommendations. The Member challenged almost every aspect of our investigation, findings and conclusions:

10. The Member’s additional submissions state:

I am fearful because it appears to me that your office has so far not maintained professionalism, has not followed best practices, has not identified all the issues, has not looked at all the facts, has not considered how these new facts necessitate changes in previous assumptions, has not displayed fairness, neutrality, impartiality, and objectivity, and has not honored your commitment to holding me innocent until proven guilty.

11. We dispute the Member's claims regarding deficiencies in our investigation and reject his allegations of unfairness, bias and lack of professionalism.

12. We have thoroughly reviewed the Member's additional submissions, being his last opportunity to have input into the investigation, and we have made certain modifications to this final Report in consideration of the Member's additional submissions.

### III. THE COMPLAINT

13. Subsection 1(c) of Part B of the Complaint Protocol permits Council to file a complaint against any of its members by passing a resolution requesting the Integrity Commissioner to undertake an inquiry.

14. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

15. The Complaint contained the above resolution and in support of the allegations contained therein, attached copies of two emails [REDACTED], collectively, the "Emails") from the Member to an undisclosed number of community members regarding [REDACTED]

16. We considered the Complaint in accordance with our standard intake and review procedure and notified the Member of the Complaint on March 13, 2024.

17. Based on our review of the resolution, we determined the Complaint alleged contraventions of Sections 2.0, 4.1, 4.2, 5.1(d), 9.1 and 9.2 of the Code which are reproduced below.

#### IV. CODE OF CONDUCT PROVISIONS AT ISSUE

18. The Complaint engages the following sections of the Code:

##### 2.0 Statement of Principles

2.1 This Code of Conduct is intended to set a high standard of conduct for Members of Council, in order to provide good governance and a high level of public confidence in the administration for the City.

2.2 The following key statements of principle are intended to guide Members and assist with the interpretation of the Code of Conduct:

- Members shall serve the public in a conscientious and diligent manner; Members shall act with integrity and avoid the improper use of the influence of their office;
- Members shall always act and are expected to perform their functions with integrity, accountability and transparency, and shall avoid the improper use of influence of their office and conflicts of interest, both apparent and real;
- Members shall perform their duties and arrange their private affairs in a manner that promotes public confidence and will bear public scrutiny;
- Members will uphold the letter and spirit of the laws of Canada, Ontario and the laws and policies adopted by Council.

19. Section 2 of the Code sets out principles that are intended to aid in the interpretation and application of the Code. As such, they are guiding tenets and they do not constitute free-standing independent obligations which can be separately and independently enforced.

##### 4.0 Responsibilities of Council

4.1 Council is responsible for and dedicated to providing good and effective government for the public in the City in an open, accountable and transparent manner.

4.2 A fiduciary relationship exists between the Council and residents of the City.



## 5.0 General Obligations

5.1 In carrying out their duties, Members are expected to:

...

(d) refrain from making statements known to be false or with the intent to mislead Council or the public.

## 9.0 Confidentiality

9.1 Members receive confidential information from a number of sources as part of their work. This includes information received in confidence by the City that falls under the privacy provisions of the *Municipal Freedom of Information and Protection of Privacy Act* and other applicable privacy laws and information received during closed meetings of Council or Committees.

9.2 No Member shall disclose the content of any such matter, or the substance of deliberations, of a closed meeting and the Member has a duty to hold information received at closed meetings in strict confidence for as long and as broadly as the confidence applies. Members must not, either directly or indirectly, release, make public or in any way divulge any such information or any confidential aspect of the closed deliberations to anyone, unless authorized by Council or as required by law.

20. Section 9.1 of the Code is not an enforceable provision but serves to explain the meaning of “confidential information” for the purpose of the Code. For the purposes of this Report, the term is defined by an express inclusion of “information received during closed meetings of Council”.

## V. INVESTIGATION

21. On March 13, 2024, pursuant to Sections 7(1)(a) & (b) of the Code’s Complaint Protocol, we notified the Member of the Complaint and requested that he provide us with a written response to the allegations. On the same day, we had a telephone meeting with the Member to discuss the Complaint and his obligations with respect to the investigation. Later that day, the Member sent us an email containing additional questions concerning the scope of the investigation. We responded to the Member by email on March 14, 2024.

22. On March 17, 2024, the Member sent us an additional email requesting that our office provide further specificity regarding the allegations contained in the Complaint. We responded by email on March 18, 2024, advising that our March 13, 2024 notice set out the basis for the Complaint and investigation.

23. On March 25, 2024, we received the Member’s 12-page written response (the “**Member’s Response**”) to the Complaint. The Member’s Response included hyperlinks to staff reports, Council minutes and meetings as well as news reports. The Member’s Response also included two emails from constituents and one email from a media outlet regarding [REDACTED]

24. The Member’s additional submissions on the draft Report assert that our notice to him of the Complaint failed to contain sufficient details, particularity regarding the allegations against him. The Member asserts that it was only upon receipt of the draft of this Report that he received an outline of the Complaint with enough particularity to allow him to respond in a complete and meaningful way.

25. Pursuant to Section 7(1)(c) of the Complaint Protocol, on May 23, 2024, we sent members of Council, via the City Clerk, a request for a written reply to the Member's Response. In accordance with Section 10(1) of the Complaint Protocol, our May 23, 2024 correspondence also provided notice that our investigation would take more than 90 days.

26. The Member's additional submissions on the draft Report cite a recording he made of our initial telephone meeting in which the investigator stated that she did not intend on sharing his future response with other members of Council. Section 7(1)(c) of the Complaint Protocol in fact requires the Integrity Commissioner to provide a copy of a member's response to the complainant. In this case, the complainant is all of Council and therefore the Complaint Protocol obligates the Integrity Commissioner to provide a copy of the Member's response to all Council members. We regret the initial comment that was made to the Member during the call which did not accurately reflect the requirements of the Complaint Protocol. The comment was made in error and not with any intention to mislead.

27. We received three (3) replies to the Member's Response from members of Council. We are not obligated to share the replies with the Member and have declined the Member's request for their disclosure. For the purpose of this Report we will disclose that one member supported the Member's position [REDACTED]

[REDACTED] The other two replies maintained that the Member had disclosed confidential *in camera* information.

28. We considered the Member's Response and submissions on the draft Report as well as the Council members' replies in reaching the determinations contained in this Report. The basis for our determinations is explained in this Report and we do not rely on any undisclosed information in making these determinations.

29. We also spoke to two Council members over the telephone/computer where we required clarification regarding the context of the Complaint, [REDACTED]

## VI. REVIEW OF MATERIALS

30. In order to undertake our investigation and prepare this Report, we reviewed and considered the following materials:

- The Complaint and Emails;
- Council Meeting Minutes and Agendas including Closed Session Minutes and Agendas;
- The City's Procedural By-law No. 2021-41;
- Staff reports, including closed session staff reports;
- The Member's Response including all hyperlinks and attachments;
- Council members' replies to the Member's Response; and
- The Member's submissions on the preliminary draft of this Report.

31. We also took guidance from case law and code of conduct investigation reports of other Integrity Commissioners and have cited these sources in the footnotes of this Report.

**VII. BACKGROUND**

32. [REDACTED]

33. [REDACTED]

34. [REDACTED]

35. [REDACTED]

36. The Member sent the Emails to an undisclosed number of residents. The content of the Emails is set out below.

37. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

*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](mailto:jmclaren@cityofkingston.ca)  
[www.jeffmclaren.ca](http://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.*

38. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



[REDACTED]

*Jeff McLaren  
Councillor - Meadowbrook-Strathcona  
Chair - Limestone City Co-operative Housing Inc.  
Cell (613) 328-1638  
Work (613) 888-4327  
www.jeffmclaren.ca*

*P.S. I also make myself available every Sunday from 3:00 to 4:00 PM at the Kingston Coffee House in the Kingston Centre to hear your concerns. Please join me some time.*

**VIII. MEMBER'S RESPONSE & SUBMISSIONS ON DRAFT REPORT**

39. The Member's Response denies that he contravened the Code. The denial relies on two principal assertions.

40. First, the Member's Response alleges that all of the information in the Emails was based on information which the City had already made public. In support of this claim, the Member's Response points to the following:

- | [REDACTED]
  - | [REDACTED]
- | [REDACTED]
  - | [REDACTED]
- | [REDACTED]
  - | [REDACTED]

| [REDACTED]

| [REDACTED]

[REDACTED]

| [REDACTED]

| [REDACTED]

| [REDACTED]

| [REDACTED]

41. Second, the Member's Response alleges that the information in the Emails had been broadcast by local news media and he had an obligation to respond to concerned residents. In support of this assertion, the Member's Response points to the following:

| [REDACTED]

| [REDACTED]

| [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

42. With respect to the allegation that he disclosed confidential information, the Member's Response provides:

As you can see nothing in the two emails discloses any confidential information. Everything I wrote concerning [REDACTED] had already been publicly disclosed before [REDACTED]

[REDACTED]



43. The Member's Response also denies violating the Code's statement of principles. The Member's Response states that the Member discharged his duties with utmost responsibility and in good faith, in an accountable and transparent manner. The Member's Response also denies making any statement known to be false or with intent to mislead Council or the public. The Member's Response did not address the allegation that he violated Section 4.2 of the Code which provides that a fiduciary relationship exists between Council and the residents of the City.

44. In his submissions on the draft Report, the Member explains that he did not respond to the allegation that he violated Section 4.2 of the Code because he considers this to be a "secondary charge" which he need not "defend against" before "primary charges" (i.e. the allegation that he disclosed *in camera* information) are established, as doing so would be an admission of guilt to the "primary charges".<sup>2</sup>

45. Section 7(1)(b) of the Complaint Protocol requires the Integrity Commissioner to request that the member provide a written response to the allegations contained in a Code complaint. Our request for the Member's Response to the allegation that he contravened Section 4.2 of the Code was in no way a predetermination by the Integrity Commissioner of any findings with respect to that or any of the other allegations contained in the Complaint.

## **IX. DETERMINATIONS**

46. As set out in detail below, we find the Member disclosed confidential closed session information contrary to Section 9.2 of the Code. We also find the Member's disclosure contravened Sections 4.1, and 4.2 of the Code.

### **(i) Section 9.2 of the Code Contravened**

47. Municipalities are required to establish codes of conduct for members of council pursuant to subsection 223.2(1) of the *Municipal Act, 2001*. Section 1 of O. Reg. 55/18 sets out four prescribed subject matters that a municipality is mandated to include in a code of conduct. "Confidential information" is one of the four listed subject matters.

48. The City has established a Code which expressly regulates the prescribed subject matter relating to "confidential information" in Section 9.2.

49. Section 9.2 of the Code is clear that no member shall disclose the content or substance of deliberations from a closed meeting and that each member has a duty to hold information received at closed meetings in strict confidence for as long and as broadly as the confidence applies. Members must not, either directly or indirectly, release, make public or in any way divulge any such information or any confidential aspect of the closed deliberations to anyone, unless authorized by Council or as required by law.

