



City of Kingston  
Council Meeting  
Revised Agenda

2025-02

Tuesday, December 17, 2024

7:00 p.m.

Council Chamber

Council will resolve into the Committee of the Whole "Closed Meeting" at 6:30 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 - 677 Princess Street; and
  - b. A proposed or pending acquisition or disposition of land by the municipality or local board - Potential School and City Owned Property - Update.
4. **Report of the Committee of the Whole "Closed Meeting"**
5. **Approval of Addeds**
6. **Disclosure of Potential Pecuniary Interests**
7. **Presentations**
8. **Delegations**
9. **Briefings**
10. **Petitions**
11. **Motions of Congratulations, Recognition, Sympathy, Condolences and Speedy Recovery**
12. **Deferred Motions**

**13. Report Number 06: 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. Coat of Arms Usage by Royal Canadian Navy** 11

(Report Number 25-028 from the Commissioner, Corporate Services)

**That** Council approve the request of the Royal Canadian Navy Public Affairs team to use and display the Coat of Arms for the City of Kingston on the HMCS Kingston Brow Banner; and

**That** Council authorize staff to update the 2017 Visual Identity Guidelines to include that an acceptable use approval of the Coat of Arms be extended to higher levels of government for formal protocol as considered appropriate by the Commissioner of Corporate Services or their delegate.

**2. International Hockey Hall of Fame and Museum Inc. License Extension** 76

(Report Number 25-021 from the Commissioner, Community Services)

**That** Council authorize the Mayor and the Clerk to extend the license agreement with the International Hockey Hall of Fame and Museum Inc., to occupy 1,450 square feet of space at the INVISTA Centre for the annual rate of \$1.00 for a term of three years from January 1, 2025 to December 31, 2027, with the option to extend the agreement for two additional one-year terms, in a form satisfactory to the Director of Legal Services.

**3. Renewal of Five-Year Enterprise Agreement with Microsoft** 81

(Report Number 25-045 from the Commissioner, Corporate Services)

**That** the Mayor and City Clerk be authorized to execute a renewal of the Microsoft Enterprise Agreement for another five-year term to supply Microsoft 365 and Dynamics 365 services, effective December 1, 2024, between The Corporation of the City of Kingston and Microsoft Canada, subject to the satisfaction of the Director of Legal Services and City Solicitor.

14. **Report Number 07: Received from the Chief Administrative Officer  
(Recommend)**

1. **Capital Project Status Report - at October 31, 2024**

86

(Report Number 25-016 from the Chief Financial Officer & City Treasurer)

**That** Council approve capital budget changes, as well as financing of capital projects or (return of funds), as detailed in Exhibit A to Council Report Number 25-016; and

**That** Council approve a budget amendment of \$940,000 to support the reconstruction of the Isabel Turner Library capital project to be funded from the Municipal Capital Reserve Fund; and

**That** the City Treasurer be authorized to reallocate unspent Library capital works in progress in the amount of \$300K to the Isabel Turner Library capital project; and

**That** Council approve the transfer of \$2,000,000 from the Fire Sick Leave Reserve Fund to the Workplace Safety and Insurance Board (WSIB) Stabilization Reserve Fund.

**15. Report Number 08: 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 and Draft Plan of Subdivision - 327, 333, 339 Select Drive**

116

(Exhibit A to Report Number PC-25-003)

(Exhibit B to Report Number PC-25-003)

(See By-Law Number (1), 2025-14)

**That** the applications for zoning By-Law amendments and draft plan of subdivision (File Number D35-005-2018) submitted by Arcadis Professional Services (Canada) Inc., on behalf of GCL Developments Ltd., for the property municipally known as 327, 333, and 339 Select Drive, be approved; and

**That** Kingston Zoning By-Law Number 2022-62, as amended, be further amended, as per Exhibit A (Draft By-Law and Schedule A to Amend Zoning By-Law Number 2022-62) to Report Number PC-25-003; and

**That** the draft plan of subdivision be subject to the conditions as per Exhibit B (Draft Plan of Subdivision Conditions) to Report Number PC-25-003; 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 09: Received from the Administrative Policies Committee**

**\*1. Tax Write Offs Pursuant to the Municipal Act, 2001 (2024-3)**

132

(Exhibit A to Report Number AP-25-003)

**That** Council approve the cancellation, reduction, or refund of taxes pursuant to applications made under Sections 357 and 358 of the Municipal Act, 2001 totaling \$175,610.92 of which \$137,229.31 is the City's portion and the amount charged back to the school boards is \$38,381.61, for the properties listed in Exhibit A to Report Number AP-25-003.

**17. Committee of the Whole**

**18. Information Reports**

1. **October 2024 Tender and Contract Awards Subject to Delegation of Authority** 134

(Report Number 25-019 from the Chief Financial Officer & City Treasurer)

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

\*2. **2024 Development Charges Background Study Update and Annual Indexing** 141

(Report Number 25-047 from the Chief Financial Officer & City Treasurer)

The purpose of this report is to provide Council with an update on the status of the Development Charges Background Study and By-Law update project timelines and annual indexing process.

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

20. **Miscellaneous Business**

Miscellaneous Business Items are voted on as one motion.

Moved by: Councillor Glenn

Seconded by: Councillor Oosterhof

1. **Appointment to Housing & Homelessness Advisory Committee**

**That** in accordance with Section 3.3.2 d. of the Public Appointment Policy, Pierre Klein be appointed from the reserve pool to the Housing & Homelessness Advisory Committee for a term ending November 14, 2026.

2. **Appointment to South East Board of Health**

(See Communication 2025-02-10)

**Whereas** the Kingston, Frontenac, Lennox & Addington (KFL&A) Board of Health has been pursuing a voluntary merger with the Boards of Health for Hastings Prince Edward Public Health and Leeds, Grenville and Lanark District Health Unit; and

**Whereas** a business case in support of the merger was submitted to the Ministry of Health on April 2, 2024; and

**Whereas** the KFL&A Board of Health has unanimously agreed to pursue provisional appointments to the new South East Board of Health, which will include two Kingston City Council representatives instead of the

current three representatives on the KFL&A Board of Health;

**Therefore Be It Resolved That** pending Ministry of Health approval of the South East Board of Health, Councillor \_\_\_\_\_ and Councillor \_\_\_\_\_ be appointed to the South East Board of Health for a term beginning on January 1, 2025 and ending November 14, 2026.

**3. Resignation & Appointment to Housing & Homelessness Advisory Committee**

**That** the resignation of Tina McHale from the Housing & Homelessness Advisory Committee be received with regret; and

**That** in accordance with Section 3.3.2 d. of the Public Appointment Policy, Spencer Lanthier be appointed from the reserve pool to the Housing & Homelessness Advisory Committee for a term ending November 14, 2026.

**21. New Motions**

**1. Committees and Working Groups Review**

Moved by: Councillor Stephen

Seconded by: Councillor Tozzo

**Whereas** the City of Kingston has standings committees, advisory committees, subcommittees (committees), and working groups tasked with providing Council and staff with feedback on a variety of topics; and

**Whereas** these committees and working groups are established under By-Law Number 2023-204, the Committee By-Law, which was approved by Council in 2023; and

**Whereas** the 2023 review of the Committee By-Law focused on eliminating defunct committees that were no longer meeting; and

**Whereas** many committees and working groups have undergone individual reviews during the past two terms of Council or have been established in recent years, but a holistic review has not been undertaken since 2015; and

**Whereas** it is important that committees and working groups are efficient and effective and respect the time and resource commitments of their members as well as City staff;

**Therefore Be It Resolved That** staff be directed to undertake a review of the mandates of all committees and working groups included in the Committee By-Law through a lens of ensuring these groups are undertaking meaningful, results focused work and are conducting business in a manner that respects the time commitment of all participants; and

**That** staff report back to Council with recommendations based on review of the mandates of all committees and working groups, including any amendments to the Committee By-Law and a proposed timeline for standard future reviews of the By-Law, no later than the end of 2025.

**\*2. Gender Based Education**

The consent of Council is requested for the **withdrawal** of New Motion 2.

Moved by: Councillor Glenn

Seconded by: Councillor Cinanni

**Whereas** women represent over 50% of the population across the country, but according to 2023 research conducted by the Canadian Municipal Barometer at the University of Calgary on behalf of Federation of Canadian Municipalities' Canadian Women in Local Leadership (CanWILL) program only 31% of municipal elected representatives; and

**Whereas** Dr. Tracey Raney reports via her Social Sciences and Humanity Research Council (SSHRC) funded research that women (and especially racialized women) are disproportionately targeted by violence and harassment and what's more, that the problem is ubiquitous throughout Canadian politics; and

**Whereas** Kingston City Council voted to support Private Member's Bill 5, Stopping Harassment and Abuse by Local Leaders Act in 2022; and

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

**Whereas** violence against women and gender inequities exist locally to the extent that Kingston City Council passed a motion on October 17, 2023 declaring intimate partner violence an epidemic of which women disproportionately experience; and

**Whereas** gender equality is enshrined in the Canadian Charter of Rights and Freedoms specifically Section 15 and Section 28, which is part of the Constitution of Canada, along with federal legislation of Canadian Labour Code Part II, Gender Budgeting Act, and the Employment Equity; and

**Whereas** gender equality means that diverse groups of women, men and gender diverse people are able to participate fully in all spheres of Canadian life, contributing to an inclusive and democratic society; and

**Whereas** Gender Based Analysis Plus (GBA+) is an analytical process that provides a rigorous method for the assessment of systemic inequalities, as well as a means to assess how diverse groups of women, men, and gender diverse people may experience policies, programs and

initiatives; and

**Whereas** the Canadian Government has recently renewed its commitment in 2015, to GBA+, which first began in 1995, and is working to strengthen its implementation across all federal departments; and

**Whereas** the cities of Edmonton (2017), Halifax (2021) and Brampton (2023) have passed motions to support gender equity such as implementing mandatory GBA+ e-learning training for senior leaders in the Administration and/or for City Councillors utilizing the federal government's e-learning tool, and creating Women's Advocacy/Advisory Committees; and

**Whereas** the need for concrete action is critical to lessening gender inequity and eliminating violence against women;

**Therefore Be It Resolved That** Kingston City Council direct staff to:

1. Implement mandatory Gender-based Analysis Plus (GBA+) e-learning training for senior leaders in the administration and for City Council by the end of Q2 2025 that this training utilize the federal government's e-learning tool;
2. Develop within the IIDEA Division a plan to address gender equity in Kingston that considers the possible establishment of a Women's Advisory Committee by no later than the end of Q4 2025.

**22. Notices of Motion**

**23. Minutes**

Distributed to all Members of Council on December 13, 2024.

**That** the Minutes of City Council Meeting 2025-01, held Tuesday, December 3, 2024 be confirmed.

**24. Tabling of Documents**

**25. Communications**

Communications received and distributed to Council between November 26, 2024 and December 10, 2024.

**26. Other Business**

**27. By-Laws**

**That** By-Laws (1) and (6) be given their first and second reading.

**That** By-Laws (1) through (6) be given their third reading.

1. **Kingston Zoning By-Law Number 2022-62 (327-339 Select Drive)**



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 E178, (327-399 Select Drive))

Three Readings

Proposed By-Law Number 2025-14

(Clause 1, Report Number 08)

**2. 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

Third Reading

By-Law Number 2025-1

(Clause 2, Report Number 01)

**3. 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

Third Reading

By-Law Number 2025-5

(Clause 8, Report Number 01)

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

Fees & Charges By-Law, 2025

Third Reading

By-Law Number 2025-6

(Clause 1, Report Number 02)

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

Repeal of Fees and Charges and Amend Other By-Laws

Third Reading

By-Law Number 2025-7

(Clause 1, Report Number 02)

**6. A By-Law to confirm the proceedings of Council at its meeting held on**

**December 17, 2024**

A By-Law to confirm the proceedings of Council at its meeting held on  
December 17, 2024

Three Readings

Proposed Number 2025-15

(City Council Meeting Number 2025-02)

**28. Adjournment**

**That** Council do now adjourn.



**City of Kingston  
Report to Council  
Report Number 25-028**

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**To:** Mayor and Members of Council  
**From:** Neil Carbone, Commissioner, Corporate Services  
**Resource Staff:** JC Kenny, Director, Communications & Customer Experience  
**Date of Meeting:** December 17, 2024  
**Subject:** Coat of Arms Usage by Royal Canadian Navy

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**Council Strategic Plan Alignment:**

Theme: Corporate business

Goal: See above

**Executive Summary:**

The City of Kingston's Visual Identity Guidelines was approved by Council on May 11, 2017 (AP-17-016). The Guidelines provide Council, agency partners and staff with guidance on when and how to use the City of Kingston logo and Coat of Arms.

While use of the City logo by agency partners is approved by the Director of Communications & Customer Experience or their delegate, the Visual Identity Guidelines specify the use of the Coat of Arms for other matters of formal protocol must be approved by Kingston City Council.

The City has received a request from the Royal Canadian Navy Public Affairs to use Kingston's Coat of Arms on a brow banner for the HMCS Kingston. The brow banner will be displayed on the side of the walkway when docked in harbour. Protocol will be that the ship use these banners at every port visit, per the discretion of the Commanding Officer.

This report recommends approval is given to the Royal Canadian Navy to use the Coat of Arms for the City of Kingston as well as the approval of the updated Visual Identity Guidelines to streamline future requests.

December 17, 2024

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**Recommendation:**

**That** Council approve the request of the Royal Canadian Navy Public Affairs team to use and display the Coat of Arms for the City of Kingston on the HMCS Kingston Brow Banner; and

**That** Council authorize staff to update the 2017 Visual Identity Guidelines to include that an acceptable use approval of the Coat of Arms be extended to higher levels of government for formal protocol as considered appropriate by the Commissioner of Corporate Services or their delegate.

December 17, 2024

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**Authorizing Signatures:**

ORIGINAL SIGNED BY COMMISSIONER

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**Neil Carbone, Commissioner,  
Corporate 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
David Fell, President & CEO, Utilities Kingston	Not required
Brad Joyce, Commissioner, Infrastructure, Transportation & Emergency Services	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required

December 17, 2024

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

The City of Kingston's Visual Identity Guidelines (Guidelines) were approved by Council on May 11th, 2017 (AP-17-016). The Guidelines provide Council, staff and agency partners with guidance on when and how to use the City of Kingston logo. The Guidelines are a useful tool to ensure the City of Kingston corporate brand integrity is protected, by specifying placement, use of appropriate colours, and accessibility considerations. The City of Kingston logo must be used to identify the City on all external communications and third-party communications as requested. Approval and guidance on use of the City of Kingston logo is provided by the Communications & Customer Experience department.

The Coat of Arms, Flag and Badge differ in their use and approval process. These elements are formal heraldic symbols of high importance as an honour from the Crown in Canada and as defined in the Guidelines, are only used by the Office of the Mayor, Office of the Clerk, Kingston Fire & Rescue, Bylaw Enforcement, the Office of the City Solicitor or for other matters of formal protocol as approved by Council.

The City has received a request from the Royal Canadian Navy Public Affairs to use Kingston's Coat of Arms on a brow banner for the HMCS Kingston. The brow banner would be displayed on the side of the walkway when docked in harbour. Protocol is that the ship use these banners at every port visit, per the discretion of the Commanding Officer.

Use of the Coat of Arms on HMCS Kingston is deeply rooted in historical protocols and traditions that honour the city's heritage and its contributions to national defence. Historically, the Coat of Arms symbolizes the unity and identity of Kingston, reflecting its rich history.

By approving its use on HMCS Kingston, Council would uphold a tradition that fosters civic pride and strengthens the bond between the City and its namesake naval vessel. Approval would serve to celebrate Kingston's historical significance and reinforce its ongoing commitment to national service.

Although this is the first request for the use of the Coat of Arms since approval of the Guidelines in 2017, in recommending delegating the approval of such a use to the Commissioner of Corporate Services, staff seek to improve efficiencies in corporate business.

December 17, 2024

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Example HMCS Kingston Brow banner

As well as the approval above, the Visual Identity Guidelines regarding the usage of the Coat of Arms have been updated to reflect this request.

**Existing Policy/By-Law**

Visual Identity Guidelines

**Notice Provisions**

None

**Financial Considerations**

None

**Contacts:**

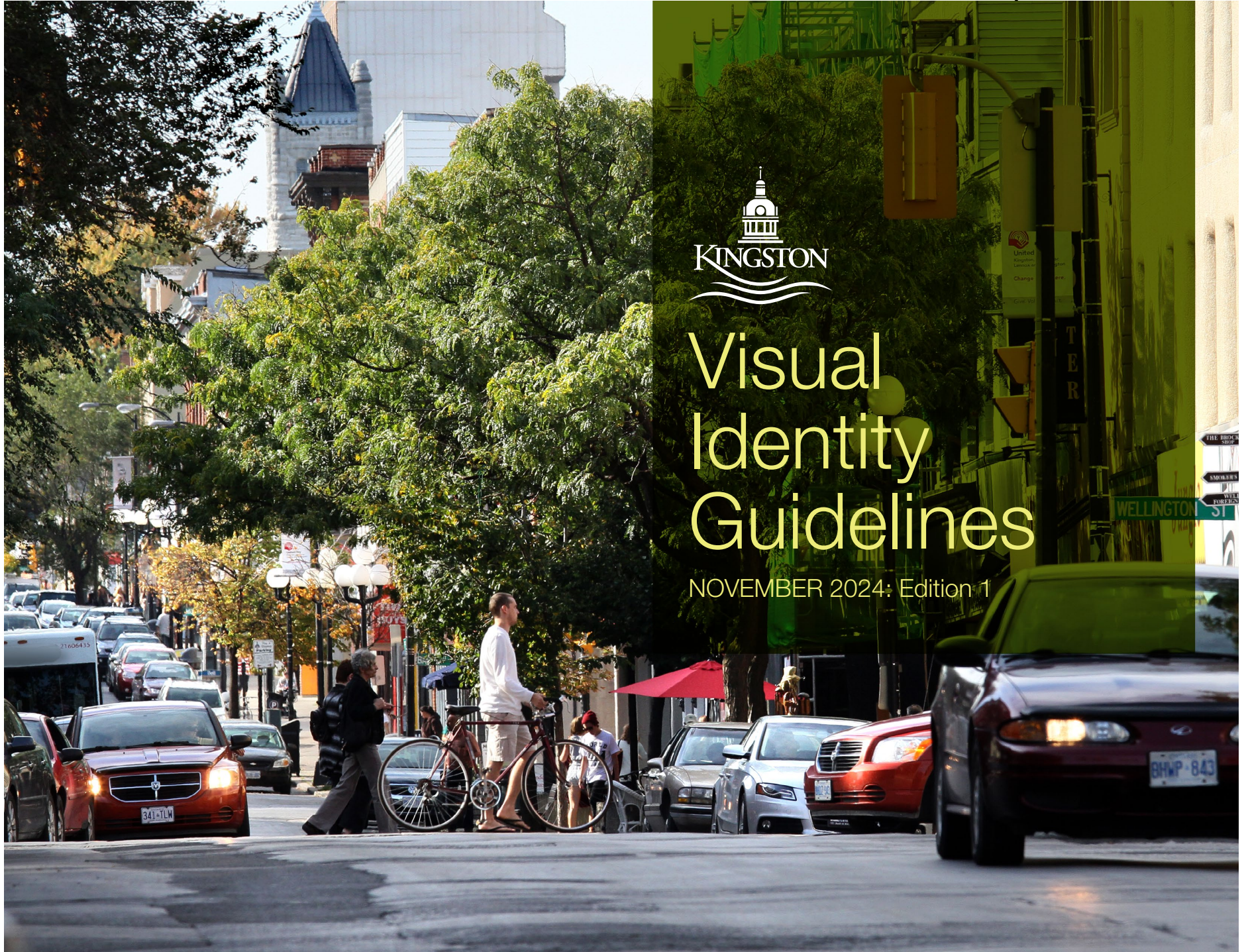
Jen Pinarski, Manager, Communications & Public Engagement 613-546-4291 extension 1156

**Other City of Kingston Staff Consulted:**

Paul Whittingham, Communications Officer, Communications & Public Engagement

**Exhibits Attached:**

Exhibit A - Updated Visual Identity Guidelines





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## About Kingston's visual brand

The City of Kingston's visual brand described in the Visual Identity Guidelines is intended to reflect Kingston itself.

- Kingston's 125,000 community-minded citizens enjoy an outstanding quality-of-life enhanced by superb intellectual, recreational, cultural and creative opportunities and supported by excellent healthcare and municipal services, infrastructure, programs and facilities.
- Kingston is a beautiful, waterfront city with a bustling downtown core and a proud history. It was the First Capital of a United Canada and is home to the Kingston Fortifications – a UNESCO World Heritage site.
- Kingston consistently ranks as one of the best places to live in Canada and in 2014 was named one of the Top 7 most intelligent communities in the world by the Intelligent Community Forum.

Like Kingston, our visual brand is bright, vibrant, active and authentic. It celebrates the city's history and reflects the liveliness of its many thriving communities – innovators, artists, students, military families, sports-enthusiasts, makers, foodies, sailors, etc.



Logo

## City Logo

The City of Kingston logo must be used to identify the City on all external communications and third-party communications as requested.

The Kingston Airport, Kingston Transit and The Grand Theatre have separate brand identities which may be used without the City logo in accordance with their own approved guidelines (see visual identity policy for information).

The integrity of the logo must be respected at all times.

Never recreate it or modify it in any way. Always use the approved electronic file which can be provided.



## City Logo and slogan

The City of Kingston logo can be displayed with or without the slogan.

The slogan can not be altered.

Always use the slogan's approved electronic file provided.



## Logo - space and size

### Protective space

Always maintain the minimum protective space around the City of Kingston logo to maintain visual clarity and to provide maximum impact. The minimum protective space is X, where X is equal to the height of the 'N' in the wordmark.

This space is required around all sides of the logo. This applies to positioning around other printed elements, as well as from background field edges, trim and rules.

### Placement

The City of Kingston logo:

- Must appear prominently when used
- Should be placed on the upper left side of an internal corporate template (e.g. briefing notes, memos, council reports, policies)
- Must be approved when used in promotional/ marketing material.

### Minimum size

Minimum size refers to the smallest size at which the logo may be reproduced to ensure its legibility.



### Horizontal version



For use when vertical space is at a premium. 0.5" / 12mm high minimum size.

## Placement of other government logos

When the City of Kingston logo is placed in conjunction with the Province of Ontario logo and the Government of Canada logo, the logo order must be: Government of Canada, Province of Ontario, City of Kingston.

When the logos are placed together they must be relative in height (as seen on the right).

Contact the City of Kingston's communications and public engagement division for additional information on provincial and federal logo placement.

When the City of Kingston logo is placed with the City's coat of arms, there must be the correct spacing (referenced on the previous page) between the logos.

The logo for the Government of Canada, featuring the word "Canada" in a black serif font with a small red and white Canadian flag to the right.The logo for the Province of Ontario, featuring a stylized white flower icon to the left of the word "Ontario" in a black serif font.

## Logo - partnership logos

When working in partnership with another City brand, organization, community group, government agency or local municipality on council-funded/ supported initiatives, you might be asked to provide the City of Kingston logo for inclusion on joint communications materials. Please refer to Visual Identity Policy for guidelines and authorized uses. Questions should be directed to the communications and public engagement division.

When using the City of Kingston logo, please keep the following in mind:

- The City of Kingston logo must always stand alone, unchanged
- It must not be incorporated into a blended logo, be embellished or altered
- Must appear prominently on all communication products

Examples shown on the right provide an overview of how the City of Kingston logo should be applied with partner logos. A constant in all of the examples is the placement of the City of Kingston logo to the right of partner logos.



Regional support provided to an organization-led initiative

Example: The City of Kingston is lending facility space to the United Way for a series of events.

United Way, City of Kingston



Region-led initiative in partnership with a local municipality

Partner municipality, City of Kingston



Region-led initiative in partnership with a government or community agency

Example: Eat Smart brochure developed in partnership with the Heart and Stroke Foundation and Canadian Cancer Society Heart and Stroke Foundation, Canadian Cancer Society, City of Kingston



## Logo - promotional items

As promotional items come in all shapes, sizes and functions, it's difficult to list standards for imprinting. Due to limited imprint space on many promotional items, it is understood that not all information can be included (e.g. City of Kingston logo, contact information, etc.). Also, the minimal print size on promotional items may not always make it easy to adhere to this policy.

Careful consideration needs to be given as to whether a promotional item is right for your message and, if so, what that might be and say. The communications and public engagement division can help you make that decision and oversee creation of the design for you. You must receive sign-off prior to printing.



## Logo - improper use

Do not alter or modify the logo in any way. The following are some examples of unacceptable logo usages. Approved electronic files can be provided by contacting the communications and public engagement division.



### Colour

Do not use the logo in any colour other than midnight, lake or brick, unless it is on a solid background where it may appear as white.



### Colour of the wordmark

The colour of the symbol should never be altered from primary colours outlined in the colour section.



### Combinations

The City of Kingston logo cannot be used as an element in the creation of a logo.



### Screens

The City of Kingston logo should not appear as a screen.



### Slogan typeface

Do not alter the typeface of the slogan.



### Slogan position

Do not add alter the position of slogan from the approved location.



### Slogan size

Do not alter the size of the slogan.



### Slogan colour

Do not alter the colour of the slogan.

## Logo - improper use

Do not alter or modify the logo in any way. The following are some examples of unacceptable logo usages.



### Framing

Do not position the logo within rules or frames.



### Busy background

Do not place the logo over a busy background.



### Over printing

Do not position the logo within a white box overprint on busy backgrounds. Always use a logo version that contrasts well with the background.



### Value background

Do not position the logo on backgrounds with insufficient contrast. Use a logo version that contrasts well with the background colour.



### Drop shadow

The City of Kingston logo should not appear with drop shadows.



### Scaling

Always scale the logo proportionately. Never stretch or condense the logo.



### Minimum size

The logo should never appear at a total height of less than 0.75".

commsgroup@cityofkingston.ca | 613-546-4291 ext. 2300 | City of Kingston Visual Identity Guidelines - 12



### Outlines

Never create an outline around the logo.

## Logo - improper use

Do not alter or modify the logo in any way. The following are some examples of unacceptable logo usages.



**Axis of the logo**  
The axis of the logo should never be skewed.



**Size relationships**  
The size relationships between the logo elements should remain constant.



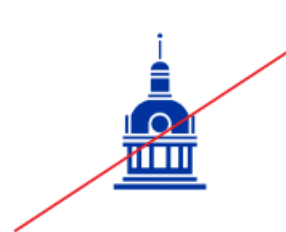
**Position of the symbol**  
The position of the symbol should never be altered.



**Create new logos based on elements**  
Do not use any part of the logo to create a new logo.



**Deconstructing**  
Do not use any of the logo elements separately.



**Sam, sandiostrum et estiorra que pliciendae**



**Screens**  
The City of Kingston logo should not appear as a wordmark under other text.

# Colour

## Colour - City of Kingston logo colours



### Logo colours

The logo palette for the City of Kingston brand are traditional colours. They are strong, rich and prominent.

### Logo

These colours are the only colours to be used for the City logo.

NOTE: When converting colours from Pantone to CMYK or RGB, please use the conversions shown.

Colours used online are slightly different than those in print. This is to ensure optimal colour appearance online.

## Colour - Brand colours - primary

						
Pantone 7580 C	Pantone 249 C	Pantone 192 C	Pantone 389 C	Pantone 1235 C	Pantone 7716 C	Pantone 7540 C
C 13 M 84 Y 100 K 3	C 51 M 100 Y 28 K 11	C 0 M 93 Y 50 K 0	C 33 M 0 Y 100 K 0	C 2 M 28 Y 98 K 0	C 100 M 20 Y 54 K 0	C 0 M 0 Y 0 K 85
R 208 G 77 B 39	R 132 G 34 B 105	R 238 G 54 B 95	R 183 G 212 B 51	R 248 G 186 B 29	R 0 G 145 B 139	R 77 G 77 B 79
Hex: #cf4c27	Hex: #842269	Hex: #ee365f	Hex: #b7d432	Hex: #f7ba1c	Hex: #00918a	Hex: #4c4c4e
Sunset	Lilac	Dusk	Grass	Wheat	Lake	Stone

### Corporate brand colours

The primary corporate brand colours include vibrant colours that exemplify energy. These colours are inspired by Kingston's natural landscape and environment. The primary brand colours should be used for presentations, marketing and other internal documents.

NOTE: When converting colours from Pantone to CMYK or RGB, please use the conversions shown.

Colours used online are slightly different from those in print. This is to ensure optimal colour appearance online.