50. The closed meeting confidentiality provisions in Section 9.2 of the Code are also expressly supported by Section 11.14 of the City's Procedural By-law which provides as follows:

---

<sup>2</sup> Pursuant to s. 223.2(3) of the *Municipal Act, 2001*, a code of conduct cannot create an offence for its contravention, so there are no "charges" *per se*.

**Closed Session Confidentiality**

11.14 Every Member shall comply with the confidentiality provisions of the "Member Code of Conduct", as amended or replaced from time to time, with respect to the content of any matter, or the substance of deliberations, of a Closed Session.

51. We understand that members of Council were provided with orientation training on the Procedural By-law upon the commencement of their new term of office.

52. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

53. [REDACTED]

54. [REDACTED]

55. [REDACTED]

56. Based on the above, we find the Member contravened Section 9.2 by disclosing [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

57. [REDACTED]

58. We have considered the Member's claim that the information conveyed in the Emails had already been broadcast by local news media and he had an obligation to address resident concerns. However, the Code is clear regarding a member's obligation to maintain closed meeting information in confidence. There are no exemptions to this obligation. A particular Council member may feel an obligation as a local representative to disclose matters of particular concern to their constituents. However, they owe a higher obligation to the City as a whole, to ensure confidential closed meeting matters are not disclosed at the whim of any one member. Conjecture from local media and questions from the public are not grounds to disclose confidential information. The only entity with authority to waive confidentiality (or to delegate this authority) is Council.

59. The Member's submissions on the draft Report assert that we are adhering to an unreasonable standard which requires closed meeting information to be publicly confirmed by Council before it may be released. The Member claims that this standard, "... is too high because (1) it discounts inquiry into separated documents and nullifies research that puts 2 and 2 together...". To this point, the Member notes, "...your proposed standard of confirmation is not in the public interest because it would prevent public information from being collected, compiled and analyzed meaningfully." The Member also claims that "(2) ...it is a prohibitively expensive and an onerous burden on the City to continually confirm every piece of public data that it has produced and then brought *in camera* and then released, it is not reasonable to hold me and the City to impossible standards of confirmation for information that was already public and which is demonstrably not the way things are done by municipal administrators."

60. In response to the Member's submissions, we maintain that the ability of the public or media to make reasonable inferences on the basis of public information is simply not the test for whether closed meeting information can be disclosed by an individual member.

61. Requiring Council's approval prior to releasing confidential closed session prevents confidential information from being released prematurely. Confidentiality is especially important where circumstances are likely to change. [REDACTED]

62. It is precisely because of the "ever changing nature and the fluidity" of matters considered in closed meetings that Members are not to disclose such matters without Council's authorization. It is within Council's discretion to create a policy relating to closed meeting information and to revise its Code of Conduct if it prefers to change rules for the protection of the City's closed meeting confidential information.

**(ii) Section 4.1 of the Code Not Contravened**

63. Section 4.1 of the Code provides that Council is responsible for and dedicated to providing good and effective government for the public in an open, accountable and transparent manner.

64. In our opinion, good and effective government requires members to maintain the confidentiality of closed meeting information. While the Emails may have been sent in the spirit of openness, accountability and transparency, we find the disclosure [REDACTED] did not uphold Council's obligation to provide good and effective government. A member's duty to maintain the confidentiality of closed meeting information must prevail over any perceived obligation to inform constituents of that information even where it may have particularly local implications. [REDACTED]

65. In our opinion, good and effective government also requires that members respect Council's decisions. We have therefore considered whether the Member contravened Section 4.1 by discussing, in the Emails, potential options for [REDACTED]. The Member's comments on the draft Report explain that the content of the Emails "...is [the Member's] opinion or a compilation of opinions received from others on how to answer the basic question: what can be done?" The Member further submits that he was under a duty to provide specialized knowledge to residents so they could try to affect policy if they felt redress was needed.

66. [REDACTED]

67. [REDACTED]

68. Based on the above, we find the Member did not contravene Section 4.1 of the Code by setting out, in the Emails, options [REDACTED]

**(iii) Section 4.2 of the Code Contravened**

69. Section 4.2 of the Code recognizes the fiduciary relationship between Council and City residents.<sup>3</sup> The Supreme Court of Canada describes a fiduciary relationship as follows: “Where by statute, agreement, or perhaps by unilateral undertaking, one party has an obligation to act for the benefit of another and that obligation carries with it a discretionary power, the party thus empowered becomes a fiduciary.”<sup>4</sup>

70. In the specific context of local government, the Court of Appeal has written: “The fiduciary obligation of municipal councillors is a duty of loyalty towards the electorate that includes the avoidance of conflicts of duty and interest, and the duty not to profit at the expense of the beneficiary.”<sup>5</sup> The duty of loyalty includes the duty to maintain the confidentiality of confidential information, including information from closed meetings of a council.

71. A recent Integrity Commissioner report regarding an investigation into a breach of confidential closed meeting information noted the following, which is relevant to this investigation:

It is of vital importance for the municipality to have each Member of Council respect the majority decision of the Town Council as to whether a matter should be considered confidentially. Once Town Council as a whole decides to consider the matter confidentially in a Closed Session meeting, then, unless that decision is reversed, each member of Council must abide by that decision. Depending on the nature of the issue, ignoring the closed meeting decision could expose the municipality to significant liability claims. In addition, the integrity of the Town Corporation, the Council, and Town Staff involved in the particular matters, could be undermined.<sup>6</sup>

<sup>3</sup> Ian MacFee Rogers, *The Law of Canadian Municipal Corporations, 2nd ed.* (Toronto, Thompson Reuters Canada: 2020) (loose-leaf release no. 10, October 2024) (online), ch. 5, § 5:1: “While serving on the council, members are under a duty to act in the best interests of the corporation and the citizens they represent.”

<sup>4</sup> *Guerin v. The Queen*, [1984] 2 SCR 335 at 337.

<sup>5</sup> *The Toronto Party v. Toronto (City)*, 2013 ONCA 327 at para. 50.

<sup>6</sup> Town of Gravenhurst Code of Conduct Complaint Investigation Report #100724 (October 10, 2024), online: [Town of Gravenhurst Code of Conduct complaint 100.pdf \(civicweb.net\)](https://www.civicweb.net/town-of-gravenhurst-code-of-conduct-complaint-100.pdf)

72. Whether to observe the obligations of confidentiality should not generally be a matter of an individual council member's choice.<sup>7</sup>

73. We find the Member contravened Section 4.2 of the Code and Council's fiduciary relationship with residents by disclosing confidential closed meeting information. [REDACTED]

**(iv) Section 5.1(d) of the Code Not Contravened**

74. Section 5.1(d) of the Code provides that in carrying out their duties, members are expected to refrain from making statements known to be false or with the intent to mislead Council or the public. [REDACTED]

75. [REDACTED]

76. Upon review of the Member's comments on the draft Report, we have determined that the Emails did not contain statements known to be false or made with the intent to mislead the public. [REDACTED]

77. We find the Member did not contravene Section 5.1(d) of the Code by making the statements contained in the Emails.

**X. RECOMMENDATIONS**

78. The *Municipal Act, 2001* recognizes that in some circumstances, council, as the decision-making body of the municipality, requires a sphere of privacy to deal with sensitive information that is necessary to make effective decisions, to encourage the discussion of matters frankly and with due candor, and to safeguard the municipality's interests vis-à-vis third parties.

79. Related to the need to preserve confidentiality in council's decision-making is the protection for information emanating from closed meetings. Information imparted to members in a closed meeting must stay in the closed meeting. There is no doubt that such information may be of real value and importance to constituents, however, information is not to be shared with them unless council concurs or consents to disclosure of the information (as for example, in a rise and report of the matter).

<sup>7</sup> City of Toronto, "Report on a Complaint that a Councillor Violated the Code of Conduct by Revealing Confidential Information to the Press" (April 12, 2006), online at pages 250-254: <https://www.toronto.ca/legdocs/2006/minutes/council/cc060523.pdf>

80. This specific issue was addressed in an Integrity Commissioner report regarding the disclosure of confidential deliberations from an *in camera* meeting in the Town of Newmarket:

While it is laudable that the Respondent acts on behalf of the public and views her obligation as a councillor to be first and foremost to the public, this view is not mutually exclusive to upholding the confidentiality rules contained in the Town's Procedure By-Law, the rules of the *Municipal Act* and the *Municipal Freedom of Information and Protection of Privacy Act*. Rather, as a Member of Council, in order to conscientiously act on behalf of the public and uphold the oath of office, a councillor is necessarily required to obey the rules contained in all of the governing legislation of the municipality.<sup>8</sup>

81. Closed meeting confidential information belongs to the City and not to any individual member of Council or to any member of the public, however important the information may be to them. The protection for closed meeting discussions extends not only to meeting materials, such as staff reports, agendas and meeting minutes, but also to information that imparts the details of what was discussed during a closed session.

82. The disclosure of confidential closed meeting information was considered by the Ontario Divisional Court in *Fallis v. Orillia (City)*.<sup>9</sup> As noted therein, the Integrity Commissioner in that case observed that one of the “cardinal rules” a member of council must adhere to is the rule against the disclosure of confidential *in camera* information as such disclosure could significantly prejudice the interests of the municipality.<sup>10</sup> The Integrity Commissioner’s report noted as follows:

Maintaining confidentiality around closed session documents and information is a cardinal rule for all members of Council, and is one that is regularly referenced during orientation and training of newly-elected councillors, and reiterated repeatedly during the term. It is reinforced through careful handling of documentation, including labelling, stamping and watermarking documents as CONFIDENTIAL when distributing to members of Council.

83. The importance of not disclosing confidential information, particularly closed meeting information, was imparted to the Council during orientation training provided by the Integrity Commissioner on November 16, 2022.

84. A member’s obligation to protect the confidentiality of closed meeting information has many sources, chief among which is a municipality’s code of conduct for members of council adopted pursuant to subsection 223.2 of the *Municipal Act, 2001*.

85. At the City, the duty of confidentially respecting closed meeting information is doubly reinforced by Section 11.14 of the Procedural By-law.

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<sup>8</sup> [Di Muccio \(Re\)](#), 2013 ONMIC at para. 61.

<sup>9</sup> [Fallis v. City of Orillia](#), 2022 ONSC 5737 (Ont. Div. Ct.).

<sup>10</sup> City of Orillia, Code of Conduct Recommendation Report (September 22, 2021) at para. 134, at online: <https://orillia.civicweb.net/document/266723/>

86. As noted, the obligation to maintain the confidentiality of closed meeting information is not discretionary. Accordingly, the Member's conduct in disclosing confidential closed meeting information warrants a meaningful penalty.

87. Subsection 223.4(5) of the *Municipal Act, 2001* and Section 16.1 of the Code authorize the Integrity Commissioner to recommend, and Council to impose, the following penalties on a member who has been found to have contravened the Code:

- (a) a reprimand; and
- (b) a suspension of remuneration paid to the member for up to ninety (90) days.

88. There is no specified criteria set out in the *Municipal Act, 2001* or the Code for the imposition of penalties. A number of professional and regulatory bodies have customarily relied upon an established list of purposes for penalties imposed for breaches of ethical codes which Integrity Commissioners have often adopted to assess appropriate penalties, including:

- (i) specific deterrence;
- (ii) general deterrence;
- (iii) rehabilitation; and
- (iv) maintaining public confidence.

89. As Integrity Commissioner, our role includes providing advice to members of Council with respect to their obligations under the Code. The *Municipal Act, 2001* prescribes the circumstances in which the Integrity Commissioner may disclose advice to a member. Subsection 223.6(2) is a broad provision which authorizes the Integrity Commissioner to disclose in a Code of Conduct investigation report to Council, such matters as in the Commissioner's opinion are necessary for the purposes of the report.

90. In our opinion, it is relevant to this Report to disclose the advice we provided to the Member which directly relates to the subject-matter of this Report pursuant to the authority of subsection 223.6(2) of the *Municipal Act, 2001*.

91. In July 2023, the Member contacted our office seeking written advice in our capacity as Integrity Commissioner with respect to whether [REDACTED]

92. Our advice urged the Member not to disclose *any* closed meeting information that was confidential and that Council had chosen not to release to the public.

93. The Member's disclosure of confidential information [REDACTED] demonstrates that the Member ignored our written advice.

94. In none of his submissions does the Member claim that disclosure of the confidential closed meeting information was inadvertent, unintentional or the result of an error in judgment.



95. In our opinion, the Member's failure to follow our advice is an aggravating factor to be considered in imposing a penalty.<sup>11</sup>

96. An aggravating factor is one which tends to increase an otherwise appropriate sanction.<sup>12</sup>

97. The potential consequences of the Member's breach are also relevant to the determination of an appropriate penalty. [REDACTED]

98. The Integrity Commissioner report arising from the Town of Orillia code of conduct complaint investigation (cited above) noted:

Disclosure of confidential information is the kind of transgression that attracts a significant monetary sanction because the act fundamentally undermines the trust required for Councils to function properly and for the public to maintain respect for Council's adherence to ethical standards.<sup>13</sup>

99. We agree with the foregoing comments. In light of the contraventions we have found and the aggravating factor, we recommend that Council formally reprimand the Member and suspend the remuneration paid to the Member for a period of 30 days.

100. In arriving at this penalty, we have expressly considered the importance of a member's obligation to maintain closed meeting confidential information, that is outlined not only in the Code of Conduct but also the City's Procedural By-law, as such transgressions are significant in terms of a council member's obligations. We have also considered the principle of proportionality with respect to the imposition of sanctions permitted by the *Municipal Act, 2001* and the nature of the underlying misconduct.

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<sup>11</sup> See *Councillor Josh Matlow*, [2023 ONMIC 1](#) at paras. 238-239:

After being put on notice that his conduct towards staff was a violation of the Code of Conduct through my March 1, 2023 Statement, he continued the behaviour and did so deliberately as a reprisal against the staff who had complained to my Office.

For these reasons, if Council accepts my findings, I recommend it is proportionate and appropriate to impose both a reprimand and a suspension of remuneration for [the Councillor] As Council's earlier reprimand has failed to deter [the Councillor] from engaging in such misconduct in social media, and he engaged in a reprisal against City staff, I recommend that in addition to a reprimand that Council impose a 10 day suspension of remuneration.

<sup>12</sup> See *The Corporation of the Townships of Brudenell, Lyndoch and Raglan (Integrity Commissioner) v. Budarick*, [2021 ONSC 7635](#) at paras. 86 and 88:

An aggravating factor is one which tends to increase an otherwise appropriate sanction.

...

I find that the following aggravating factors are present:

...

- d. The Respondent failed to seek timely advice from the Integrity Commissioner, the only person who is authorized to provide advice under the *MClA*.

<sup>13</sup> *Supra* 10 at para. 138.

101. The penalty we have recommended would act to both denounce the Member's conduct and provide specific deterrence to him and other members from engaging in similar conduct in the future.<sup>14</sup>

102. It also takes into account that the Member requested the written advice of the Integrity Commissioner and then elected not to follow the advice that was provided. It would also, in our view, maintain the public and Council's confidence in the Code.

## **XI. CONCLUSION**

103. For all of the reasons set out above, it is our opinion based on the totality of the evidentiary record and on a balance of probabilities, that the Member contravened Sections 4.1, 4.2, and 9.2 of the Code.

104. This Report has been prepared for and is forwarded to Council for its consideration of the recommendations set out herein.

105. Council can accept our recommendations, modify our recommendations or reject them entirely. Council cannot, however, question the findings in our Report:

... Council is bound by the Integrity Commissioner's findings as to misconduct. Therefore, in exercising its jurisdiction as to penalty it cannot do so in such a way that would seek to set aside the Integrity Commissioner's findings on the question as to whether misconduct had occurred.<sup>15</sup>

and

If the Integrity Commissioner concludes that a council member has contravened the Code of Conduct, the municipality has no power to contest or question that conclusion. Its only power is to determine whether a penalty should be imposed and, if so, to issue a reprimand or suspend the member's remuneration for up to 90 days under s. 223.4(5).<sup>16</sup>

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<sup>14</sup> In *Town of Gravenhurst Code of Conduct Complaint Investigation Report #100724*, *supra* note 6, the Integrity Commissioner recommended a monetary penalty for the disclosure of closed meeting information despite the finding that the council member's disclosure was inadvertent, writing:

... I accept that the disclosure of confidential information was not intentional, however for section 7 to have any meaning with respect to a Member's obligation to maintain the confidentiality of closed session minutes, I have determined that inadvertence cannot entirely eliminate the need for a sanction.

It is insufficient for a Member of Council to claim to be unaware of what matters are confidential and should not be disclosed publicly, when the Town has clear processes that govern how Members shall be advised that information is part of a Closed Session agenda and how the information discussed at that meeting and the subsequent minutes are not to be disclosed or shared in whole or in part publicly until the information is made public by the Town. All Members of Council, including the Respondent received an email about the June 18th Closed Session Council meeting stating that the materials were confidential and should not be shared.

<sup>15</sup> *Jonker v. West Lincoln (Township)*, [2024 ONSC1167](#) (Div. Ct.) at para. 32.

<sup>16</sup> *Assaly v. Hawkesbury (Town)*, 2021 ONSC 1690 (Div. Ct.) at para. 11.

106. Subsection 223.6(2) of the *Municipal Act, 2001* provides that this Report be made public. As set out above, given that information set out herein is confidential and has not been publicly disclosed, we will be providing a full, unredacted version of this Report to Council and the Member in closed session, and a scoped version of the Report, removing confidential information, will be presented publicly.

Respectfully submitted,

AIRD & BERLIS LLP



Laura Dean

Integrity Commissioner for the City of Kingston

Dated this 26th day of November, 2024

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**City of Kingston  
Report to Council  
Report Number 25-027**

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**To:** Mayor and Members of Council  
**From:** Desirée Kennedy, Chief Financial Officer & City Treasurer  
**Resource Staff:** None  
**Date of Meeting:** December 3, 2024  
**Subject:** Kingston Police Service Board Operating Budget Status as at  
September 30, 2024

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**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 Service Board financial status report as at September 30, 2024, which is attached as Exhibit A to Report Number 25-027.

**Recommendation:**

This report is for information only.

December 3, 2024

Page 2 of 3

**Authorizing Signatures:**

ORIGINAL SIGNED BY CHIEF

FINANCIAL OFFICER & CITY TREASURER

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

ORIGINAL SIGNED BY CHIEF

ADMINISTRATIVE OFFICER

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**Lanie Hurdle, Chief  
Administrative Officer**

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

Paige Agnew, Commissioner, Growth & Development Services	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

December 3, 2024

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**Options/Discussion:**

**Background**

As requested by Council, Kingston Police Service submits quarterly operating budget financial status reports to Council. Exhibit A to Report Number 25-027 provides an operating budget status update for Kingston Police Service as at September 30, 2024, including detailed budget to actual information. Representatives from Kingston Police Service will be in attendance at the December 3, 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 Service, 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 September 30, 2024 (Q3)



## 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 September 30, 2024 (Q3)

Date: December 3, 2024

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#### Recommendation:

**That** the Operating Budget Status Update as of September 30, 2024, Report Number 24-42 is for information only.

#### Summary:

This information report provides a financial status update of the general operating budget for the Kingston Police as at September 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 73.88% of the total budget at September 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 September 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 nine months ending September 30, 2024, of \$35.1M, compares to a budget of \$47.5M. Gross revenues and expenditures, as reported, show actual revenues of approximately \$4.6M in comparison to a budget of \$5.3M and expenditures of \$39.8M in comparison to a budget of \$52.9M. The table below reflects the net operating information (revenues less expenditures).

	<b>Annual 2024 Budget</b>	<b>Actuals Year to Date</b>	<b>Variance \$</b>	<b>YTD=75% Actual to Budget %</b>
<b>Revenues &amp; Recoveries</b>				
Fees, Charges & Other Revenue	(3,293,982)	(2,868,178)	(425,804)	87.07%
Provincial Subsidies	(2,044,208)	(1,770,294)	(273,914)	86.60%
<b>Total Revenue &amp; Recoveries</b>	<b>(5,338,190)</b>	<b>(4,638,472)</b>	<b>(699,718)</b>	<b>86.89%</b>
<b>Expenditures</b>				
Salaries, Wages & Benefits	45,167,112	34,379,810	10,787,302	76.12%
Materials, Supplies & Fees	2,821,285	2,329,894	491,391	82.58%
Contracted Services	4,589,658	2,781,574	1,808,084	60.61%
Transfers to Reserves & Reserve Funds	282,331	257,195	25,136	91.10%
<b>Total Expenditures</b>	<b>52,860,386</b>	<b>39,748,474</b>	<b>13,111,912</b>	<b>75.20%</b>
<b>Net</b>	<b>47,522,196</b>	<b>35,110,001</b>	<b>12,412,195</b>	<b>73.88%</b>

### Revenues

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

- Provincial grant revenues are \$1.8M or 86.6% of the annual budget, resulting in a year-to-date surplus of \$237K. Higher than projected Court Security Prisoner Transportation (CSPT) funding of \$136K positively impacts the revenue variance for the period. Results also include \$63K of unbudgeted funding through a new provincial grant to support initiatives related to intimate partner violence. While this grant provides additional grant revenues, the funds are offset by corresponding program-related costs.
- Background check revenues exceed budgeted estimates reflecting regular, anticipated seasonal timing variances. These timing-related increases align with historical trends.
- Pay duty revenues are higher than budget due to an increase in requests for paid duty officers. These revenues are offset with corresponding paid duty



officer salaries. The positive variance is largely attributable to \$94K in recoveries from the City of Kingston, due to the request for paid duty officer assistance to secure the area in and/or adjacent to the Integrated Care Hub, during September. A portion of the recovery from the city was allocated to other police agencies, offsetting corresponding expenses, as \$35K was reimbursed to these agencies for their assistance.