## Colours - Brand colours - secondary

<b>DARK</b>	Pantone 7581 C	Pantone 7652 C	Pantone 1945 C	Pantone 391 C	Pantone 1255 C	Pantone 7476 C	Pantone 426 C
	C 32 M 73 Y 81 K 28	C 42 M 92 Y 0 K 50	C 5 M 100 Y 55 K 28	C 23 M 5 Y 100 K 33	C 9 M 35 Y 98 K 30	C 89 M 22 Y 34 K 65	C 94 M 77 Y 53 K 94
	R 134, G 74, B 51	R 95 G 19 B 88	R 173 G 10 B 64	R 146 G 152 B 27	R 171 G 121 B 25	R 0 G 71 B 79	R 0 G 0 B 5
	Hex: #894833	Hex: #5e1358	Hex: #ac0940	Hex: #92981b	Hex: #ab7e18	Hex: #00464f	Hex: #000004
<b>MIDTONES</b>	Pantone 7626 C	Pantone 2415 C	Pantone 7424 C	Pantone 2300 C	Pantone 2007 C	Pantone 7702 C	Pantone 425 C
	C 13 M 92 Y 100 K 4	C 22 M 100 Y 0 K 16	C 1 M 82 Y 20 K 0	C 33 M 10 Y 93 K 0	C 1 M 39 Y 92 K 0	C 71 M 20 Y 16 K 0	C 48 M 29 Y 26 K 76
	R 203 G 57 B 39	R 168 G 11 B 122	R 236 G 85 B 135	R 183 G 195 B 65	R 247 G 167 B 48	R 62 G 162 B 194	R 48 G 60 B 66
	Hex: #cc3926	Hex: #a80b79	Hex: #ec5586	Hex: #b6c341	Hex: #f6a72f	Hex: #3da1c1	Hex: #303b41
<b>LIGHT</b>	Pantone 467 C	Pantone 245 C	Pantone 515 C	Pantone 386 C	Pantone 1215 C	Pantone 5503 C	Pantone 442 C
	C 9 M 24 Y 47 K 0	C 16 M 56 Y 0 K 0	C 8 M 34 Y 0 K 0	C 9 M 0 Y 66 K 0	C 5 M 35 Y 63 K 0	C 39 M 2 Y 14 K 10	C 25 M 7 Y 19 K 20
	R 231 G 193 B 144	R 207 G 134 B 185	R 226 G 178 B 211	R 237 G 236 B 121	R 238 G 174 B 111	R 139 G 192 B 198	R 159 G 178 B 172
	Hex: #e6c08f	Hex: #cf86b9	Hex: #e2b2d3	Hex: #edeb79	Hex: #eeae6f	Hex: #8abfc6	Hex: #9eb1ac

### Corporate brand colours - secondary

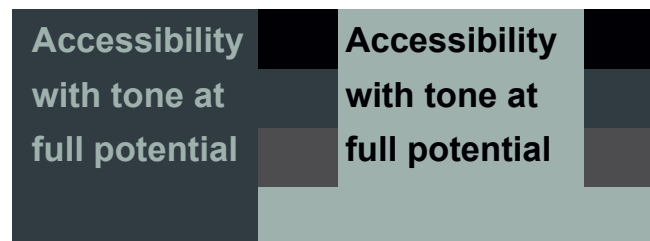
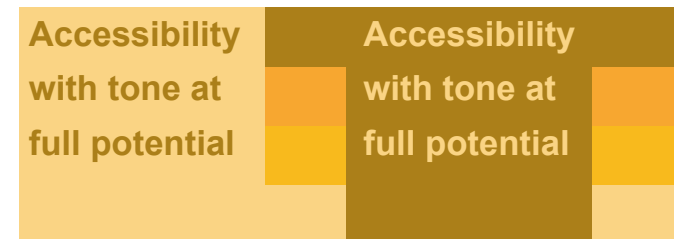
The corporate brand colours secondary palette is designed to support and complement the primary colour palette.

These colours enable flexibility and variety in design.

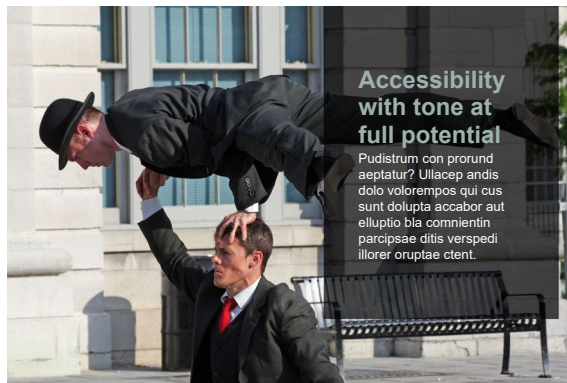


## Colour - tone-on-tone

Difference of tone in colour acts as a key element to define look of the City of Kingston. It also plays a key role with visual accessibility. Here is an example of compatible colour combinations using a tone-on-tone approach. They are neighbours on the colour wheel and live harmoniously.



## Colour - overlaid colour



Overlaid colour on photography is another way to bring the colour palette to life in applications. Use of colour should always feel complementary to the image. Choose colours from the full colour palette that are closest to the dominant colour in the selected photograph.

## Colour - overview

**DO:** control use of colour

**DO:** use colours that complement photographs or backgrounds

**DO:** use colours for type that have an adequate contrast to the background or photograph

**DO:** use screens of colours, where needed, to provide contrast to backgrounds

**DON'T:** use type colours that do not adequately contrast against the background or photograph

# Typography

## Logo typeface



————— Garamond Bold

*where history and innovation thrive*

————— Garamond Italic

## Primary typeface

Typography is a strong extension of our brand’s personality and plays a major role in creating a consistent look for the City of Kingston across all communications and promotional materials.

**Helvetica Neue** has been selected for its versatility and legibility for large amounts of body copy. It offers many weights and styles that provide design flexibility for all graphic communications.

The integrity of the font should be maintained at all times (no vertical or horizontal scaling, no added stroke, etc.)

To ensure consistency, please make sure you use **Helvetica Neue** and not regular Helvetica.

When purchasing this type suite, be sure to select the **Helvetica Neue** family. Due to licensing restrictions, we are unable to provide copies of this typeface.

27 Ultra Light Condensed	107 Extra Black Condensed Oblique	23 Ultra Light Extended
27 Ultra Light Condensed Oblique	25 Ultra Light	23 Ultra Light Extended Oblique
37 Thin Condensed	26 Ultra Light Italic	33 Thin Extended
37 Thin Condensed Oblique	35 Thin	34 Thin Extended Oblique
47 Light Condensed	36 Thin Italic	43 Light Extended
47 Light Condensed Oblique	45 Light	43 Light Extended Oblique
57 Condensed	46 Light Italic	53 Extended
57 Condensed Oblique	55 Roman	53 Extended Oblique
67 Medium Condensed	56 Italic	63 Medium Extended
67 Medium Condensed Oblique	65 Medium	63 Medium Extended Oblique
77 Bold Condensed	66 Medium Italic	73 Bold Extended
77 Bold Condensed Oblique	75 Bold	73 Bold Extended Oblique
87 Heavy Condensed	76 Bold Italic	83 Heavy Extended
87 Heavy Condensed Oblique	85 Heavy	83 Heavy Extended Oblique
97 Black Condensed	86 Heavy Italic	93 Black Extended
97 Black Condensed Oblique	95 Black	93 Black Extended Oblique
107 Extra Black Condensed	96 Black Italic	

## Primary typeface - Helvetica Neue - examples

Helvetica Neue 25 Ultra Light

abcdefghijklmnopqrstuvwxy  
ABCDEFGHIJKLMNOPQRSTUVWXY  
1234567890

Helvetica Neue 26 Ultra Light Italic

*abcdefghijklmnopqrstuvwxy*  
*ABCDEFGHIJKLMNOPQRSTUVWXY*  
*1234567890*

Helvetica Neue 35 Thin

abcdefghijklmnopqrstuvwxy  
ABCDEFGHIJKLMNOPQRSTUVWXY  
1234567890

Helvetica Neue 36 Thin Italic

*abcdefghijklmnopqrstuvwxy*  
*ABCDEFGHIJKLMNOPQRSTUVWXY*  
*1234567890*

Helvetica Neue 45 Light

abcdefghijklmnopqrstuvwxy  
ABCDEFGHIJKLMNOPQRSTUVWXY  
1234567890

Helvetica Neue 46 Light Italic

*abcdefghijklmnopqrstuvwxy*  
*ABCDEFGHIJKLMNOPQRSTUVWXY*  
*1234567890*

Helvetica Neue 55 Roman

abcdefghijklmnopqrstuvwxy  
ABCDEFGHIJKLMNOPQRSTUVWXY  
1234567890

Helvetica Neue 56 Italic

*abcdefghijklmnopqrstuvwxy*  
*ABCDEFGHIJKLMNOPQRSTUVWXY*  
*1234567890*

Helvetica Neue 65 Medium

abcdefghijklmnopqrstuvwxy  
ABCDEFGHIJKLMNOPQRSTUVWXY  
1234567890

Helvetica Neue 66 Medium Italic

*abcdefghijklmnopqrstuvwxy*  
*ABCDEFGHIJKLMNOPQRSTUVWXY*  
*1234567890*

Helvetica Neue 75 Bold

**abcdefghijklmnopqrstuvwxy**  
**ABCDEFGHIJKLMNOPQRSTUVWXY**  
**1234567890**

Helvetica Neue 76 Bold Italic

***abcdefghijklmnopqrstuvwxy***  
***ABCDEFGHIJKLMNOPQRSTUVWXY***  
***1234567890***

Helvetica Neue 85 Heavy

**abcdefghijklmnopqrstuvwxy**  
**ABCDEFGHIJKLMNOPQRSTUVWXY**  
**1234567890**

Helvetica Neue 86 Heavy Italic

***abcdefghijklmnopqrstuvwxy***  
***ABCDEFGHIJKLMNOPQRSTUVWXY***  
***1234567890***

Helvetica Neue 95 Black

**abcdefghijklmnopqrstuvwxy**  
**ABCDEFGHIJKLMNOPQRSTUVWXY**  
**1234567890**

Helvetica Neue 96 Black Italic

***abcdefghijklmnopqrstuvwxy***  
***ABCDEFGHIJKLMNOPQRSTUVWXY***  
***1234567890***

---

Helvetica Neue 57 Condensed

abcdefghijklmnopqrstuvwxy  
ABCDEFGHIJKLMNOPQRSTUVWXY  
1234567890

Helvetica Neue 53 Extended

abcdefghijklmnopqrstuvwxy  
ABCDEFGHIJKLMNOPQRSTU  
VWXYZ  
1234567890

## Substitute typeface - Arial - examples

When the primary typeface, **Helvetica Neue**, is unavailable for use, use Arial in its place.

Arial is readily available within word processing, spreadsheet and presentation programs and will be used for all internally produced documents and correspondence.

Common usage includes: letters, labels, memos, slides, invoices, forms and cover pages.

Not all versions of Arial shown below may be available on all computers.

Arial Regular

abcdefghijklmnopqrstvwxyz  
ABCDEFGHIJKLMNOPQRSTUVWXYZ  
1234567890 !@#\$%^&\*()\_+{|:”<>?

Arial Italic

*abcdefghijklmnopqrstvwxyz*  
*ABCDEFGHIJKLMNOPQRSTUVWXYZ*  
*1234567890 !@#\$%^&\*()\_+{|:”<>?*

Arial Narrow

abcdefghijklmnopqrstvwxyz  
ABCDEFGHIJKLMNOPQRSTUVWXYZ  
1234567890 !@#\$%^&\*()\_+{|:”<>?

Arial Bold

**abcdefghijklmnopqrstvwxyz**  
**ABCDEFGHIJKLMNOPQRSTUVWXYZ**  
**1234567890 !@#\$%^&\*()\_+{|:”<>?**

Arial Bold Italic

***abcdefghijklmnopqrstvwxyz***  
***ABCDEFGHIJKLMNOPQRSTUVWXYZ***  
***1234567890 !@#\$%^&\*()\_+{|:”<>?***

Arial Black

**abcdefghijklmnopqrstvwxyz**  
**ABCDEFGHIJKLMNOPQRSTUVWXYZ**  
**1234567890 !@#\$%^&\*()\_+{|:”<>?**



## Secondary typeface - Garamond - examples

Garamond may be used for headlines, sub-heads and photo credits when Helvetica Neue is not appropriate.  
Garamond may not be used as body copy due to the AODA regulations.

### Garamond

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

1234567890

### Garamond Bold

**ABCDEFGHIJKLMNOPQRSTUVWXYZ**

**abcdefghijklmnopqrstuvwxyz**

**1234567890**

### Garamond italic

*ABCDEFGHIJKLMNOPQRSTUVWXYZ*

*abcdefghijklmnopqrstuvwxyz*

*1234567890*

## Typography overview

**DO:** use the specified fonts

**DO:** reference the AODA regulations for accessible print materials online:

[www.ontario.ca/page/how-make-information-accessible](http://www.ontario.ca/page/how-make-information-accessible)

The Canadian National Institute for the Blind offers these easy-to-reference guidelines in line with AODA regulations.

<http://www.cnib.ca/en/services/resources/Clearprint/Pages/default.aspx>

**DO:** make the size easily readable for your audience - 12pt or higher is recommended by the AODA

**DO:** use size and weight to create contrast

**DO:** remember that less is more

**DON'T:** use vertical or horizontal scaling

**DON'T:** add strokes or outlines

**DON'T:** add drop shadows

**DON'T:** cram too much in. Less is more.

# Stationery

## Email signature block

An email signature block plays an important role in municipal correspondence. It identifies the sender as a City of Kingston employee and provides contact information that the recipient may need. Although an email signature block may be used to promote a program or service, it should not be embellished with decorative typefaces, non-approved colours, personal slogans or phrases. Background colours or images should be avoided at all times.