- The favourable balance in expenditure recovery primarily reflects an unbudgeted contribution from Criminal Intelligence Service Ontario (CISO), which supported the purchase of X-ray machine equipment.
- Payroll experience recovery reflect unbudgeted payroll benefit rebates of \$34K 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 third quarter variances by expenditure category.

**Salaries and wages** are \$34.4M or 76.12% of the annual budget, resulting in a year-to-date negative variance of approximately \$504K. 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 and the court services unit.
- Capital-allocated salaries & benefits of \$346K reflect the recovery of staffing costs from Next-generation 9-1-1 capital grant funding.
- Overtime costs are exceeding budgeted projections by \$415K. Overtime is impacted by the volume of homicides, major critical incidents, traffic fatalities and the overall increase in violent crime coupled with the complexity of investigations. At the end of the third quarter there were several major incidents, including four homicides, resulting in \$205K of additional overtime expenses. The remaining overage is reflective of the increase in other major incidents including, traffic fatalities, missing persons, and standoffs. As well as coverage

for staff vacancies and other reimbursable overtime such as the RIDE (Reduce Impaired Driving Everywhere) program.

- Overtime costs to date also include \$117K of budgeted costs 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 \$5.1M or 68.97% of the annual budget, reflecting a favourable variance of \$447K. This category includes costs such as uniforms and protective clothing, gasoline and diesel fuel, fleet parts and tires, ammunition, 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.

- Travel, Education & Training, is over budget by \$53K, primarily due to requirements under the Community and Safety Policing Act (CSPA). The CSPA replaces the previous Police Service Act and includes provisions that mandate additional training for police officers in areas such as de-escalation, mental health, and diversity, to improve interactions with the public to promote community-focused policing.
- Insurance expenses are over budget at the end of the third quarter, primarily due to higher-than-anticipated premiums. Results also include an overallocation of \$29K which has been corrected in the fourth quarter.
- Investigative services include \$49K 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.

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**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 September 30, 2024

## Appendix A

	Actuals Year to Date	Annual Budget \$	Variance \$	YTD=75% Actual to Budget %
<b>Revenues &amp; Recoveries</b>				
Provincial grants	(1,770,294)	(2,044,208)	(273,914)	86.60%
Alarm licence	(125,942)	(137,608)	(11,666)	91.52%
Payroll experience recovery	(33,559)	-	33,559	0.00%
Pay duty revenue	(253,946)	(150,000)	103,946	169.30%
Expenditure recovery	(1,463,427)	(1,766,374)	(302,947)	82.85%
Sale of photos, maps & reports	(645,857)	(800,000)	(154,143)	80.73%
Auction proceeds	(45,446)	(40,000)	5,446	113.62%
Contribution from Police Sick Leave Reserve Fund	(300,000)	(400,000)	(100,000)	75.00%
<b>Total Revenue &amp; Recoveries</b>	<b>(4,638,472)</b>	<b>(5,338,190)</b>	<b>(699,718)</b>	<b>86.89%</b>
<b>Operating Expenditures</b>				
<b>Salaries, Wages &amp; Benefits</b>				
Capital-allocated salaries & benefits	(345,761)	-	345,761	0.00%
Full-time wages-permanent	23,562,824	31,691,958	8,129,134	74.35%
Part-time wages	1,068,256	1,208,309	140,053	88.41%
Overtime-regular	1,590,891	1,568,071	(22,820)	101.46%
Shift premiums & standby	50,009	55,594	5,585	89.95%
Paid duty	172,368	120,000	(52,368)	143.64%
Honorariums	10,000	21,520	11,520	46.47%
Payroll allowances	75,838	129,398	53,561	58.61%
Payroll benefits	7,115,829	9,022,262	1,906,433	78.87%
WSIB Premiums	1,079,558	1,350,000	270,442	79.97%
<b>Total Salaries, Wages &amp; Benefits</b>	<b>34,379,810</b>	<b>45,167,112</b>	<b>10,787,302</b>	<b>76.12%</b>
<b>Supplies and Services</b>				
Uniforms & protective clothing	68,676	66,570	(2,106)	103.16%
Food & nutrition supplies	11,717	35,000	23,283	33.48%
Supplies	259,669	416,000	156,331	62.42%
Fuels & lubricants	359,782	496,229	136,447	72.50%
Software	246,493	308,763	62,270	79.83%
Telecommunications	204,507	306,000	101,493	66.83%
Travel, Education & Training	437,966	513,100	75,134	85.36%
Insurance services	288,232	264,322	(23,910)	109.05%
Utilities	4,033	10,000	5,967	40.33%
Professional services	244,088	531,000	286,912	45.97%
Investigative services	297,053	609,500	312,447	48.74%
Contracted services	2,032,726	2,746,058	713,332	74.02%
Contracted maintenance	516,176	877,410	361,234	58.83%
Equipment rentals	35,887	57,981	22,094	61.90%
Other	104,462	173,010	68,548	60.38%
<b>Total Supplies &amp; Services</b>	<b>5,111,469</b>	<b>7,410,943</b>	<b>2,299,474</b>	<b>68.97%</b>

**Contribution to Reserve Funds**

Transfer to Police Equipment

Reserve Fund 257,195 282,331 25,136 91.10%

**Total Contribution to  
Reserve Funds**

257,195 282,331 25,136 91.10%

**Net** 35,110,001 47,522,196 12,412,195 73.88%



**City of Kingston  
Information Report to Council  
Report Number 25-017**

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**To:** Mayor and Members of Council  
**From:** Brad Joyce, Commissioner, Infrastructure, Transportation & Emergency Services  
**Resource Staff:** Monique Belair, Fire Chief  
**Date of Meeting:** December 3, 2024  
**Subject:** Emergency Management Program Review 2024

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**Council Strategic Plan Alignment:**

Theme: Regulatory & compliance

Goal: See above

**Executive Summary:**

Municipalities in Ontario are required to establish and maintain an Emergency Management Program in accordance with the requirements under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E. 9.

The purpose of this report is to provide Kingston City Council with an update on the status of the City's annual Emergency Management compliance requirements for 2024. The annual compliance report is being prepared and will be submitted to Emergency Management Ontario in December of 2024. Mayor Paterson will receive official correspondence from Emergency Management Ontario regarding the status of the City's municipal compliance in the first quarter of 2025.

**Recommendation:**

This report is for information only.

December 3, 2024

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**Authorizing Signatures:**

ORIGINAL SIGNED BY COMMISSIONER

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

ORIGINAL SIGNED BY CHIEF

ADMINISTRATIVE OFFICER

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**Lanie Hurdle, Chief  
Administrative Officer**

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

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

December 3, 2024

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

The City's Emergency Management Coordinator (CEMC) facilitates and implements a wide variety of initiatives and ongoing activities to strengthen the emergency management program for the City of Kingston.

The Office of the Fire Marshal and Emergency Management (OFMEM) performs an annual year-end audit of all Municipal Emergency Management Programs in Ontario. An annual statement of compliance must be submitted by the CEMC on behalf of the City of Kingston with supporting documentation declaring that the Municipality has met its requirements.

Each year, the City of Kingston undertakes activities to meet compliance with the requirements of the *Emergency Management and Civil Protection Act* and Ontario Regulation 380/04.

Below are the 2024 compliance requirements with details on how they've been achieved:

**Designation of a Community Emergency Management Coordinator (CEMC)****O. Reg. 380/04, s. 10(1)**

The Manager of Administration and Emergency Preparedness, Brandi Timpson, is designated as the CEMC and is a member of the City's Municipal Emergency Control Group (MECG). The CEMC is Chair of the City's Emergency Management Program Committee (EMPC).

**CEMC, and Their Alternate, are Required to Complete Provincial Training****O. Reg. 380/04, s. 10(2)**

The CEMC's training levels currently exceed the minimum required provincial levels. The CEMC's alternate has also completed the necessary training requirements.

**Community Emergency Management Program Committee (EMPC)****O. Reg. 380/04, s. 11**

The City of Kingston's EMPC is comprised of senior-level staff and MECG member representatives involved in the City's Emergency Management Program. The Committee currently has no recommendations.

**Hazard Identification and Risk Assessment Review (HIRA)****EMPCA s.2**

The current hazards listed on the existing City's (HIRA) is reviewed annually in the 4<sup>th</sup> quarter by the EMPC and was completed on November 19.



December 3, 2024

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**Revised Emergency Response Plan Version 6.0****EMCPA s. 3.1 (1), s. 3.1(6), s. 6.2**

All municipalities are required to review their Emergency Response Plan and update as required. The MECG and the EMPC regularly review the City's Emergency Response Plan and recommend changes for future revisions. This year's review of the Emergency Response Plan noted no revisions required at this time.

Since the integration to the Incident Management System (IMS) framework in 2018, the City's Emergency Response Plan (ERP) continues to develop to include several supplemental emergency plans, all of which include the IMS based approach.

**By-Law to Adopt the Emergency Response Plan & Program****EMCPA s. 3 (1)**

By-Law Number 2018-105, A By-Law to Adopt a Revised Emergency Plan for the City of Kingston, and to Adopt an Emergency Management Program and Plan, was passed by Kingston City Council on June 26, 2018.

**Designated Emergency Operations Centre (EOC)****O. Reg. 380-04 s. 13 (1)**

The City of Kingston has designated and continues to maintain both a primary and alternate EOC on a 24-hour/7-day a week basis. The primary EOC is located at Kingston Fire & Rescue Headquarters at 500 O'Connor Drive and the alternate EOC location is at Kingston Police Headquarters at 705 Division Street.

**Emergency Operations Centre (EOC) Communications****O. Reg. 380/04 s. 13 (2)**

The City's EOC is supported by the corporate-wide radio communications system in the event that normal day-to-day communications devices are not functioning properly during an emergency. The corporate radio system provides enhanced interoperability between the users.

An alert system is also in place and updated regularly with the capability of notifying and bringing together members of the Municipal Emergency Control Group and other required responders from the City. The alert system is updated and tested annually.

**Critical Infrastructure Identification****EMCPA s. 2.1 (3)**

The EMPC maintains a listing of all critical infrastructures within the City's boundaries and works with the City's Geographical Information Systems (GIS) staff to identify the location and type of critical infrastructure to be protected.

December 3, 2024

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In addition to the above, the City has software known as the “Emergency Management Common Operational Picture (EM-COP)” which provides access to other important GIS layers such as population and demographic details.

### **Annual Training for the Municipal Emergency Control Group EMCPA s. 2.1 (2) O. Reg. 380/04 s. 12 (3)**

Members of the Municipal Emergency Control Group (MECG) are required by the Chief of Emergency Management Ontario to participate in an annual training component to ensure their readiness is maintained and skills are built upon for emergency response(s). Annually, the MECG must demonstrate an adequate level of training in each of the following areas:

- Knowledge of all the components of the Municipal Emergency Management Program including, but not limited to, the municipal HIRA and Critical Infrastructure List.
- Knowledge of their Municipality’s Emergency Response Plan including their roles and responsibilities and those organizations that may have a role in response.
- Knowledge of the procedures used to activate and operate under the Municipal Emergency Plan.
- Knowledge of the notification procedures used to notify members of the MECG when the Municipal Emergency Plan is activated.
- Knowledge of the location, communications infrastructure, and technology in their Municipal Emergency Operations Centre.

Members of the MECG have met the annual training requirement for 2024 as required.

### **Annual Emergency Exercise EMCPA s. 2.1 (2) O. Reg. 380/04 s. 12 (6)**

Municipal Emergency Control Group (MECG) members, along with representatives from key external stakeholder groups, participated in a real-life scenario for the Total Solar Eclipse event on April 8, 2024. As a result, an exercise exemption request was submitted to the Province by the CEMC as the Total Solar Eclipse event involved all members of the MECG, along with a multitude of additional staff member and stakeholder involvement, thereby achieving the intent of this section of the Act. The real-life scenario, along with training components for MECG, fulfilled the legislative compliance requirements for this portion.

### **Designated Emergency Information Officer O. Reg. 380/04 s. 14 (1)**

The City’s Director of Communications & Customer Experience, JC Kenny, is the designated Emergency Information Officer (EIO) responsible for coordinating emergency information whenever the City’s Emergency Plan and Emergency Operations Centre are activated. The designated Emergency Information Officer is a member of the MECG.

December 3, 2024

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**Public Education and Awareness Program  
EMCPA s. 2.1 (2c)**

Annual public education activities are an important ongoing component of the City's Emergency Management Program to ensure public knowledge and readiness. In 2024, the focus for public education was on emergency preparedness and education for preparing for extreme weather events such as tornados, flood preparedness and mitigation, preparing a home escape plan and emergency kit for family members including pets. Other public education efforts included education around safe boating, contests for residents to build a go-bag that would sustain them for a 72-hour period along with engaging children to submit a drawing on how they would prepare for an emergency.

**Public Engagement**

See above.

**Climate Risk Considerations**

Consideration is given to climate risk as part of the HIRA process within the Emergency Management portfolio.

**Existing Policy/By-Law**

By-Law Number 2018-105, A By-Law to Adopt a Revised Emergency Plan for the City of Kingston, and to Adopt an Emergency Management Program and Plan.

**Contacts:**

Monique Belair, Fire Chief, Kingston Fire & Rescue 613-548-4001 x5203

Brandi Timpson, CEMC, Manager of Administration and Emergency Preparedness, Kingston Fire & Rescue 613-548-4001 x5220

**Other City of Kingston Staff Consulted:**

None

**Exhibits Attached:**

None



**City of Kingston  
Report to Council  
Report Number 25-001**

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**To:** Mayor and Members of Council  
**From:** Desirée Kennedy, Chief Financial Officer & City Treasurer  
**Resource Staff:** Lana Foulds, Director, Financial Services  
Christa Walsh, Manager, Financial Planning  
**Date of Meeting:** December 3, 2024  
**Subject:** Operating Budget Status Report – October 31, 2024

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**Council Strategic Plan Alignment:**

Theme: Financial measures/budget

Goal: See above

**Executive Summary:**

This report provides a financial status update of the general operating budget as at October 31, 2024. Exhibits to the report provide detailed budget and actual information and variances by department and an overall net operating position of just under 82.0% of the annual budget at October 31, 2024. Revenue and expenditure variances reflect expected timing, seasonality, and other operational factors. Further information on year-to-date results is included in the body of this report.

In order to ensure that net spending remains within 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. October results continue to support a balanced budget by year-end.

**Recommendation:**

This report is for information only.

December 3, 2024

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Authorizing Signatures:

ORIGINAL SIGNED BY CHIEF

FINANCIAL OFFICER & CITY TREASURER

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

ORIGINAL SIGNED BY CHIEF  
p.p.

ADMINISTRATIVE OFFICER

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**Lanie Hurdle, Chief  
Administrative Officer**

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

Paige Agnew, Commissioner, Growth & Development Services

Jennifer Campbell, Commissioner, Community Services

Neil Carbone, Commissioner, Corporate Services

David Fell, President & CEO, Utilities Kingston

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

Brad Joyce, Commissioner, Infrastructure, Transportation  
& Emergency Services

December 3, 2024

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

The financial information provided in this report is derived from the financial accounting records of the Corporation as at October 31, 2024. Exhibits to the report reflect the approved operating budget for the 2024 fiscal year together with 2024 actual year-to-date revenue and expenditure information, reported by group and summarized by department. Board and agency transfers and municipal utilities are also summarized.

Exhibit A reflects the net operating information (revenues less expenditures). Exhibits B and C reflect gross revenues and gross expenditures respectively. A variance column is provided for reference purposes which shows the amount of revenues to be generated or expenditures to be spent over the balance of the year. The actual to budget percent column provides a comparative indicator of the proportion of the annualized budget that has been spent or received to date.

Exhibit A shows a net operating position of 81.7% of the total annual budget at October 31, 2024. Revenues and expenditures to the end of October reflect seasonal and other budget variances normally experienced year to year; however, other notable revenue and expenditure variances at October 31<sup>st</sup> are summarized below.

- Fuel costs continue to trend lower than anticipated due primarily to lower than projected prices, resulting in a current surplus impacting Transit operations (\$652K) and Public Works (\$465K).
- The transit year-to-date surplus of approximately \$1.2M includes lower fuel costs as noted above as well as \$900K in staffing cost savings from recruitment challenges experienced early in the year.
- Fire & Rescue is reporting a \$984K deficit at October 31<sup>st</sup> due to higher than anticipated staffing costs related to WSIB, sick-time and backfill costs required in order to maintain the necessary minimum staff levels.
- Licensing & Enforcement is reporting a \$322K surplus year-to-date due primarily to higher than budgeted revenues from additional raffle and bingo license revenue (\$145K) and the timing of other license collections.
- A net parking surplus of \$482K to-date, included in the Licensing & Enforcement department, is due primarily to meter revenues (streets and lots) being higher than anticipated. The net parking surplus is transferred to the Parking Reserve Fund in accordance with policy.
- A net deficit year-to-date is being reported for Recreation and Leisure of \$641K related primarily to additional staffing costs. This will be partially offset by year end adjustments to recognize salary costs that will be allocated to capital projects.

December 3, 2024

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- Rideaucrest is reporting year-to-date surplus of \$1.5M with \$815K attributed to vacancies resulting from recruitment challenges and the timing of hires, related mostly to nursing support. The remaining surplus relates primarily to the receipt of additional Provincial funding.
- The expenditure surplus of \$263K reported by the Community Development and Wellbeing Department reflects a delayed implementation of this new department and the corresponding delays in recruiting for budgeted positions.
- Utility cost savings of \$467K year-to-date is the main contributor to the surplus in Facilities Management and Construction Services.
- Airport revenues are approximately \$369K less than the projected at the end of October due to the delays in the resumption of scheduled passenger service. These revenue losses are slightly offset by reductions in lower direct cost spending.
- Legal Services is reporting a deficit of \$280K at the end of October. Costs for an external contract are offsetting the vacant City Solicitor position. External legal costs have also been incurred with respect to the Davis Tannery development.
- Investment and interest income is \$1.5M higher than budget due to higher than anticipated interest rates and liquidity levels.

The exhibits also include revenue and expenditure variances for municipal utility operations, as managed by Utilities Kingston. The operations of municipal utilities are funded entirely by rate revenues based on established charges approved by Council. Revenues and expenditures to the end of October reflect budget variances as normally experienced year to year. Wastewater operations is reporting a larger surplus due to cost savings; however, increased chemical costs for the remaining two months of year are expected to offset the surplus due to the timing of deliveries.

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

The 2024 budget was proposed under the provisions of the Strong Mayor Powers.

### **Notice Provisions**

None

### **Financial Considerations**

Comments are contained within the Options/Discussion section of this report with reference to the exhibits attached.

December 3, 2024

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**Contacts:**

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

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

Christa Walsh, Manager, Financial Planning

**Other City of Kingston Staff Consulted:**

Applicable City Departments

Laura Deak, Manager of Finance, Utilities Kingston

Randy Murphy, Chief Financial Officer, Utilities Kingston

**Exhibits Attached:**

Exhibit A - Net Operating as at October 31, 2024

Exhibit B - Gross Revenue as at October 31, 2024

Exhibit C - Gross Expenditures as at October 31, 2024



**City of Kingston**

**Net Operating as at October 31, 2024**

<b>Department</b>	<b>Actuals Year to Date</b>	<b>Annual Budget</b>	<b>Variance \$</b>	<b>YTD=83% Actual to Budget %</b>
Transit Services	14,360,645	18,728,494	(4,367,849)	76.7%
Transportation Services	2,291,953	3,070,429	(778,476)	74.6%
Engineering Services	325,823	548,472	(222,649)	59.4%
Public Works Services	22,143,750	26,848,255	(4,704,505)	82.5%
Solid Waste Services	8,078,952	9,823,547	(1,744,595)	82.2%
Fire & Rescue	25,739,101	29,706,780	(3,967,679)	86.6%
Commissioner's Office	319,910	376,657	(56,747)	84.9%
<b>Infrastructure, Transportation &amp; Emergency Services</b>	<b>73,260,134</b>	<b>89,102,634</b>	<b>(15,842,500)</b>	<b>82.2%</b>
Planning Services	994,426	1,345,216	(350,790)	73.9%
Building Services	0	0	0	-
Licensing & Enforcement	762,116	1,300,664	(538,548)	58.6%
Business, Real Estate & Environment	729,174	941,376	(212,202)	77.5%
Climate Leadership Division	676,266	816,589	(140,323)	82.8%
Commissioner's Office	320,511	376,307	(55,796)	85.2%
<b>Growth &amp; Development Services</b>	<b>3,482,493</b>	<b>4,780,152</b>	<b>(1,297,659)</b>	<b>72.9%</b>