An email signature block has been created to include the City logo that contains active hypelinks that link to the website and social media channels. To apply the signature block to your email account please follow the steps found on Kingnet here: <https://kingnet.cityofkingston.ca/-/how-do-i-update-my-email-signature>

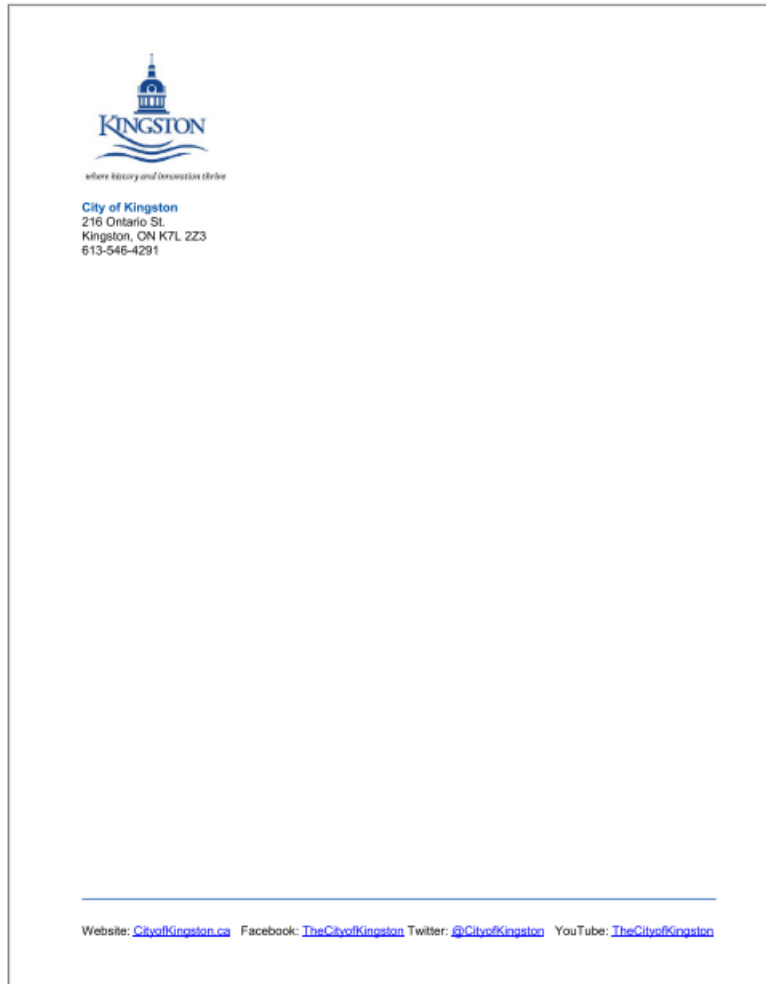


Your Name  
Your Title  
Your Department  
City of Kingston  
Located at:  
Your location  
Your Phone Number  
Your Email

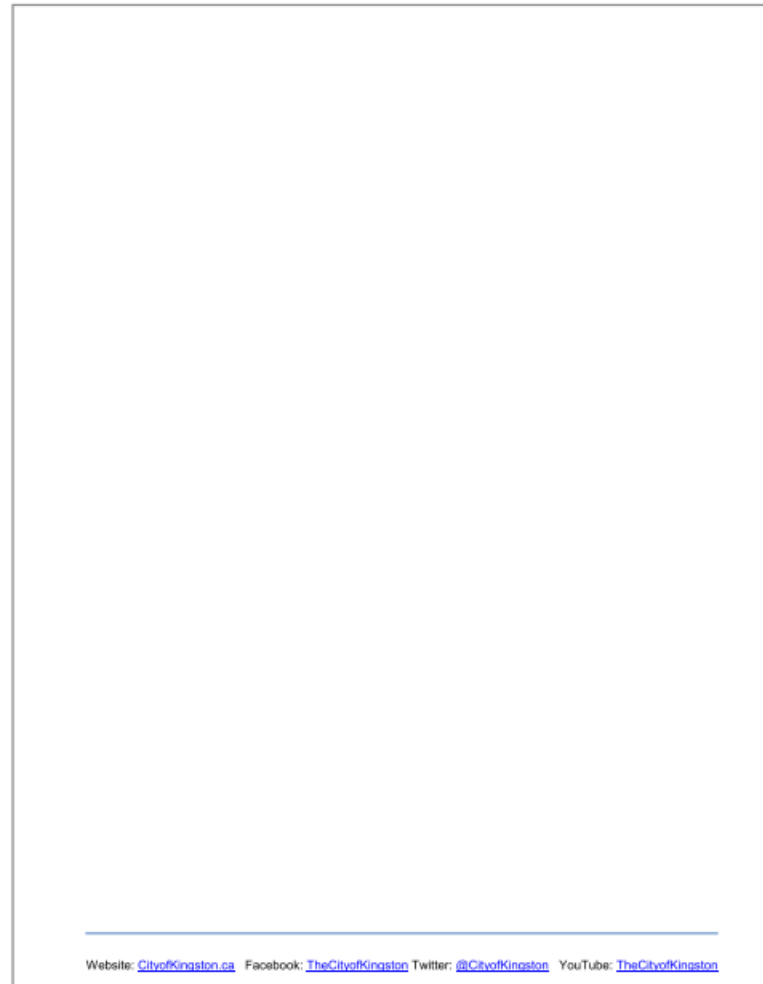
## Stationery - letterhead

A Word document and PDF of the letterhead are available for download here:

<https://kingnet.cityofkingston.ca/-/how-do-i-get-letterhead>



For use in 2018 only



commsgroup@cityofkingston.ca | 613-546-4291 ext. 2300 | City of Kingston Visual Identity Guidelines - 30

## Stationery - business card

All City staff will use the approved business card (featured below) with the City logo. To order business cards please visit: <https://kingnet.cityofkingston.ca/-/get-business-cards>



## Website and social media

## Website and social media

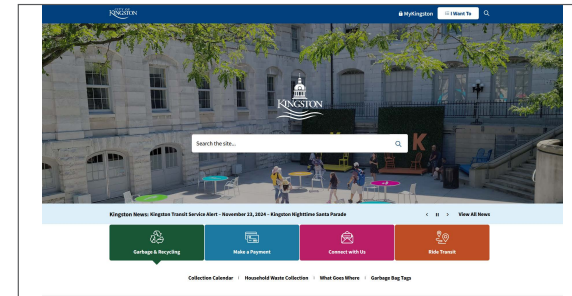
### Website

The City of Kingston website will be listed on all external communication products (CityofKingston.ca).

- Slash links and other City web domains may be used as applicable (e.g. [www.CityofKingston.ca/trip-planner](http://www.CityofKingston.ca/trip-planner), [Kingston.docupet.com](http://Kingston.docupet.com), etc.)
- Do not list long URLs (website addresses)

### Social media

Incorporating the social media icons into our online communications indicates the City's social media presence on specific platforms. The City of Kingston will only list/promote the most popular social media pages (e.g. Facebook, Twitter and YouTube).



@CityofKingston



TheCityofKingston



TheCityofKingston



# Photography

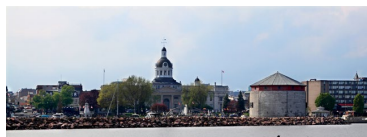
## Brand photography

The City of Kingston corporate brand puts people and the moments they will experience in the city at the forefront of our marketing. All photos taken with identifiable people must have a photo release form signed by individuals in the picture.

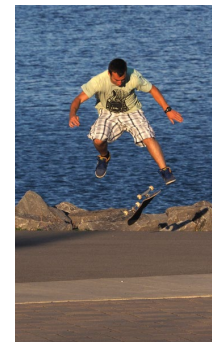
### Tips for capturing or choosing great imagery:

- focus on interactions and connections between people and/or their surroundings
- show people and their actions looking natural, not posed
- include overall warm lighting and emotional content
- showcase unique aspects of Kingston and area
- capture authenticity and elicit an emotional response.

### Old



### New



## Photography-technical considerations

How we present the City visually is a key to maintaining the brand. Please follow these technical standards and practices for all City of Kingston visuals.

### Technical details:

- Print images need to be a minimum of 300 DPI at full publication size and either supplied in TIFF or high-quality JPEG format using 24-bit or higher colour depth.
- Due to the 72 DPI format of the Internet, web images are simply not suitable for high-quality printed materials. Whenever possible, please supply high-res, print-ready images.
- For all photography: any recognizable person in the image will require a signed and dated release form that can be kept on file with the City of Kingston (see next page for our photo release form)
- All logos should be supplied in EPS format as proper vector files. If this is not possible, a TIFF or JPEG of the logo at a minimum of three inches on its shortest side may be acceptable.

### Esthetic guidelines

- Images with harsh flash glare, unnatural shadows or people who are looking directly into the camera are undesirable.
- To reinforce a realistic and believable image for the City, pictures with obvious special effects, alterations or unnatural colour correction cannot be used.
- Please avoid over-cropping or tight-cropping images. Due to the imperfect nature of the print process, extra space around the key subject of your image is often needed to accommodate various publication needs.

## Photo release



Project Name \_\_\_\_\_

I hereby grant permission for the City of Kingston to photograph/videotape me, on the dates and in the locations outlined below.

I understand that said photos or video footage may be used in publications, on the City of Kingston website, or in videos produced by or for the City and I consent to the use of my image or that of my children named below for those purposes and release the City from any claims that may arise as a result. We will not pass the photos on or sell the photos to any third parties.

Name \_\_\_\_\_

Signature: \_\_\_\_\_

Location(s) \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

## Photography style

Tier 1 photography embodies the brand. It is bold and dynamic and captures an authentic story about both experience and place. Tier 2 images showcase genuine interaction between people in a unique and exciting environment. These images are intended for many different mediums so they must work in a variety of orientations.

### Tier 1



Tier 1 photography: Great consideration must be taken while composing the image. Elements that help tell the story being captured should be more or less central in the frame. The surrounding imagery must still be considered, but should not hold any information critical to the image's success. Tier 1 photography must have an awe factor that a viewer can immediately connect with.

### Tier 2



Tier 2 photography also depicts authentic and compelling experiences, focusing on a moment shared between people. The background may be less prominent than in Tier 1 images, and there will be fewer ways in which the images are required to be framed.

## Photography credits

When a photo credit is required, there are two ways it can be added to a layout:

- 1) If space allows, the first option is to place the credit outside the image in a bottom corner either horizontally below it or vertically beside it.
- 2) If the credit is required to be over-printed on the image, the text should default to the bottom right-hand corner unless this placement distracts from the imagery.



Photography by John Doe



Photography by John Doe



Photography by John Doe

## Photography overview

**DO:** use interesting crops

**DO:** use images that show unexpected viewpoints of Kingston

**DO:** have a photo release form signed for images in which a person is recognizable

**DON'T:** use images or models that look staged or posed

**DON'T:** re-colour images in an unnatural way

# Video



## Video style

Videos offer an opportunity to deepen the connection with our audience by showcasing the City of Kingston in a unique way.

Similar to brand photography, video should capture interactions and experiences people could only have in Kingston or its surroundings and should always look genuine and natural.

Each video will end with the City of Kingston logo.

## End plate example



## Video technical specifications

Please follow these technical standards and practices for all City of Kingston video assets.

### Technical details:

- Please ensure your footage is in its raw, native, uncompressed form and supplied in a standard format such as MOV or MPG.
- Minimum resolution is 1920 X 1080 (HD).
- Please edit your files down to a maximum file size of 3 GB. For larger file submissions, please contact communications and public engagement at [commsgroup@cityofkingston.ca](mailto:commsgroup@cityofkingston.ca) or phone 613-546-4291 ext. 2300.
- Close captioning is required on all videos posted on the City website or YouTube channel. We will accept either a script in a Word document or a transcript file to post the close captioning.

### Esthetic guidelines:

Overall, try to capture natural interactions, movement and conversation.

- Just as with our photography guidelines, special effects, alterations or unnatural colour correction should not be used.
- Please provide “handles” on either end of key moments in your video footage to accommodate overlapping video edits as needed.
- All footage must be shot in standard landscape video format and not portrait (cell phone) aspect ratio.

## Video overview

**DO:** include closed captioning on all internal and external videos.

**DO:** end each video with the City of Kingston logo screen with social media icons and web URL.

# Writing standards

## Writing standards for communications materials

All communications products produced by the City for the public must comply with the *Writing Standards for Communications Materials Policy*. This policy does not apply to council reports, committee reports, departmental letters and other similar forms of correspondence.

The City is committed to providing clear, concise information to its residents and employees for ease of understanding.

## Canadian Press Style

The City's communications and public engagement division understands CP style and can assist you in meeting the writing standard for communications and marketing products including (but not limited to): advertising, booklets, pamphlets, posters, reports, etc.

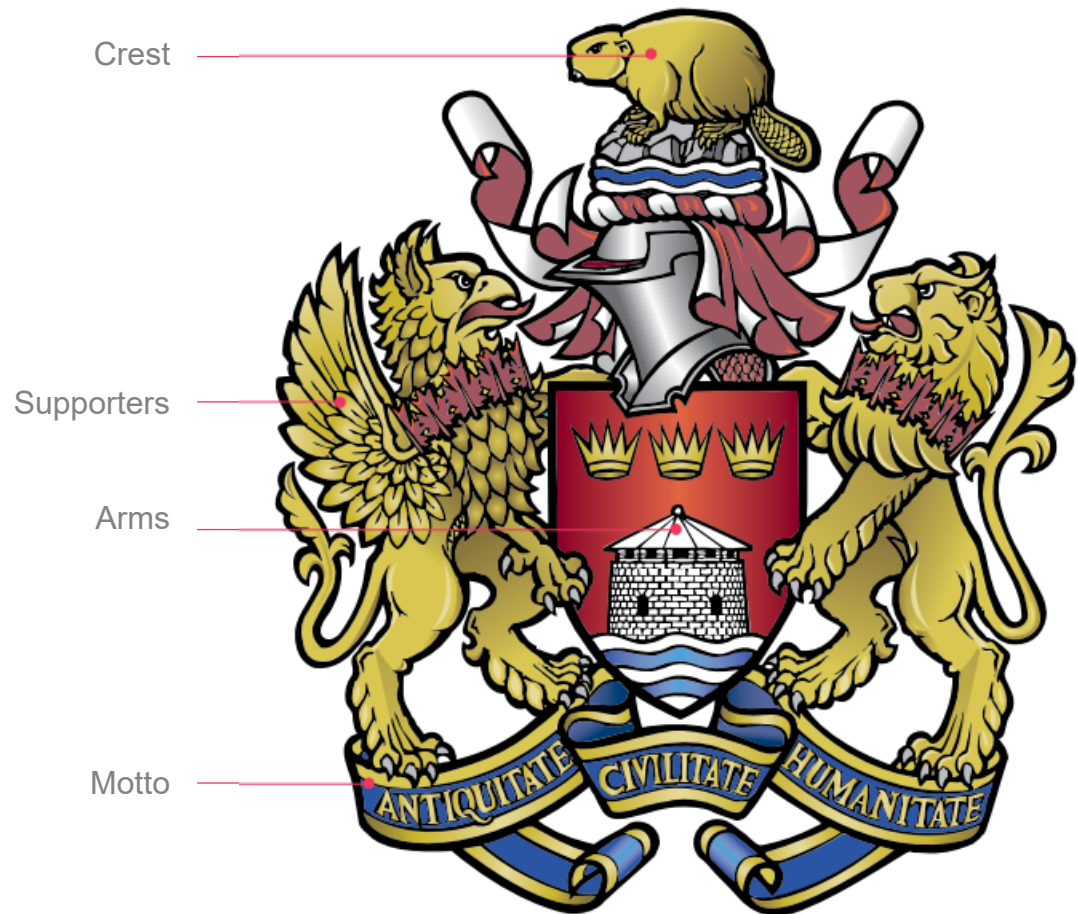
City employees can contact their communications officer to request assistance with meeting these standards.

Those contracted by the City should reference *The Canadian Press Style Guide*, *The Canadian Press Caps and Spelling* and *The Canadian Oxford Dictionary* when producing communications and marketing products on behalf of the City of Kingston (i.e. any communication or marketing material for the public).

# Coat of arms, flag and badge

## Coat of arms

The Coat of Arms, Flag and Badge are formal heraldic symbols of high importance as an honour from the Crown in Canada and as such shall only be used by the Office of the Mayor, Office of the Clerk, Kingston Fire & Rescue, Bylaw Enforcement, the Office of the City Solicitor, the Canadian military as requested or for other matters of formal protocol as approved by Council.