<b>Department</b>	<b>Actuals Year to Date</b>	<b>Annual Budget</b>	<b>Variance \$</b>	<b>YTD=83% Actual to Budget %</b>
Heritage Services	1,431,807	2,281,272	(849,465)	62.8%
Housing & Social Services	18,289,151	21,802,376	(3,513,225)	83.9%
Recreation & Leisure Services	7,379,136	8,085,305	(706,169)	91.3%
Arts & Culture Services	2,717,204	3,382,730	(665,526)	80.3%
Residential Long Term Care	4,109,297	6,707,308	(2,598,011)	61.3%
Community Development & Wellbeing	599,432	1,034,740	(435,308)	57.9%
Commissioner's Office	246,947	284,471	(37,524)	86.8%
<b>Community Services</b>	<b>34,772,974</b>	<b>43,578,202</b>	<b>(8,805,228)</b>	<b>79.8%</b>
Facilities Management & Construction Services	2,566,516	3,750,515	(1,183,999)	68.4%
Communications & Customer Experience	2,327,935	2,880,952	(553,017)	80.8%
Information Systems & Technology	4,104,144	5,043,575	(939,431)	81.4%
Human Resources & Organization Development Services	3,137,640	3,944,621	(806,981)	79.5%
Corporate Asset Management & Fleet	0	-	-	-
Major Projects	0	-	-	-
Commissioner's Office	425,998	500,048	(74,050)	85.2%
<b>Corporate Services</b>	<b>12,562,233</b>	<b>16,119,711</b>	<b>(3,557,478)</b>	<b>77.9%</b>

<b>Department</b>	<b>Actuals Year to Date</b>	<b>Annual Budget</b>	<b>Variance \$</b>	<b>YTD=83% Actual to Budget %</b>
Airport	435,563	329,629	105,934	132.1%
Mayor & Council	1,399,143	1,550,663	(151,520)	90.2%
Office of the CAO & Strategic Projects	411,954	699,529	(287,575)	58.9%
Legal Services	1,792,885	1,815,668	(22,783)	98.7%
Office of the City Clerk	1,629,303	2,078,966	(449,663)	78.4%
Strategy Innovation & Partnerships	1,054,005	970,468	83,537	108.6%
Financial Services	1,798,060	2,267,178	(469,118)	79.3%
<b>Finance &amp; Administration</b>	<b>8,520,913</b>	<b>9,712,101</b>	<b>(1,191,188)</b>	<b>87.7%</b>
Agency Transfers	61,985,756	74,041,698	(12,055,942)	83.7%
Fiscal Services & Capital Levy	40,565,818	50,621,185	(10,055,367)	80.1%
<b>Agency and Board Transfers &amp; Fiscal Services</b>	<b>102,551,574</b>	<b>124,662,883</b>	<b>(22,111,309)</b>	<b>82.3%</b>
<b>Municipal Total</b>	<b>235,150,321</b>	<b>287,955,683</b>	<b>(52,805,362)</b>	<b>81.7%</b>
<b>Taxation Revenue</b>	<b>(290,004,708)</b>	<b>(287,955,683)</b>	<b>(2,049,025)</b>	<b>100.7%</b>
<b>Total Net Operating - Municipal Operations</b>	<b>(54,854,387)</b>	<b>-</b>	<b>(54,854,387)</b>	<b>-</b>
Water	(246,954)	-	(246,954)	-
Wastewater	(1,195,201)	-	(1,195,201)	-
Gas	(157,558)	-	(157,558)	-
Appliance Rental	(258,499)	-	(258,499)	-
<b>Total Net Operating - Municipal Utilities</b>	<b>(1,858,212)</b>	<b>-</b>	<b>(1,858,212)</b>	<b>-</b>
<b>Total Net Operating</b>	<b>(56,712,599)</b>	<b>-</b>	<b>(56,712,599)</b>	<b>-</b>

## City of Kingston

### Gross Revenues as at October 31, 2024

<b>Department</b>	<b>Actuals Year to Date</b>	<b>Annual Budget</b>	<b>Variance \$</b>	<b>YTD=83% Actual to Budget %</b>
Transit Services	(13,127,489)	(15,822,189)	2,694,700	83.0%
Transportation Services	(499,410)	(946,608)	447,198	52.8%
Engineering Services	(44,389)	(25,750)	(18,639)	172.4%
Public Works Services	(1,276,687)	(1,521,131)	244,444	83.9%
Solid Waste Services	(5,149,614)	(5,982,363)	832,749	86.1%
Fire & Rescue	(860,499)	(905,477)	44,978	95.0%
Commissioner's Office	0	0	-	-
<b>Infrastructure, Transportation &amp; Emergency Services</b>	<b>(20,958,088)</b>	<b>(25,203,518)</b>	<b>4,245,430</b>	<b>83.2%</b>
Planning Services	(1,205,224)	(1,506,149)	300,925	80.0%
Building Services	(3,002,268)	(3,843,661)	841,393	78.1%
Licensing & Enforcement	(9,960,262)	(10,937,933)	977,671	91.1%
Business, Real Estate & Environment	(160,091)	(238,590)	78,499	67.1%
Climate Leadership Division	0	0	-	-
Commissioner's Office	0	0	-	-
<b>Growth &amp; Development Services</b>	<b>(14,327,845)</b>	<b>(16,526,333)</b>	<b>2,198,488</b>	<b>86.7%</b>

<b>Department</b>	<b>Actuals Year to Date</b>	<b>Annual Budget</b>	<b>Variance \$</b>	<b>YTD=83% Actual to Budget %</b>
Heritage Services	(130,353)	(233,953)	103,600	55.7%
Housing & Social Services	(57,967,390)	(76,800,032)	18,832,642	75.5%
Recreation & Leisure Services	(9,469,354)	(11,255,228)	1,785,874	84.1%
Arts & Culture Services	(1,890,162)	(2,281,865)	391,703	82.8%
Residential Long Term Care	(15,604,714)	(17,773,085)	2,168,371	87.8%
Community Development & Wellbeing	(62,500)	(95,000)	32,500	65.8%
Commissioner's Office	0	0	-	-
<b>Community Services</b>	<b>(85,124,473)</b>	<b>(108,439,163)</b>	<b>23,314,690</b>	<b>78.5%</b>
Facilities Management & Construction Services	(3,705,171)	(4,636,967)	931,796	79.9%
Communications & Customer Experience	(185,273)	(279,633)	94,360	66.3%
Information Systems & Technology	(1,013,738)	(1,249,993)	236,255	81.1%
Human Resources & Organization Development Services	(248,054)	(297,864)	49,810	83.3%
Corporate Asset Management & Fleet	(224,930)	(250,000)	25,070	90.0%
Major Projects	(211,727)	(226,181)	14,454	93.6%
Commissioner's Office	0	0	-	-
<b>Corporate Services</b>	<b>(5,588,893)</b>	<b>(6,940,638)</b>	<b>1,351,745</b>	<b>80.5%</b>

<b>Department</b>	<b>Actuals Year to Date</b>	<b>Annual Budget</b>	<b>Variance \$</b>	<b>YTD=83% Actual to Budget %</b>
Airport	(900,342)	(1,522,986)	622,644	59.1%
Mayor & Council	0	0	-	-
Office of the CAO & Strategic Projects	(505,135)	(247,870)	(257,265)	203.8%
Legal Services	(1,446,759)	(1,943,868)	497,109	74.4%
Office of the City Clerk	(110,259)	(144,155)	33,896	76.5%
Strategy Innovation & Partnerships	(857,508)	(612,679)	(244,829)	140.0%
Financial Services	(1,365,324)	(1,673,406)	308,082	81.6%
<b>Finance &amp; Administration</b>	<b>(5,185,327)</b>	<b>(6,144,964)</b>	<b>959,637</b>	<b>84.4%</b>
Agency Transfers	(1,224,343)	(742,721)	(481,622)	164.8%
Fiscal Services & Capital Levy	(20,381,098)	(22,420,483)	2,039,385	90.9%
<b>Agency and Board Transfers &amp; Fiscal Services</b>	<b>(21,605,441)</b>	<b>(23,163,204)</b>	<b>1,557,763</b>	<b>93.3%</b>
<b>Municipal Total</b>	<b>(152,790,067)</b>	<b>(186,417,820)</b>	<b>33,627,753</b>	<b>82.0%</b>
<b>Taxation Revenue</b>	<b>(292,750,914)</b>	<b>(291,103,893)</b>	<b>1,647,021</b>	<b>100.6%</b>
<b>Total</b>	<b>(445,540,981)</b>	<b>(477,521,713)</b>	<b>31,980,732</b>	<b>93.3%</b>
Water	(29,853,565)	(36,379,188)	6,525,623	82.1%
Wastewater	(34,898,516)	(42,122,648)	7,224,132	82.8%
Gas	(21,455,682)	(37,371,118)	15,915,436	57.4%
Appliance Rental	(3,239,172)	(3,709,000)	469,828	87.3%
<b>Municipal Utilities</b>	<b>(89,446,935)</b>	<b>(119,581,954)</b>	<b>30,135,019</b>	<b>74.8%</b>
<b>Total Gross Revenue</b>	<b>(534,987,916)</b>	<b>(597,103,667)</b>	<b>62,115,751</b>	<b>89.6%</b>

**City of Kingston**

**Gross Expenditures as at October 31, 2024**

<b>Department</b>	<b>Actuals Year to Date</b>	<b>Annual Budget</b>	<b>Variance \$</b>	<b>YTD=83% Actual to Budget %</b>
Transit Services	27,488,134	34,550,683	(7,062,549)	79.6%
Transportation Services	2,791,363	4,017,037	(1,225,674)	69.5%
Engineering Services	370,212	574,222	(204,010)	64.5%
Public Works Services	23,420,437	28,369,386	(4,948,949)	82.6%
Solid Waste Services	13,228,566	15,805,910	(2,577,344)	83.7%
Fire & Rescue	26,599,600	30,612,256	(4,012,656)	86.9%
Commissioner's Office	319,910	376,657	(56,747)	84.9%
<b>Infrastructure, Transportation &amp; Emergency Services</b>	<b>94,218,222</b>	<b>114,306,151</b>	<b>(20,087,929)</b>	<b>82.4%</b>
Planning Services	2,199,650	2,851,366	(651,716)	77.1%
Building Services	3,002,268	3,843,661	(841,393)	78.1%
Licensing & Enforcement	10,722,378	12,238,597	(1,516,219)	87.6%
Business, Real Estate & Environment	889,265	1,179,966	(290,701)	75.4%
Climate Leadership Division	676,266	816,589	(140,323)	82.8%
Commissioner's Office	320,511	376,307	(55,796)	85.2%
<b>Growth &amp; Development Services</b>	<b>17,810,338</b>	<b>21,306,486</b>	<b>(3,496,148)</b>	<b>83.6%</b>