## Coat of arms - acceptable use

Always maintain the minimum protective space around Kingston's coat of arms to maintain visual clarity and to provide maximum impact. The minimum protective space is X, where X is equal to the height of Martello tower to the base of the shield within the coat of arms.

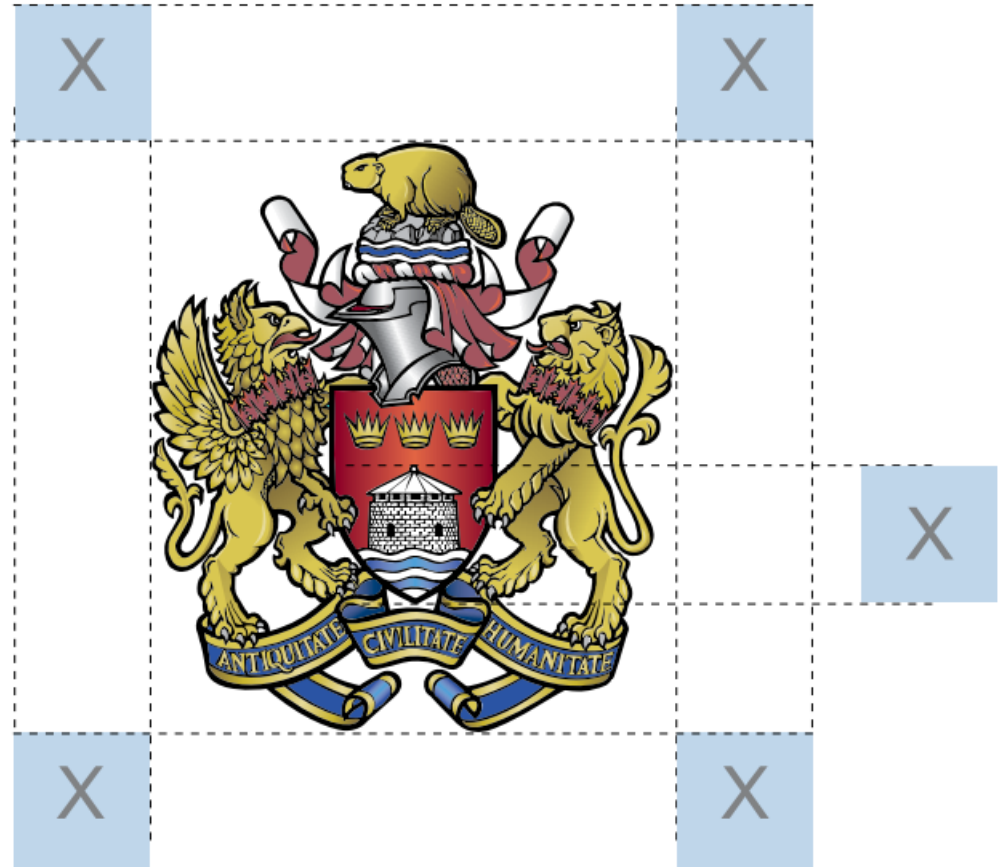
This space is required around all sides.

This applies to both the positioning around other printed elements, as well as the positioning around background field edges, trim and rules.

Coat of arms  
minimum size



0.75"  
19.05mm



## City crest (element of coat of arms)

The crest is an element derived from the coat of arms.

The crest is used for the bylaw enforcement staff, specifically on the uniform.



## Flag

The flag shows the Martello tower on a red background with three waves representing the waterways that meet in Kingston. The three antique crowns reflect the geographical arrangement of the three former municipalities that combined to form the City of Kingston. The flag is twice as long as it is high.

**Red: Pantone 032**

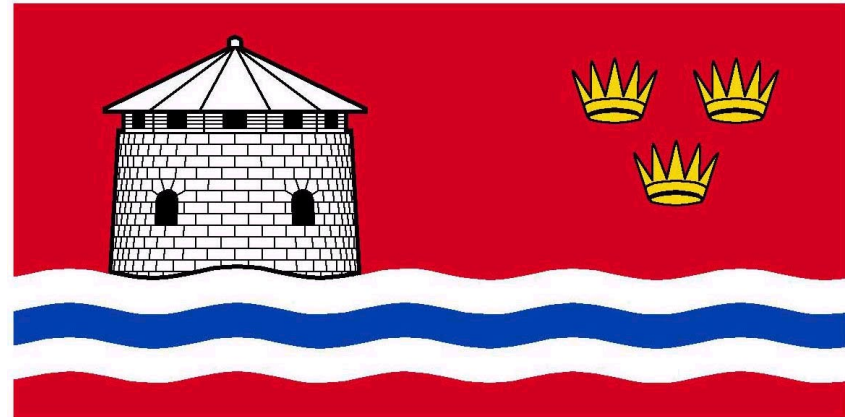
**Blue: Pantone 293**

**Yellow: Pantone Yellow C**

**Black: Pantone Black 4C**

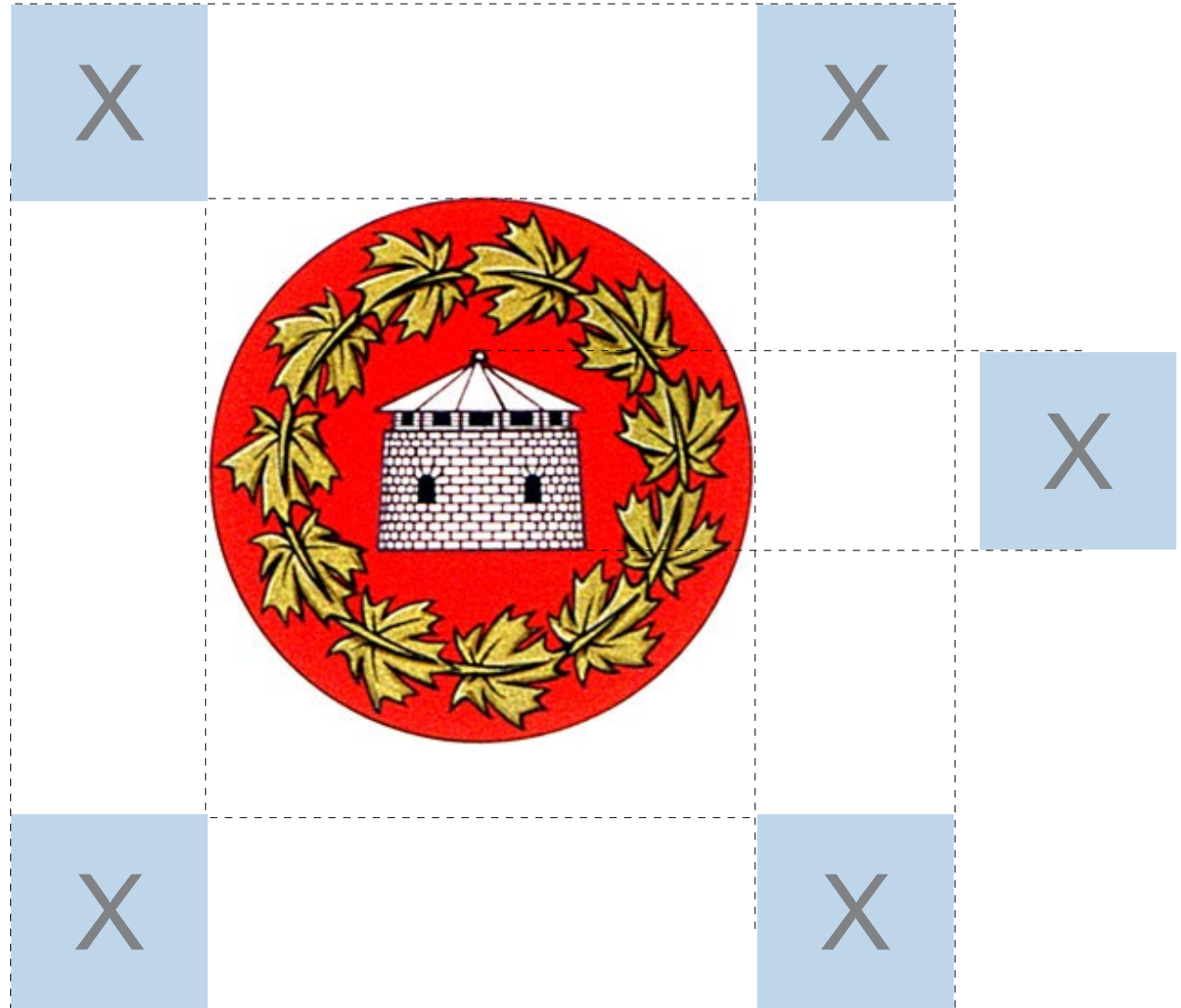
Please ensure the Martello tower is on the same side, front and back.

Please reference Report No.: AP-13-023 - *Flag Display and Flying Policy Amendments* regarding the display of the flag.



## City badge

Please refer to the visual Identity policy for information about use.



City badge  
minimum size



0.75"  
19.05mm

# Signage

## Signage

The City logo shall be used on “Welcome to Kingston” signage at entrance-ways to the city and at the airport, bus, train stations and the marinas.

Questions regarding the recommended material for signage can be directed to the facilities management and construction services department.

Exterior and interior signage must follow the guidelines stated in the Visual Identity Guidelines.

## Parking signs

Directional signage and multimedia communications campaign were approved as part of the City's Parking Services Review (2000), which included posting new directional signage to municipal parking lots, using new blue and burgundy colours (to coincide with the City's logo) and new signage at attended lots to enhance visibility for customers.



# Vehicle application



## Vehicles - introduction

The City of Kingston leases and owns a large fleet of vehicles. The following pages will help to guide the sizing and placement of the City logo on vehicles.

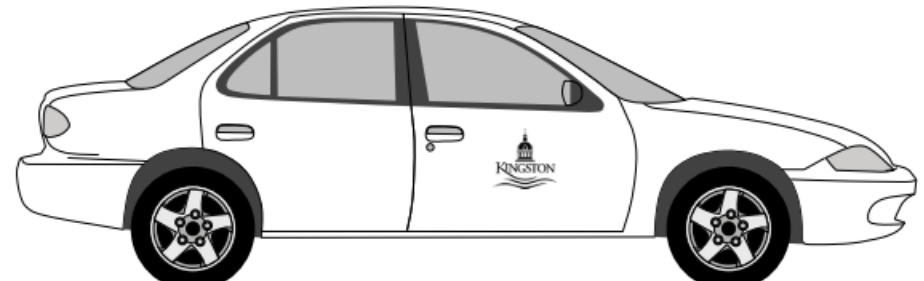
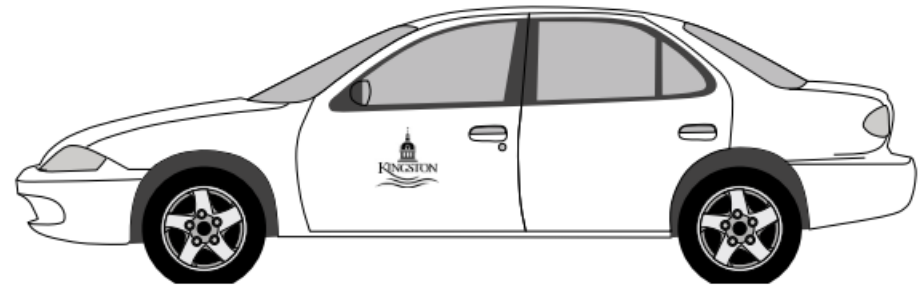
The logo should appear in black on light-toned vehicles. For dark vehicles, the white version of the logo should be used.

It is important to evaluate the visual contrast of a vehicle's colour to determine whether the logo's midnight colour or white version should be used.

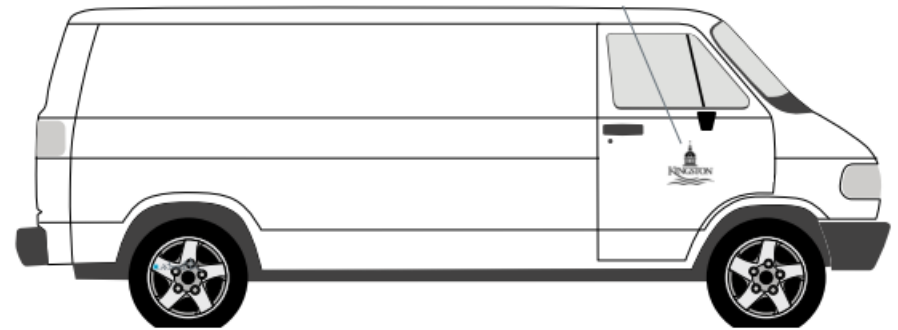
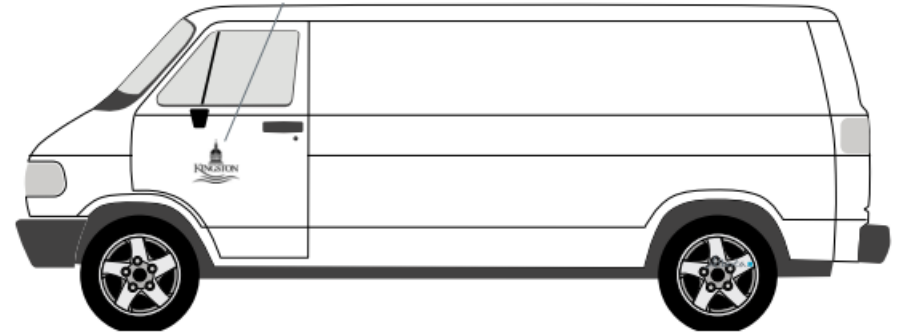
The vehicles shown in this section are examples only and are not meant as an accurate representation of the vehicles used by the City of Kingston.

The proposed use of any special graphic treatments on the surface of government vehicles must be reviewed by the transportation services department.