<b>Department</b>	<b>Actuals Year to Date</b>	<b>Annual Budget</b>	<b>Variance \$</b>	<b>YTD=83% Actual to Budget %</b>
Heritage Services	1,562,160	2,515,225	(953,065)	62.1%
Housing & Social Services	76,256,541	98,602,408	(22,345,867)	77.3%
Recreation & Leisure Services	16,848,490	19,340,533	(2,492,043)	87.1%
Arts & Culture Services	4,607,366	5,664,595	(1,057,229)	81.3%
Residential Long Term Care	19,714,011	24,480,392	(4,766,381)	80.5%
Community Development & Wellbeing	661,932	1,129,740	(467,808)	58.6%
Commissioner's Office	246,947	284,471	(37,524)	86.8%
<b>Community Services</b>	<b>119,897,447</b>	<b>152,017,364</b>	<b>(32,119,917)</b>	<b>78.9%</b>
Facilities Management & Construction Services	6,271,687	8,387,481	(2,115,794)	74.8%
Communications & Customer Experience	2,513,208	3,160,584	(647,376)	79.5%
Information Systems & Technology	5,117,882	6,293,567	(1,175,685)	81.3%
Human Resources & Organization Development Services	3,385,694	4,242,486	(856,792)	79.8%
Corporate Asset Management & Fleet	224,930	250,000	(25,070)	90.0%
Major Projects	211,727	226,181	(14,454)	93.6%
Commissioner's Office	425,998	500,048	(74,050)	85.2%
<b>Corporate Services</b>	<b>18,151,126</b>	<b>23,060,347</b>	<b>(4,909,221)</b>	<b>78.71%</b>



<b>Department</b>	<b>Actuals Year to Date</b>	<b>Annual Budget</b>	<b>Variance \$</b>	<b>YTD=83% Actual to Budget %</b>
Airport	1,335,905	1,852,616	(516,711)	72.1%
Mayor & Council	1,399,143	1,550,663	(151,520)	90.2%
Office of the CAO & Strategic Projects	917,089	947,399	(30,310)	96.8%
Legal Services	3,239,644	3,759,536	(519,892)	86.2%
Office of the City Clerk	1,739,562	2,223,121	(483,559)	78.2%
Strategy Innovation & Partnerships	1,911,513	1,583,147	328,366	120.7%
Financial Services	3,163,384	3,940,584	(777,200)	80.3%
<b>Finance &amp; Administration</b>	<b>13,706,240</b>	<b>15,857,066</b>	<b>(2,150,826)</b>	<b>86.4%</b>
Agency Transfers	63,210,099	74,784,419	(11,574,320)	84.5%
Fiscal Services & Capital Levy	60,946,916	73,041,668	(12,094,752)	83.4%
<b>Agency and Board Transfers &amp; Fiscal Services</b>	<b>124,157,015</b>	<b>147,826,087</b>	<b>(23,669,072)</b>	<b>84.0%</b>
<b>Municipal Total</b>	<b>387,940,388</b>	<b>474,373,501</b>	<b>(86,433,113)</b>	<b>81.8%</b>
<b>Taxation Revenue</b>	<b>2,746,206</b>	<b>3,148,210</b>	<b>(402,004)</b>	<b>87.2%</b>
<b>Total</b>	<b>390,686,594</b>	<b>477,521,711</b>	<b>(86,835,117)</b>	<b>81.8%</b>
Water	29,606,611	36,379,188	(6,772,577)	81.4%
Wastewater	33,703,315	42,122,648	(8,419,333)	80.0%
Gas	21,298,124	37,371,118	(16,072,994)	57.0%
Appliance Rental	2,980,673	3,709,000	(728,327)	80.4%
<b>Municipal Utilities</b>	<b>87,588,723</b>	<b>119,581,954</b>	<b>(31,993,231)</b>	<b>73.2%</b>
<b>Total Gross Expenditures</b>	<b>478,275,317</b>	<b>597,103,665</b>	<b>(118,828,348)</b>	<b>80.1%</b>

Wednesday, November 20, 2024

# Proclamation Request Form

## Contact Info

**Name** Ralph Rushton

**Address**

**City** Kingston

**Province** Ontario

**Postal Code**

**Phone #**

**Email**

## Organization Information

**Organization Name** Kingston Youth Unlimited

**Address** Kingston, Ontario

**Is your organization a non-profit?**

Yes

## Proclamation Information

**Proclamation Name** Christian Heritage Month

**Start Date** Sunday, December 1, 2024

**End Date** Tuesday, December 31, 2024

**How is your proclamation is of interest and/or benefit to the citizens of Kingston?**

according to statistic Canada 2021 53.3% of all people in Canada/Kingston identify as Christian Christian Heritage Month provides an opportunity for people of Kingston all backgrounds to appreciate and celebrate the positive impact of Christianity on our history ie.. our hospital, providing for homeless and hungry as well as providing necessities of life for many years and continue today

**Will this proclamation be presented at an event?**

Yes

**Event Date** Sunday, December 1, 2024

**Event Time**

02:00 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:**

December 3, 2024

**COMMUNICATION  
No: 2025-01-34**

Name

2025-01-1 Resolution received from Township of McGarry regarding rural road safety, dated November 12, 2024.

2025-01-2 Resolution received from Township of McGarry regarding Land Transfer Tax, dated November 12, 2024.

2025-01-3 Kingston Police Service Board Agenda. Meeting is schedule November 21 at 12pm at Kingston Police Headquarters.

2025-01-4 Kingston Police Service Board Minutes 24-10. Meeting was held October 10, 2024.

2025-01-5 Association of Municipalities Ontario Watchfile, dated November 14, 2024.

2025-01-6 Resolution received from Peterborough County with respect to Ontario Rural Road Safety Program, dated November 13, 2024.

2025-01-7 Resolution received from Township of Amaranth regarding Ontario Rural Roads Safety Program, dated November 14, 2024.

2025-01-8 Resolution received from Township of Papineau-Cameron regarding Ontario Building Code, dated November 13, 2024.

2025-01-9 Correspondence received from Leon Doucet and Jim Ramsay regarding Knox Farms, dated November 14, 2024.

2025-01-10 Resolution received from Municipality of Huron Shores regarding Recommendations to the Municipal Elections Act, dated November 14, 2024.

2025-01-11 Resolution received from Township of Uxbridge regarding AMCTO Recommendations Municipal Elections Act, dated November 15, 2024.

2025-01-12 Resolution received from Port Colborne regarding Ontario Rural Road Safety Program, dated November 18, 2024.

2025-01-13 Resolution received from King Township regarding Land Transfer Tax & GST, dated November 18, 2024.

2025-01-14 Resolution received from City of Toronto regarding respecting local democracy and Cities, dated November 18, 2024.

2025-01-15 Resolution received from Township of North Dumfries regarding Ontario Rural Safety Program, dated November 19, 2024.

2025-01-16 Resolution received from Township of Russell regarding Land Transfer Tax & GST, dated October 28, 2024.

2025-01-17 Correspondence received from Pets Canada regarding Advocacy for responsible pet ownership in Kingston, dated November 18, 2024.

2025-01-18 Resolution received from Township of Terrace Bay regarding Updates to Municipal Elections Act, dated November 19, 2024.

2025-01-19 Resolution received from Township of Terrace Bay regarding Ambulance Shortages & Healthcare System Issues, dated November 19, 2024.

2025-01-20 Resolution received from City of Hamilton regarding municipalities implementing road safety measures, dated November 19, 2024.

2025-01-21 Association of Municipalities Ontario AMO Watchfile, dated November 21, 2024.

2025-01-22 Correspondence received from Mark Frederick regarding Proposed Knox Farm PUC Project, dated November 20, 2024.

2025-01-23 Resolution received from Town of Tecumseh regarding Updates to Municipal Elections Act, dated November 14, 2024.

2025-01-24 Resolution received from Municipality of Wawa regarding Land Transfer Tax, dated November 19, 2024.

2025-01-25 Resolution received from Municipality of Wawa regarding Assessment Cycle, dated November 19, 2024.

2025-01-26 Resolution received from Township of Essa regarding Land Transfer Tax & GST, dated November 21, 2024.

2025-01-27 Correspondence received from Peter Lawton regarding save the jewel in the little cats crown, dated November 21, 2024.

2025-01-28 Resolution received from Township of Terrace Bay regarding Ontario Rural Road Safety Program, dated November 19, 2024.

2025-01-29 Correspondence received from R. Bruce Downey with respect to 411 Wellington Street.

2025-01-30 Resolution received from Township of Puslinch regarding enabling greater beneficial reuse excess soil, dated November 21, 2024.

2025-01-31 Kingston Police Service Board Special Meeting Agenda - The meeting is scheduled for Monday, November 25.

2025-01-32 Correspondence received from Cataraqui Conservation regarding requirements for new or changing drinking water systems, dated November 22, 2024

2025-01-33 Correspondence received from Wendy Pentland regarding proposed UK Regional Biosolids Biogas Facility, dated November 24, 2024.

2025-01-34 Proclamation Request received from Kingston Youth Unlimited- Proclaim December as Christian Heritage Month.

2025-01-35 Correspondence received from KFL&A Public Health regarding 2024 Cost of Eating Healthy, dated November 25, 2024.

2025-01-36 Resolution received from Tay Valley Township regarding Ontario Rural Road Safety Program, dated November 25, 2024.

2025-01-37 Correspondence received from Arts & Culture Advisory Committee regarding LodgePole Arts Alliance, dated November 19, 2024.

2025-01-38 Resolution received from Town of Saugeen Shores regarding Intimate Partner Violence, dated November 26, 2024.

2025-01-39 Correspondence received from Cameron & Wendy Stevenson regarding P18-101-2024, dated November 27, 2024.

**By-Law Number 2024-XX**

**A By-Law to Amend By-Law Number 2023-5, “A By-Law to Exempt Certain Lands on Registered Plan 13M-107 from the Provisions of Subsection 50(5) of the *Planning Act* (Block 90, Registered Plan 13M-107)”**

**Passed:** December 3, 2024

**Whereas** subsection 50(5) of the *Planning Act*, R.S.O. 1990, c. P.13, as amended (the “*Planning Act*”), provides that no person may convey a part of any lot or block which is within a registered plan of subdivision; and

**Whereas** pursuant to subsection 50(7) of the *Planning Act*, the council of a local municipality may, by by-law, provide that subsection 50(5) of the *Planning Act* does not apply to land within such registered plan or plans of subdivision or parts thereof; and

**Whereas** on December 6, 2022, Council of The Corporation of the City of Kingston (“Council”) enacted By-Law Number 2023-5, “A By-Law to Exempt Certain Lands on Registered Plan 13M-107 from the Provisions of Subsection 50(5) of the *Planning Act* (Block 90, Registered Plan 13M-107)”, in order to exempt Block 90 on Registered Plan 13M-107 from the provisions of subsection 50(5) of the *Planning Act* to create separate and conveyable lots for a four (4) unit townhouse with easements for rear yard access and services; and

**Whereas** Council desires to amend By-Law Number 2023-5 to extend the expiry date thereof; and

**Therefore be it resolved that** Council hereby enacts as follows:

1. Section 3 of By-Law Number 2023-5, “A By-Law to Exempt Certain Lands on Registered Plan 13M-107 from the Provisions of Subsection 50(5) of the *Planning Act* (Block 90, Registered Plan 13M-107)”, is hereby amended by deleting the date “December 6, 2024” and replacing it with the date “December 3, 2026”;
2. This By-Law shall come into force and take effect on the date of its passing.

**Given all Three Readings and Passed:** December 3, 2024

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

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**Bryan Paterson**  
**Mayor**



# Schedule 'A' to By-Law Number

Address: 1157, 1161, 1165 and 1169  
Waterside Way  
File Number: D27-005-2024

## Kingston Zoning By-Law 22-62

Easement

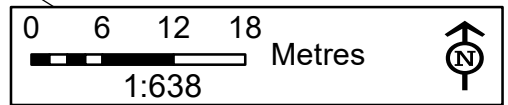
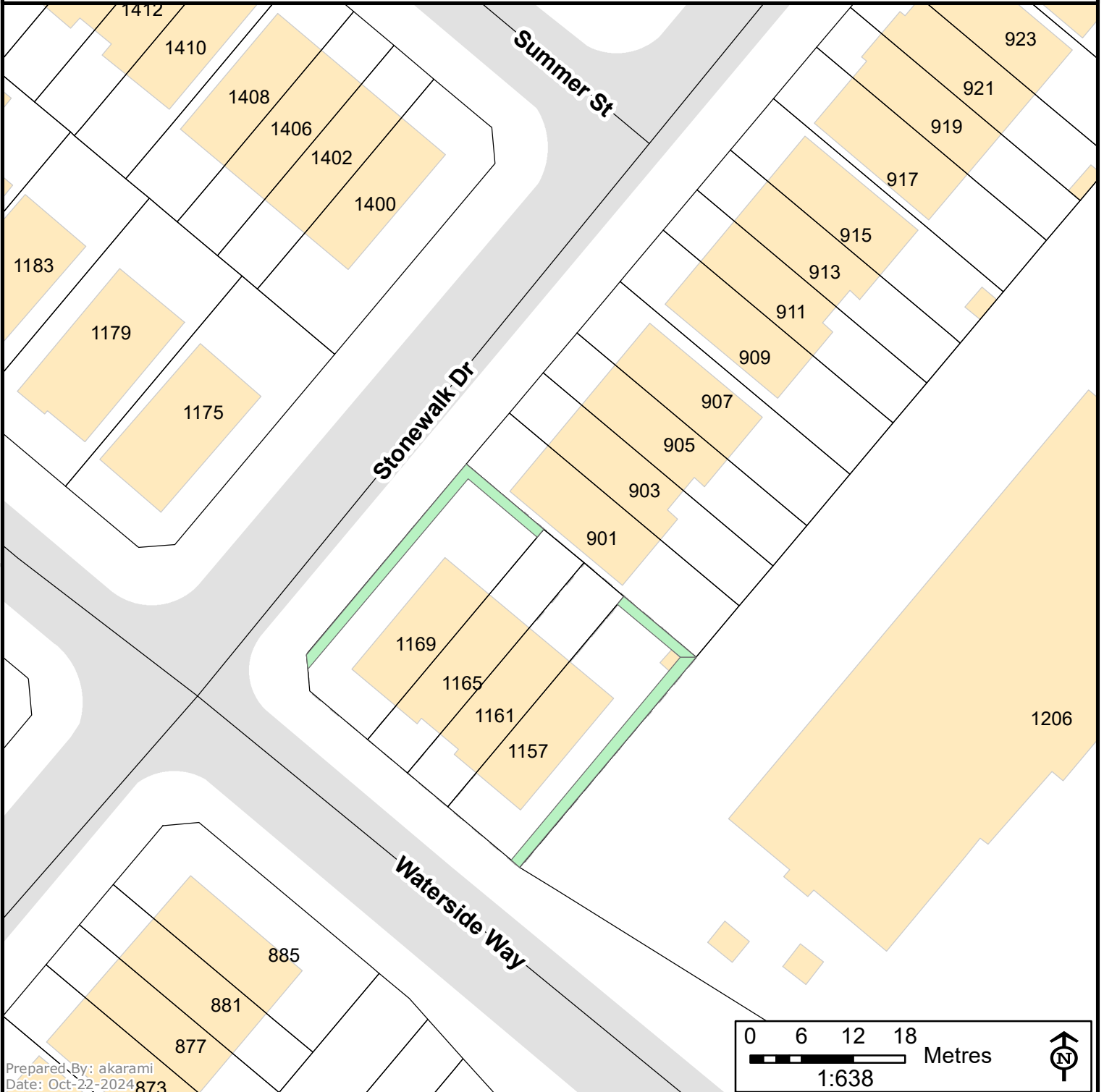
Lands Subject to Part Lot Lift

### Certificate of Authentication

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



Prepared By: akarami  
Date: Oct-22-2024 873



By-Law No. \_\_\_\_\_

**A By-Law to provide for the assumption of the public highways in Woodhaven Tamarack Subdivision, Phase 3-1, Registered Plan 13M-103, in the City of Kingston, in accordance with section 31(4) of the Municipal Act, Chapter 25, S.O. 2001; and to provide acceptance by the City of Kingston, of the associated public works within.**

**Passed:** \_\_\_\_\_, 2024

**Whereas** the owner, Tamarack (Catarqui West 2) Corporation, entered into a Subdivision Agreement with The Corporation of The City of Kingston for Woodhaven Tamarack Subdivision, Phase 3-1, registered as Instrument # FC206246 on September 3, 2015;

**And Whereas** the owner, Tamarack (Catarqui West 2) Corporation, has completed the construction of the associated public works for Woodhaven Tamarack Subdivision, Phase 3-1, Registered Plan 13M-103, based on the subdivision agreement registered as Instrument # FC206246 on September 3, 2015, including the streets and the appurtenances thereto in accordance with the terms of the subdivision agreement and subsequent amendments thereto;

**And Whereas** the subdivision agreement provides for acceptance of these works in whole or in part by the Municipality upon satisfactory completion subject to certain provisions for maintenance as laid out in the subdivision agreement;

**And Whereas** the streets in Woodhaven Subdivision, Phase 3-1 as shown on Registered Plan 13M-103 are dedicated as public highways and are now vested in the City of Kingston;

**And Whereas** Section 31, Chapter M45 of the Municipal Act, R.S.O. 2001 provides for the assumption of public highways.

**Now Therefore** the Council of the Corporation of the City of Kingston enacts as follows:

1. That Council authorize the Director of the Planning Services to issue a “Preliminary Certificate of Approval of the Works” to accept the associated public works which service Woodhaven Tamarack Subdivision, Phase 3-1, Registered Plan 13M-103.
2. That Holden Street and Tremont Drive, as established as a public highway in Woodhaven Tamarack Subdivision, Phase 3-1, Registered Plan 13M-103, be assumed by the Municipality under Section 31(4), of the Municipal Act, Chapter 25, S.O. 2001.

**Given all Three Readings and Passed:**

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

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**Bryan Paterson**  
**Mayor**

By-Law No. \_\_\_\_\_

**A By-Law to provide for the assumption of the public highways in Woodhaven Tamarack Subdivision, Phase 3-2, Registered Plan 13M-119, in the City of Kingston, in accordance with section 31(4) of the Municipal Act, Chapter 25, S.O. 2001; and to provide acceptance by the City of Kingston, of the associated public works within.**

**Passed:** \_\_\_\_\_, 2024

**Whereas** the owner, Tamarack (Catarqui West 2) Corporation, entered into a Subdivision Agreement with The Corporation of The City of Kingston for Woodhaven Tamarack Subdivision, Phase 3-2, registered as Instrument # FC269636 on October 15, 2018;

**And Whereas** the owner, Tamarack (Catarqui West 2) Corporation, has completed the construction of the associated public works for Woodhaven Tamarack Subdivision, Phase 3-2, Registered Plan 13M-119, based on the subdivision agreement registered as Instrument # FC269636 on October 15, 2018, including the streets and the appurtenances thereto in accordance with the terms of the subdivision agreement and subsequent amendments thereto;

**And Whereas** the subdivision agreement provides for acceptance of these works in whole or in part by the Municipality upon satisfactory completion subject to certain provisions for maintenance as laid out in the subdivision agreement;

**And Whereas** the streets in Woodhaven Subdivision, Phase 3-2 as shown on Registered Plan 13M-119 are dedicated as public highways and are now vested in the City of Kingston;

**And Whereas** Section 31, Chapter M45 of the Municipal Act, R.S.O. 2001 provides for the assumption of public highways.

**Now Therefore** the Council of the Corporation of the City of Kingston enacts as follows:

1. That Council authorize the Director of the Planning Services to issue a “Preliminary Certificate of Approval of the Works” to accept the associated public works which service Woodhaven Tamarack Subdivision, Phase 3-2, Registered Plan 13M-119.
2. That Davenport Crescent and Swallowdale Court, as established as a public highway in Woodhaven Tamarack Subdivision, Phase 3-2, Registered Plan 13M-119, be assumed by the Municipality under Section 31(4), of the Municipal Act, Chapter 25, S.O. 2001.

**Given all Three Readings and Passed:**

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

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**Bryan Paterson**  
**Mayor**

By-Law No. \_\_\_\_\_

**A By-Law to provide for the assumption of the public highways in Woodhaven Tamarack Subdivision, Phase 3-3, Registered Plan 13M-112, in the City of Kingston, in accordance with section 31(4) of the Municipal Act, Chapter 25, S.O. 2001; and to provide acceptance by the City of Kingston, of the associated public works within.**

**Passed:** \_\_\_\_\_, 2024

**Whereas** the owner, Tamarack (Catarqui West 2) Corporation, entered into a Subdivision Agreement with The Corporation of The City of Kingston for Woodhaven Tamarack Subdivision, Phase 3-3, registered as Instrument # FC251328 on November 6, 2017;

**And Whereas** the owner, Tamarack (Catarqui West 2) Corporation, has completed the construction of the associated public works for Woodhaven Tamarack Subdivision, Phase 3-3, Registered Plan 13M-112, based on the subdivision agreement registered as Instrument # FC251328 on November 6, 2017, including the streets and the appurtenances thereto in accordance with the terms of the subdivision agreement and subsequent amendments thereto;

**And Whereas** the subdivision agreement provides for acceptance of these works in whole or in part by the Municipality upon satisfactory completion subject to certain provisions for maintenance as laid out in the subdivision agreement;

**And Whereas** the streets in Woodhaven Subdivision, Phase 3-3 as shown on Registered Plan 13M-112 are dedicated as public highways and are now vested in the City of Kingston;

**And Whereas** Section 31, Chapter M45 of the Municipal Act, R.S.O. 2001 provides for the assumption of public highways.

**Now Therefore** the Council of the Corporation of the City of Kingston enacts as follows:

1. That Council authorize the Director of the Planning Services to issue a “Preliminary Certificate of Approval of the Works” to accept the associated public works which service Woodhaven Tamarack Subdivision, Phase 3-3, Registered Plan 13M-112.
2. That Horizon Drive, Gwen Avenue and Holden Street, as established as a public highway in Woodhaven Tamarack Subdivision, Phase 3-3, Registered Plan 13M-112, be assumed by the Municipality under Section 31(4), of the Municipal Act, Chapter 25, S.O. 2001.

**Given all Three Readings and Passed:**

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

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**Bryan Paterson**  
**Mayor**