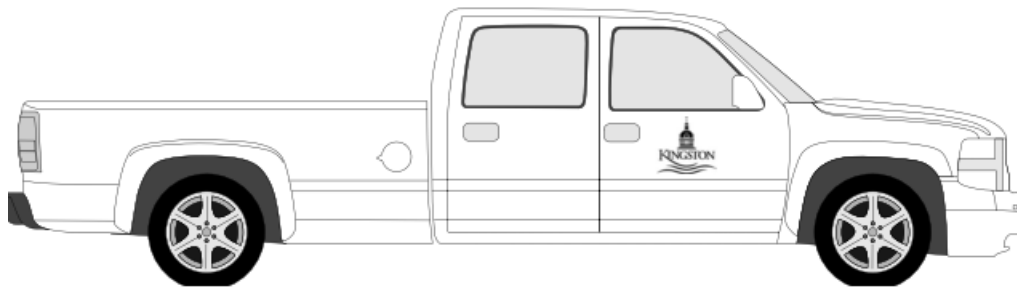
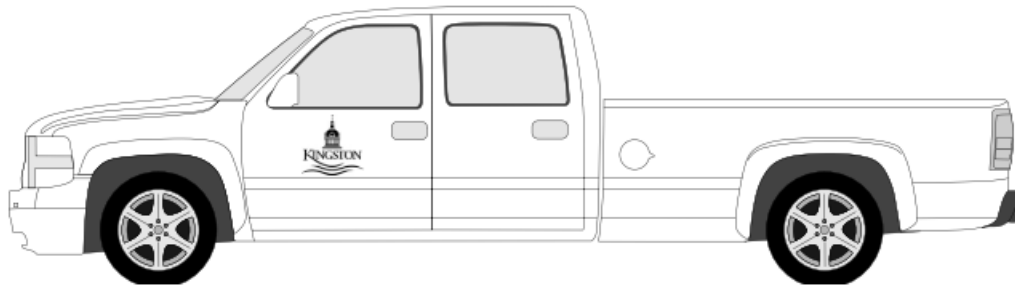
The integrity of the logo must be respected at all times. Never recreate or modify the logo in any way. Always use the approved electronic file available for download at [Kingnet.CityofKingston.ca](http://Kingnet.CityofKingston.ca) using the search feature under resources.



## Vehicles - standard



## Vehicles - standard and dark





**City of Kingston  
Report to Council  
Report Number 25-021**

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**To:** Mayor and Members of Council  
**From:** Jennifer Campbell, Commissioner, Community Services  
**Resource Staff:** Amy Elgersma, Director, Recreation & Leisure Services  
**Date:** December 17, 2024  
**Subject:** International Hockey Hall of Fame and Museum Inc. License Extension

---

**Council Strategic Plan Alignment:**

Theme: Corporate business

Goal: See above

**Executive Summary:**

On December 16, 2014, Council approved Report Number 15-016, authorizing the Mayor & Clerk to extend the license agreement with the International Hockey Hall of Fame and Museum Inc. (IHHOF), to occupy space at the INVISTA Centre for an annual rate of \$1.00, for a period of five years from 2015-2019 with an additional five-year term from 2020-2024 ending December 31, 2024.

Staff have confirmed that the IHHOF would like to extend the agreement at the INVISTA Centre for an additional term.

Staff recommends renewing the license agreement for an additional three-year term, with the option to extend for two additional one-year terms, at the City's discretion. The same conditions will apply as in the current agreement for a period of three years and any extensions thereafter, as the IHHOF is an added service and program available to the INVISTA Centre patrons.

This space and these services within the facility will also be evaluated as part of the greater scope/considerations of the future INVISTA Centre aquatics expansion project.

December 17, 2024

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**Recommendation:**

**That** Council authorize the Mayor and the Clerk to extend the license agreement with the International Hockey Hall of Fame and Museum Inc., to occupy 1,450 square feet of space at the INVISTA Centre for the annual rate of \$1.00 for a term of three years from January 1, 2025 to December 31, 2027, with the option to extend the agreement for two additional one-year terms, in a form satisfactory to the Director of Legal Services.

December 17, 2024

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**Authorizing Signatures:**

ORIGINAL SIGNED BY COMMISSIONER

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**Jennifer Campbell,  
Commissioner, Community  
Services**

ORIGINAL SIGNED BY CHIEF

ADMINISTRATIVE OFFICER

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**Lanie Hurdle, Chief  
Administrative Officer**

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

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

December 17, 2024

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**Options/Discussion:**

**Background**

Kingston's pedigree in the history of hockey is unrivalled, stretching back to the beginnings of the game. Queen's University, the Royal Military College and the Canadian Armed Forces are all intimately involved in the origins of the sport, and the development of Canada's amateur leagues. Kingston has been home to some 70 NHL players, legendary coaches, and promoters of the game. Kingston's International Hockey Hall of Fame and Museum is the Original Hockey Hall of Fame (OHHF) and the oldest sports hall of fame in Canada. Captain James T. Sutherland of Kingston spearheaded the bid to bring the Hockey Hall of Fame to Kingston, and in 1943 it was established by the National Hockey League and the Canadian Amateur Hockey Association.

On July 17, 2012, Council approved Report Number 12-256 to enter into an agreement with the International Hockey Hall of Fame and Museum Inc., (IHHOF) to utilize meeting room D at the INVISTA Centre to display their collection. Previously, the IHHOF had operated at 277 York Street where the City of Kingston covered the operational costs of this facility (heating, utilities, etc.). The same terms and conditions are still in place at the INVISTA Centre where the City of Kingston covers the daily operational costs of this space as part of the overall building envelope.

**Analysis**

On March 1, 2013, the IHHOF opened their doors at the INVISTA Centre. This relocation significantly increased the IHHOF's visibility and has provided an additional service and programming to patrons of the INVISTA Centre.

The IHHOF believe that the popularity and appeal of the Hall of Fame has increased based on the enhancements and upgraded visitor experience at the INVISTA location. Key features of the IHHOF now include a small theatre, a documentary film narrated by Don Cherry that illustrates Kingston's rich hockey history, and other interactive displays that make the artifacts come 'alive' for visitors. The new displays and exhibits are of high quality and showcase the history of hockey in the Kingston area. The cost for these upgrades were fully covered by the IHHOF and the exhibits and interactive games are available to the public free of charge seven days a week.

To continue these operations, services and programming, the IHHOF has requested a renewal to its license agreement of City property at the INVISTA Centre.

Planning is currently underway for the development of a new aquatic and wellness facility at the INVISTA Centre. As part of the design development phase, scheduled for 2025-2026, the licensed space will need to be evaluated to assess whether there is a need to incorporate it into the design of the new facility and its supporting amenities. Given the anticipated procurement and construction timeline from 2027-2029, the proposed renewal of the license agreement aligns with the project schedule. Specifically, the term of the agreement would not exceed three

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years but would allow for extension for two additional one-year terms to allow flexibility for decisions made during the design development stage.

**Public Engagement**

No public engagement was conducted on this request for license extension.

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

The IHHOF is fully accessible and meets all AODA requirements. It also includes stories on the rise of women’s hockey and local hockey hero's such as Jayna Hefford, a Canadian female hockey superstar. The exhibits inspire players of all sorts to pursue their game.

**Existing Policy/By-Law**

The proposed license agreement complies with the terms for a Community License under the City’s Revenue Leasing and Licensing Policy. The updated agreement will be a license in which the IHHOF will be open during the operating hours of the INVISTA Centre and will share common facilities with others. In return, the IHHOF will be open to the public at no cost which contributes to the programs and services offered at the INVISTA Centre.

**Notice Provisions**

None

**Financial Considerations**

None

**Contacts:**

Amy Elgersma, Director, Recreation & Leisure Services, 613-546-4291 extension 1351

**Other City of Kingston Staff Consulted:**

Tony Gargaro, Manager, Recreation Services, Recreation & Leisure Services

**Exhibits Attached:**

None





**City of Kingston  
Report to Council  
Report Number 25-045**

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**To:** Mayor and Members of Council  
**From:** Neil Carbone, Commissioner, Corporate Services  
**Resource Staff:** Scott Tulk, Acting Chief Information Officer  
**Date of Meeting:** December 17, 2024  
**Subject:** Renewal of Five-Year Enterprise Agreement with Microsoft

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**Council Strategic Plan Alignment:**

Theme: Corporate business

Goal: See above

**Executive Summary:**

The Information Systems and Technology (IS&T) Department is seeking approval on a Single Source basis for the renewal of a five-year Enterprise Agreement (EA) that supplies Microsoft365 (M365) and Dynamics365 (D365) services to the City of Kingston, Utilities Kingston, and several other partner agencies. These organizations are operationally dependent on these services for essential functions including financial management, communications, document management and collaboration. Renewal of services will also enable the City to enhance cybersecurity and meet obligations for the management of digital records as required by the *Municipal Act, 2001*.

The five-year agreement provides predictable pricing and discounts, helping the City to manage costs effectively. This agreement aligns with our commitment to improving cybersecurity, operations, and developing predictable budgeting, which is critical to maintaining uninterrupted business operations for City departments and partner agencies.

As stated in By-Law Number 2022-154, A By-Law to Establish a Procurement Policy for the City of Kingston, Non-Standard Procurement (Single Source) values that exceed \$500,000 require Council approval.

December 17, 2024

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**Recommendation:**

**That** the Mayor and City Clerk be authorized to execute a renewal of the Microsoft Enterprise Agreement for another five-year term to supply Microsoft 365 and Dynamics 365 services, effective December 1, 2024, between The Corporation of the City of Kingston and Microsoft Canada, subject to the satisfaction of the Director of Legal Services and City Solicitor.

December 17, 2024

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**Authorizing Signatures:**

ORIGINAL SIGNED BY COMMISSIONER

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**Neil Carbone, Commissioner,  
Corporate 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

Brad Joyce, Commissioner, Infrastructure, Transportation  
& Emergency Services    Not required

Desirée Kennedy, Chief Financial Officer & City Treasurer

December 17, 2024

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

Microsoft365 (M365) and Dynamics365 (D365) provide critical services to the City of Kingston, Utilities Kingston, and partner agencies. As of November 30, 2024, the term of the existing five-year "Enterprise Agreement" (EA) has ended. This renewal is crucial as City staff are operationally dependent on these services for financial management, email, document management, and video conferencing through Teams. These tools are integral to daily operations, ensuring seamless communication and collaboration across the organization and protection of data and information.

The renewed agreement offers enhanced cybersecurity features, analytics, and information governance capabilities that are essential for the City's compliance under the *Municipal Act, 2001*. These include advanced eDiscovery tools and legal hold functionalities on digital records. The improved cybersecurity measures will strengthen the City's defenses against evolving potential threats, safeguarding sensitive data and ensuring the integrity of operations.

Additionally, the five-year agreement will guarantee pricing at "Government Level D" for most products, providing substantial financial benefits. Dynamics365 and Microsoft365 "E5" subscriptions are receiving additional discounts averaging between 14%-17% annually. Securing these pricing terms is essential for the City's budget planning and cost management, allowing resources to be allocated more effectively and support strategic initiatives.

The IS&T Department is committed to improving security and controlling overall costs by consolidating new and existing services on the Microsoft platform. Renewal of this agreement will ensure continuity and stability in the City's IT infrastructure, enabling the City to continue delivering high-quality services to corporate stakeholders. Failing to renew this agreement would be highly disruptive to operations and detrimental to the City's records and information management requirements under the *Municipal Act, 2001*.

**Existing Policy/By-Law**

*Municipal Act, 2001*

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

**Financial Considerations**

The proposed Single-Sourced renewal of the EA with Microsoft will commence on or about December 1, 2024 at a cost of \$1,303,176.48 (plus applicable taxes) for the first year. Microsoft is the only organization that provides these online services.

Table 1 provides estimates for years 2-5 of the agreement. Actual annual totals will be determined based on factors such as total number of staff assigned to specific products, storage growth, etc.

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Table 1 - Estimated Annual Costs of the Microsoft EA 2026-2029

2026	2027	2028	2029
1,344,336	1,385,496	1,531,253	1,531,253

IS&T plans to offset Microsoft365 cost increases in later years through avoidance or consolidation of standalone cybersecurity, records management and telephony products (subject to a successful telephony pilot planned for 2025) that would otherwise be purchased from or renewed with other vendors during the term of the agreement. Such reductions include acquisition, implementation and support costs. Microsoft will also provide \$25,000 USD to support implementation and consolidation work under the agreement.

Sufficient funding for the current and subsequent years of this licensing agreement has been allocated in the annual capital budgets of the Information Systems & Technology (IS&T) Department.

**Contacts:**

Scott Tulk, Interim Chief Information Officer, IS&T, 613-561-5304

**Other City of Kingston Staff Consulted:**

Ahmed Ahmin, Manager, Information Technology & Information Systems (Utilities Kingston)

Blair Johnson, Manager, Corporate Records and Information

Stewart Waldron, Manager, Systems Development

Wayne Rice, Manager, Distributed Computing

Jason Reynolds, Acting Manager, Digital Transformation, Architecture and Planning

Sarah Collins, Supervisor, Digital Accessibility and Information Management

James van de Ven, Manager, Technology Infrastructure Services

Scott Van Luven, Cybersecurity Manager

Brent Funnell, Manager, Procurement Services

**Exhibits Attached:**

None



**City of Kingston  
Report to Council  
Report Number 25-016**

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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 17, 2024  
**Subject:** Capital Project Status Report – at October 31, 2024

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**Council Strategic Plan Alignment:**

Theme: Financial measures/budget

Goal: See above

**Executive Summary:**

The purpose of this report is to provide Council with an update on the status of capital works in process. When projects are complete Council is advised, and the necessary recommendations are made to complete the financing requirements. In most cases these recommendations result in a return of funds (denoted in brackets) to the original approved financing source.

In some instances, additional funding and/or funding changes may also be required and are included in the recommendations, supported by detail in Exhibit A to this report. These changes include budget reallocations and amendments to previously approved capital budgets and related funding, and ensure that appropriate approval, tracking and monitoring processes are maintained and supported.

This report also includes a budget amendment for the Isabel Turner Library renovation project as well as a recommendation to transfer monies between fire related reserve funds.

December 17, 2024

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**Recommendation:**

**That** Council approve capital budget changes, as well as financing of capital projects or (return of funds), as detailed in Exhibit A to Council Report Number 25-016; and

**That** Council approve a budget amendment of \$940,000 to support the reconstruction of the Isabel Turner Library capital project to be funded from the Municipal Capital Reserve Fund; and

**That** the City Treasurer be authorized to reallocate unspent Library capital works in progress in the amount of \$300K to the Isabel Turner Library capital project; and

**That** Council approve the transfer of \$2,000,000 from the Fire Sick Leave Reserve Fund to the Workplace Safety and Insurance Board (WSIB) Stabilization Reserve Fund.

December 17, 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

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

Brad Joyce, Commissioner, Infrastructure, Transportation  
& Emergency Services



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**Options/Discussion:**

**Background**

Financial Services provides information on a regular basis on the status of capital works, including completed projects as well as capital works-in-process. The recommendations in this report ensure that the integrity of the budget approval process is maintained by ensuring that any changes to funding as a result of project completion and closure are documented and approved.

The capital project structure is configured to support project close outs for specific departmental strategic projects. Capital asset management envelopes are not subject to a routine close out process, but balances are reviewed and reported regularly. Staff continue to provide supplemental information as applicable on capital works-in-process, for both departmental strategic projects and funding envelopes.

The table below summarizes recommended capital budget changes and reallocations, as well as the closure and financing of capital projects or (return of funds), as detailed in Exhibit A to Council Report Number 25-016:

<b>Source of Financing (Return of Funds):</b>	<b>Amount</b>
Municipal Capital Reserve Fund	\$ (3,387,356)
Other Reserve Funds and Reserves:	
Technology Reserve Fund	\$88,072
Development Charges Reserve Fund	1,066,995
Transit Reserve Fund	(367,152)
Solid Waste and Recycling Reserve Fund	(113,684)
Fire Capital Reserve Fund	(2,020,131)
Rideaucrest Reserve Fund	(85)
Municipal Equipment Reserve Fund	(103,175)
Building Code Stabilization Reserve Fund	(46)
Environment Reserve Fund	(15)
Working Fund Reserve	<u>(46,252)</u>
	(1,495,472)

Reserve Fund – Debt:

December 17, 2024

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Municipal Capital Reserve Fund - Debt	(7,550,000)	
Development Charges Reserve Fund – Debt	<u>7,550,000</u>	-
Grants and other contributions		<u>(3,203,689)</u>
<b>Total Sources of Financing (Return of Funds)</b>		<b><u>\$(8,086,517)</u></b>

Exhibit A includes a number of amendments to capital funding sources to reflect capital costs that have been identified as eligible for development charges funding in 2024, as part of the current Development Charges Background Study work. This includes a change to the source of the debt funding for the Culligan Water Park enclosure project in the amount of \$7,550,000 from the Municipal Capital Reserve Fund to the Development Charges Reserve Fund.

As part of the 2025 capital budget process, staff have reviewed capital works in progress with consideration for both financial and resource constraints and have prioritized capital projects accordingly. As a result, a number of project closures related to the Investing in Canada Infrastructure Program (ICIP) grants are being requested at this time. These projects will be put back into the 15 year capital plan and rebudgeted at a later date. As per the grant funding agreement, the City has until 2033 to complete the ICIP funded projects.

Exhibit A also includes the closure of the Waaban Crossing capital project along with the adjoining Highway 15 intersection works. The remaining project balance of \$1.7M is being reallocated to a new project in the Major Projects Office to fund remaining post construction and monitoring activities.

**Budget Amendment**

This report includes a recommendation requesting additional funds in the amount of \$940K, funded from the Municipal Capital Reserve Fund, in order to proceed with the Isabel Turner Library renovation project. Despite a Class C estimate prepared during project planning, the four construction bids submitted in response to the request for proposal (RFP) came in well above project estimates with the highest-ranked proponent coming in at approximately \$2.1M over the project estimates. As part of the RFP process, the City worked through a value engineering process with the proponent to identify cost savings. These efforts resulted in cost reduction of approximately \$900K. The Library has also reviewed its current capital works in progress and has been able to identify an additional \$300K that can be reallocated to the renovation project. While these higher bids were unexpected, based on current market conditions, they could be indicative of potential cost pressures in the future as other construction procurements are put out to the market.

**Exhibit B - Capital Works in Process**

Exhibit B provides information on the capital works in process as at October 31, 2024, including information on approved expenditure budgets and actual costs to date. For reporting purposes,

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project numbers assigned to similarly named projects have been consolidated on Exhibit B with reference to the respective project numbers. Over the years, new project codes have been created by the financial management system for both capital envelopes and strategic projects. City staff continue to streamline processes for assigning capital project numbers in the system and as older project numbers are utilized, they are being closed and any remaining balance consolidated into the newer project number.

**Reserve Fund Reallocation**

The City currently has two funds that are designated to help manage benefit related costs for Fire services: a Sick Leave Reserve Fund and a WSIB Stabilization Reserve. Fire Services contributes to these funds through an annual operating budget allocation. The monies are then used to fund accumulated vested sick leave credits upon retirement as well as fluctuating WSIB awards which can be difficult to project.

These two funds were recently reviewed and the reserve fund models updated. Based on the review, this report is recommending a reallocation of \$2.0M from the Fire Sick Leave Reserve Fund to the WSIB Stabilization Reserve based on projected future sick leave benefit costs and the rising WSIB costs due to PTSD and presumptive legislation. This reallocation will leave sufficient funds in the Fire Sick Leave Reserve Fund based on projected vested sick leave benefits and retirement dates. Current balances in the Fire Sick Leave Reserve Fund and WSIB Stabilization Reserve after the reallocation of funds will be \$6.7M and \$3.2M respectively.

**Existing Policy/By-Law**

Capital budget by-laws for all years up to and including 2024 with capital budget amendments as approved by Council.

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

**Financial Considerations**

Recommendations for specific funding sources or return of funds are in accordance with the intent of the original budget approved sources of financing. It is appropriate to close capital projects once complete and remove them from the regular reports for capital works in process. Capital asset management budget envelopes will not be subject to a routine close out process; however, ongoing balances will be reviewed and reported on a regular basis.

Sufficient funds exist within the respective reserve funds to accommodate the budget amendments and new budget requests recommended within this report.

**Contacts:**

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

December 17, 2024

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

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

**Other City of Kingston Staff Consulted:**

Ian Semple, Director, Transportation & Transit

Luke Follwell, Director, Engineering Services

Karen Santucci, Director, Public Works & Solid Waste

Dan Franco, Projects Engineer, Major Projects

Sukriti Agarwal, Manager, Policy Planning

Laird Leggo, Manager, Licensing, Parking Operations & Policy

Julie Salter-Keane, Manager, Climate Leadership

Brandon Forrest, Director, Business, Real Estate & Environment

Jayne Beggan-Hartley, Director, Housing & Social Services

Scott Tulk, Acting Chief Information Officer, IS&T

Speros Kanellos, Director, Facilities Management & Construction Services

Brent Fowler, Director, Corporate Asset Management & Fleet

Brandi Timpson, Manager of Administration & Emergency Preparedness, Fire & Rescue

Lisa Carpenter-Hunt, Director, Building Services

**Exhibits Attached:**

Exhibit A - Closed Capital Projects and Budget Adjustments as at September 30, 2024

Exhibit B - Capital Works-in-Process as at September 30, 2024

**Closed Capital Projects and Budget Amendments as at October 31, 2024**

Department	Project Number and Description	Actual Expenditures	Budget	Expenditure Variance	Amount to Finance (Amount Returned)	Project Status	Municipal Capital Reserve Fund	Other Funding	Funding Description	Comments
Kingston Access Services	201003 - KAS-Computer Upgrade	15,000	15,000	-	-	Close	-	-		
County of Frontenac	201026 - COF-Ambulance	-	250,000	(250,000)	-	Change Funding Source	(250,000)	250,000	Development Charges Reserve Fund	
Engineering	200688/201257 - ENG-Stormwater & Combined Sewer Separation Projects	4,102,916	20,707,679	(16,604,763)	-	Change Funding Source	(171,472)	171,472	DMAF Grant	
Transportation and Transit Services	200810 - TRP-ROW-Downtown Patio Program and Design	203,748	250,000	(46,252)	(46,252)	Close	-	(46,252)	Working Fund Reserve	
	200933 - TRN- Equipment-Farebox	1,437,304	1,500,000	(62,696)	(62,696)	Close	-	(16,719)	Transit Reserve Fund	
								(45,977)	ICIP Federal and Provincial Grant	
	201283 - TRP-KIN-08 - Transity Priority (ICIP)	996,420	3,803,043	(2,806,623)	(1,000,000)	Closing a portion of the project	(266,700)	(733,300)	ICIP Federal and Provincial Grant	To be rebudgeted
	201285 - TRP-KIN-03 - King St W @ Portmsouth (ICIP)	-	1,893,890	(1,893,890)	(1,893,890)	Close	(505,100)	(1,388,790)	ICIP Federal and Provincial Grant	To be rebudgeted
	201286 -TRP-KIN-03 - King St W @ Portmsouth	19,583	2,603,717	(2,584,133)	(2,584,133)	Close	(2,233,701)	(350,433)	Transit Reserve Fund	To be rebudgeted
	201031 -TRP-KIN-12 - Portsmouth Ave to Union St (ICIP)	-	1,601,918	(1,601,918)	(1,601,918)	Close	(427,232)	(1,174,686)	ICIP Federal and Provincial Grant	To be rebudgeted
201032 - TRP-KIN-12 - Portsmouth Ave to Union St	-	389,540	(389,540)	(389,540)	Close	(389,540)			To be rebudgeted	
Public Works	200426- PBW-Forestry	3,483,854	3,595,000	(111,146)	(111,146)	Close	(111,146)	-		
	201168 - PBW-Forestry	1,215,851	1,250,000	(34,149)	(34,149)	Close	(34,149)	-		

Department	Project Number and Description	Actual Expenditures	Budget	Expenditure Variance	Amount to Finance (Amount Returned)	Project Status	Municipal Capital Reserve Fund	Other Funding	Funding Description	Comments
Solid Waste	100276 - SLW-Integrated Waste Management Study	136,990	200,000	(63,010)	(63,010)	Close	-	(63,010)	Solid Waste and Recycling Reserve Fund	
	200638 - SLW-Drop-off Recycling Depot at KARC	39,326	60,000	(20,674)	(20,674)	Close	-	(20,674)	Solid Waste and Recycling Reserve Fund	
	201172 - SLW-2 Recycling Depots for Public Areas	-	30,000	(30,000)	(30,000)	Close	-	(30,000)	Solid Waste and Recycling Reserve Fund	
Major Projects Office	200100 - MPO-Third Crossing of the Catarauqui River	179,996,605	180,000,000	(3,395)	(3,395)	Close	(3,395)			
	100245 - MPO-Highway 15 Gore Road Intersection to Lasalle School	5,936,854	7,647,761	(1,710,907)	(1,710,907)	Close	(424,305)	(1,286,602)	Development Charges Reserve Fund	
	XXXXXX - MPO - Wabaan Crossing - Post Construction and Monitoring	-	1,700,000	-	1,700,000	Budget Amendment	1,700,000	-		New budget \$1.7M
	200978 - MPO-Village Apartments Pathway Improvements	-	265,302	(265,302)	(265,302)	Reallocate and close	(265,302)			
	201030 - MPO-KIN-02 - K&P Trail	-	136,877	(136,877)	265,302	Budget Amendment	265,302			New budget \$402,179
Fire & Rescue	100102 - FRE-Headquarters & Stations Capital	1,403,654	1,404,000	(346)	(346)	Close	-	(346)	Fire Capital Reserve Fund	
	100104/201148 - FRE-Response Vehicles - Replace/Refurbish	8,162,378	14,854,960	(6,692,582)	-	Change Funding Source	-	(10,400)	Fire Capital Reserve Fund	
								10,400	Development Charges Reserve Fund	
	201074 - FRE-Aerial Fire Truck	-	2,000,000	(2,000,000)	-	Change Funding Source	-	(2,000,000)	Fire Capital Reserve Fund	
								2,000,000	Development Charges Reserve Fund	
100111 - FRE-Planning/Studies	219,981	220,000	(19)	(19)	Close	-	(19)	Fire Capital Reserve Fund		

Department	Project Number and Description	Actual Expenditures	Budget	Expenditure Variance	Amount to Finance (Amount Returned)	Project Status	Municipal Capital Reserve Fund	Other Funding	Funding Description	Comments
Planning Services	200944 - PLD-Community Benefits Charges Strategy	124,013	150,000	(25,987)	(25,987)	Close	(25,987)	-		
	100037 - PLD-North King's Town Secondary Plan	980,857	981,000	(143)	(143)	Close	(143)	-		
Building Services	200835 - BEN-Furnishings	9,954	10,000	(46)	(46)	Close	-	(46)	Building Stabilization Reserve Fund	
Parking	201186 - PRK-Internal Project Management	136,210	136,210	-	-	Close	-	-	Parking Reserve Fund	
Climate Leadership	200925 - CLD-GHG Inventory and Initiative Development	42,757	45,000	(2,243)	(2,243)	Close	(2,243)	-		
Business, Real Estate & Environment	201263 - REE-83 Railway Street	3,694,051	3,700,000	(5,949)	(5,949)	Close	(5,949)	-		
	100266 - REE-Brownfield Remediation Project	455,385	455,400	(15)	(15)	Close		(15)	Environment Reserve Fund	
Rideaucrest	201174 - LTC-Equipment and Furnishings	99,915	100,000	(85)	(85)	Close	-	(85)	Rideaucrest Reserve Fund	
Recreation & Leisure	200930 - REC-Cricket Field Refurbishment	750,000	750,000	-	-	Close	-	-		Additional \$320K funded from parks capital envelope
Housing & Social Services	200343 - HSG-IAH-1 Curtis Crescent	1,514,313	1,550,000	(35,687)	(35,687)	Close	(3,279)	(32,408)	Ministry of Municipal Affairs & Housing	
	200561 - HSG-27 Wright Crescent Redevelopment	2,656,820	2,656,820	-	-	Close	-	-		
	200817 - SOC-Furnishings - 362 Montreal Street	9,322	10,000	(678)	(678)	Close	(678)	-		
	201089 - HSG-365 Nelson Street-Youth Shelter	141,425	141,425	-	-	Close	-	-		

Department	Project Number and Description	Actual Expenditures	Budget	Expenditure Variance	Amount to Finance (Amount Returned)	Project Status	Municipal Capital Reserve Fund	Other Funding	Funding Description	Comments
Facilities Management & Construction	100127 - FAC-701 Division Street, Public Works/Fleet Building	4,324,527	4,427,084	(102,557)	(102,557)	Close		(102,557)	Municipal Equipment Reserve Fund	
	200575 - FAC-Fire Fleet Maintenance Facility-Design	4,336,943	4,350,000	(13,057)	(13,057)	Close		(9,366)	Fire Capital Reserve Fund	
					-			(3,691)	Development Charges Reserve Fund	
	201267 - FAC-Culligan Water Park enclosure	-	25,100,000	(25,100,000)	-	Change Funding Source		(7,550,000)	Municipal Capital Reserve Fund Debt	Funding Correction
					-		7,550,000	Development Charges Debt	Funding Correction	
Fleet Services	200828 -FLT-Technology/Communications/Tooling	482,250	482,250	-	-	Close	-	-		
	200826/201235 - FLT-Additions - Public Works (Roads/Sidewalks)	843,454	2,055,000	(1,211,546)	-	Change Funding Source	(96,888)	96,888	Development Charges Reserve Fund	Funding Correction
	201233 - FLT-Technology/Communications/Tooling	32,882	33,500	(618)	(618)	Close	-	(618)	Municipal Equipment Reserve Fund	
Information Systems & Technology	200510 - IST- ICT Infrastructure	1,543,593	1,543,595	(2)	(2)	Close	-	(2)	Technology Reserve Fund	
	200512 -IST- Cyber Security	345,325	345,325	-	-	Close	-	-		
	200847- IST- Continous Improvement Innovation	1,379,279	1,379,279	-	-	Close	-	-		
	100215 - IST-Data Centre Upgrades	286,178	333,104	(46,926)	(46,926)	Close	-	(46,926)	Techology Reserve Fund	
	201203 -IST-Information Management	-	35,000	(35,000)	(35,000)	Reallocate and close	(35,000)	-		
	201131 - IST- Payment Strategy Planning	-	100,000	(100,000)	(100,000)	Reallocate and close	(100,000)	-		
	201194-IST- Dash Improvements	151,963	479,898	(327,935)	(180,000)	Reallocate portion of funds - project remains open	-	(180,000)	Technology Reserve Fund	Revised budget \$299,898
201201 - IST- Digital Service Delivery	3,283,398	5,063,873	(1,780,475)	315,000	Budget Amendment	-	315,000	Technology Reserve Fund	Revised budget \$5,378,873	



Department	Project Number and Description	Actual Expenditures	Budget	Expenditure Variance	Amount to Finance (Amount Returned)	Project Status	Municipal Capital Reserve Fund	Other Funding	Funding Description	Comments
Airport	100171 - AIR-Passenger Terminal Building	241,551	242,000	(449)	(449)	Close	(449)			
<b>Total</b>					<b>(8,086,518)</b>		<b>(3,387,356)</b>	<b>(4,699,161)</b>		

**Summary**

**Reserve & Reserve Funds:**

Municipal Capital Reserve Fund	(3,387,356)	-
Municipal Capital Reserve Fund-Debt	-	(7,550,000)
Technology Reserve Fund	-	88,072
Development Charges Reserve Fund	-	1,066,995
Development Charges Reserve Fund-Debt	-	7,550,000
Transit Reserve Fund	-	(367,152)
Solid Waste and Recycling Reserve Fund	-	(113,684)
Fire Capital Reserve Fund	-	(2,020,131)
Rideaucrest Reserve Fund	-	(85)
Municipal Equipment Reserve Fund	-	(103,175)
Building Code Stabilization Reserve Fund	-	(46)

<b>Department</b>	<b>Project Number and Description</b>	<b>Actual Expenditures</b>	<b>Budget</b>	<b>Expenditure Variance</b>	<b>Amount to Finance (Amount Returned)</b>	<b>Project Status</b>	<b>Municipal Capital Reserve Fund</b>	<b>Other Funding</b>	<b>Funding Description</b>	<b>Comments</b>
Environment Reserve Fund							-	(15)		
Working Fund Reserve							-	(46,252)		
<b>Sub-Total</b>							<b>(3,387,356)</b>	<b>(1,495,472)</b>		
Grants and other contributions							-	(3,203,689)		
<b>Total</b>							<b>(3,387,356)</b>	<b>(4,699,161)</b>		

## Capital Works-In-Progress as of October 31, 2024

Project Number and Description	Actuals	Commitments	Budget	Variance
<b>Agencies &amp; Boards</b>				
<b>Library - Asset Management Envelopes</b>				
100000/201243 - LIB-Branch Revitalization & Renewal (Shared)	311,967	-	475,000	163,033
200526 - LIB-Branch Revitalization & Renewal (Un-Shared)	214,464	-	389,216	174,752
200527 - LIB-Facility Repairs	820,165	-	1,046,319	226,154
200529/201245 - LIB-Shared IT	386,779	-	551,000	164,221
200531 - LIB-Unshared IS&T	39,207	-	207,000	167,793
Total Library - Asset Management Envelopes	1,772,582	-	2,668,536	895,954
<b>Library - Projects</b>				
200806 - LIB-KFPL Branch Donations	10,176	-	36,385	26,209
201305 - LIB-Isabel T. Move and Lease	40,314	-	300,000	259,686
Total Library - Projects	50,490	-	336,385	285,895
<b>Total Library</b>	<b>1,823,072</b>	<b>-</b>	<b>3,004,921</b>	<b>1,181,848</b>
<b>Police - Asset Management Envelopes</b>				
200533/201153 - POL-IT Projects	3,511,725	-	5,951,000	2,439,275
200534/201154 - POL-Critical Incident Management Equipment	870,398	-	903,288	32,890
200532/201152 - POL-Replacement Vehicles	3,784,355	-	4,042,500	258,145
200535/201156 - POL-Building	395,459	-	500,000	104,541
Total Police - Asset Management Envelopes	8,561,938	-	11,396,788	2,834,850

<b>Project Number and Description</b>	<b>Actuals</b>	<b>Commitments</b>	<b>Budget</b>	<b>Variance</b>
<b>Police - Projects</b>				
200698 - POL-911 Upgrades	2,229,965	2,483	2,920,000	687,552
201155 - POL-Protective Gear	125,455	-	200,000	74,545
Total Police - Projects	2,355,420	2,483	3,120,000	762,097
<b>Total Police</b>	<b>10,917,358</b>	<b>2,483</b>	<b>14,516,788</b>	<b>3,596,948</b>
<b>Kingston Access Services - Projects</b>				
100089 - KAS-Facility Upgrades	10,537	-	32,000	21,463
200972 - KAS-New Dispatch Software	-	-	121,000	121,000
200820/201246 - KAS-Replacement of KAS Vehicles	729,973	-	1,849,032	1,119,059
201247 - KAS-New KAS Vehicles	-	-	157,735	157,735
201248 - KAS-Replacement of Server	14,225	-	24,000	9,775
<b>Total Kingston Access Services</b>	<b>754,736</b>	<b>-</b>	<b>2,183,767</b>	<b>1,429,031</b>
<b>County of Frontenac - Projects</b>				
201026 - COF-Ambulance	-	-	250,000	250,000
201025 - COF-Ambulance Station	1,141,884	-	3,000,000	1,858,116
<b>Total County of Frontenac</b>	<b>1,141,884</b>	<b>-</b>	<b>3,250,000</b>	<b>2,108,116</b>
<b>Total Agencies &amp; Boards</b>	<b>14,637,050</b>	<b>2,483</b>	<b>22,955,476</b>	<b>8,315,943</b>

<b>Project Number and Description</b>	<b>Actuals</b>	<b>Commitments</b>	<b>Budget</b>	<b>Variance</b>
<b>Infrastructure, Transportation &amp; Emergency Services</b>				
<b>Transportation Services - Transportation &amp; Transit - Asset Management Envelopes</b>				
200449/200666 - TRP - City-wide Routes ATMP Infrastructure	3,448,211	102,277	5,195,102	1,644,614
200451 - TRP-Active Transportation - Pathways & Trails	7,477	-	66,000	58,523
200456/201219 - TRP-City Wide Intersection & Corridor Improvements	1,380,451	90,590	1,876,500	405,459
200667 - TRP-Neighbourhood Routes ATMP Infrastructure	1,259,143	517,079	2,364,823	588,601
200669/201216 - TRP-Intersections and Pedestrian Crossings	1,224,626	1,572,644	4,400,001	1,602,731
200671/201218 - TRP-Traffic Management General	1,627,642	6,778	2,641,597	1,007,178
200673 - TRP-Pathway and Trail Lighting	707,213	2,049,117	3,200,000	443,671
Total Transportation Services - Transportation & Transit - Asset Management Envelopes	9,654,763	4,338,484	19,744,023	5,750,776
<b>Transportation Services - Projects</b>				
100252 - TRP-Centennial Drive-2 Lane Road	5,605,655	475,904	8,113,052	2,031,494
200668/201215 - TRP-Policies and Programs	312,785	99,067	862,150	450,298
200670/201217 - TRP-Transportation Data Modelling and Studies	596,669	290,715	1,665,000	777,616
200675/201221/201222 - TRP-KIN-02 - Enhanced Connections to Transit Stops (ICIP)	6,943,516	1,219,369	8,456,069	293,184
200678 - TRP-KIN-04 - Enhanced Pedestrian & Cycling (ICIP)	5,604,537	7,408,715	13,081,463	68,211
200987 - TRP-School Safety Zones	96,898	-	400,000	303,102
201028 - TRP-Gardiners Centennial MTO Intersection	4,987,173	12,175,444	18,905,000	1,742,383
201220 - TRP-Neighbourhood Speed Limits	-	-	200,000	200,000
201283/201284 - TRP-KIN-08 - Transity Priority (ICIP)	170,140	941,280	3,184,899	2,073,479
Total Transportation Services - Projects	24,317,373	22,610,494	54,867,634	7,939,766

<b>Project Number and Description</b>	<b>Actuals</b>	<b>Commitments</b>	<b>Budget</b>	<b>Variance</b>
<b>Transit - Asset Management Envelopes</b>				
200447 - TRN-Buildings-Transit	175,777	-	500,001	324,223
200448/201182 - TRN-Equipment	212,885	5,821	1,658,498	1,439,793
200643/200934 - TRN-Bus Stops/Shelters	1,491,410	2,181,902	4,693,026	1,019,714
201180 - TRN-Bus Stops/Shelters/Passenger Stations	11,803	-	462,000	450,197
Total Transit - Asset Management Envelopes	<b>1,891,875</b>	<b>2,187,722</b>	<b>7,313,525</b>	<b>3,233,927</b>
<b>Transit - Projects</b>				
200641 - TRN-Buildings-Bus Electrification Study	149,923	-	250,000	100,077
201179 - TRN-Technology Equipment and Communications	11,861	67,503	80,000	636
201181 - TRN-Five Year Transit Plan & Organizational Review	9,862	-	95,000	85,138
Total Transit - Projects	<b>171,646</b>	<b>67,503</b>	<b>425,000</b>	<b>185,852</b>
<b>Total Transportation &amp; Transit Services</b>	<b>36,035,658</b>	<b>29,204,203</b>	<b>82,350,182</b>	<b>17,110,321</b>
<b>Public Works - Asset Management Envelopes</b>				
200425/201166 - PBW-Right-of-way Inspections/Repairs	2,159,740	504,582	2,990,000	325,679
200427/201169 - PBW-Low Volume Roads	1,705,746	98,678	2,200,000	395,576
200429 - PBW-Technology-Research & Implementation	335,298	15,155	410,000	59,547
200430/201171 - PBW-Parks & Sportsfields Repairs	535,365	22,105	680,000	122,530
200646/201167 - PBW-Pavement Marking	2,230,779	344,839	2,704,000	128,382
201004 - PBW-Winter De-icing Pilot	-	51,150	100,000	48,850
201170 - PBW- PW Building Capital	-	4,267	45,000	40,733
Total Public Works - Asset Management Envelopes	<b>6,966,928</b>	<b>1,040,776</b>	<b>9,129,000</b>	<b>1,121,297</b>
<b>Total Public Works</b>	<b>6,966,928</b>	<b>1,040,776</b>	<b>9,129,000</b>	<b>1,121,297</b>

<b>Project Number and Description</b>	<b>Actuals</b>	<b>Commitments</b>	<b>Budget</b>	<b>Variance</b>
<b>Solid Waste - Projects</b>				
100267 - SLW-Radio Equipment	86,870	-	132,104	45,234
200807 - SLW-Groundwork Repair at Yard Waste Depot at KARC	-	-	100,000	100,000
<b>Total Solid Waste</b>	<b>86,870</b>	<b>-</b>	<b>232,104</b>	<b>145,234</b>
<b>Engineering - Asset Management Envelopes</b>				
200477/201211 - ENG-Existing Parks & Shoreline	7,535,637	1,799,611	15,844,327	6,509,080
200683/201206 - ENG-Road Reconstruction & Rehabilitation	28,765,854	3,530,636	38,326,839	6,030,349
200686/201207 - ENG-Bridges, Culverts & Retaining Walls	4,657,016	890,246	8,829,481	3,282,219
200687 - ENG-Storm System Improvements	2,777,861	888,224	4,454,508	788,423
200688/201257 - ENG-Stormwater & Combined Sewer Separation Projects	4,102,916	10,556,078	20,707,679	6,048,685
200691/201209 - ENG-Asset Management & Studies	2,873,508	275,272	4,071,842	923,062
200692/201210 - ENG-Engineering Capital Program - unallocated	2,646,263	132,980	3,100,825	321,582
200705/201258 - ENG-DMAF Shoreline Projects	4,975,993	2,086,878	9,080,052	2,017,180
200809 - ENG-Turtle Fence	891,424	730,485	1,655,000	33,091
201022/201213 - ENG-Parks Capital Program - unallocated	46,830	397,485	612,275	167,960
<b>Total Engineering - Asset Management Envelopes</b>	<b>59,273,300</b>	<b>21,287,897</b>	<b>106,682,828</b>	<b>26,121,632</b>
<b>Engineering - Projects</b>				
100229 - ENG-Cataraqui Woods Extension - Sydenham	7,126,125	1,615	9,239,186	2,111,446
200658 - ENG-New Parks	3,690,286	254,287	8,599,025	4,654,452
201208 - ENG-Storm Water	455,142	-	2,904,981	2,449,839
201212 - ENG-Confederation Basin Promenade	2,040	-	9,500,000	9,497,960

<b>Project Number and Description</b>	<b>Actuals</b>	<b>Commitments</b>	<b>Budget</b>	<b>Variance</b>
201214 - ENG-Development Charges Funded Parks	348,360	18,093	1,229,585	863,133
201310 - ENG-Inclusive Play Shannon Park Civil Works	-	-	300,000	300,000
Total Engineering - Projects	<b>11,621,953</b>	<b>273,995</b>	<b>31,772,777</b>	<b>19,876,829</b>
<b>Major Projects Office - Engineering - Projects</b>				
201029/201030 - MPO-KIN-02 - K&P Trail (ICIP)	-	-	1,765,302	1,765,302
201281/201282 - MPO-KIN-07 - JCB @ Montreal (ICIP)	1,202,045	132,436	9,990,000	8,655,519
201303 - MPO-Midland to Cloggs Servicing & Design	-	-	500,000	500,000
xxxxxx - MPO - Waaban Crossing - Post Construction & Monitoring	-	-	1,700,000	1,700,000
Total Major Projects Office - Engineering	<b>1,202,045</b>	<b>132,436</b>	<b>13,955,302</b>	<b>12,620,822</b>
<b>Total Engineering</b>	<b>72,097,298</b>	<b>21,694,327</b>	<b>152,410,908</b>	<b>58,619,283</b>
<b>Fire &amp; Rescue - Asset Management Envelopes</b>				
100098 - FRE-911 Telephone Service	1,402,759	12,776	1,808,825	393,290
100100/201145 - FRE-Communications Centre	248,845	2,466	517,300	265,990
100104/201148 - FRE-Response Vehicles - Replace/Refurbish	8,162,378	1,827,464	14,854,960	4,865,118
200505 - FRE-Mobile Radio & Communications	800,847	142,268	1,053,500	110,385
200507/201147 - FRE-Fire Technology Communications	61,247	-	436,000	374,753
200509/201150 - FRE-Other Equipment	1,697,295	380,931	2,100,000	21,774
200902/201146 - FRE-Corporate Radio System	1,419,926	-	2,304,029	884,103
201151 - FRE-Emergency Preparedness	34,497	789	175,000	139,714
201015/201149 - FRE-Training Centre Facilities and Props	97,714	33,725	200,000	68,562
201074 - FRE-Aerial Fire Truck	-	2,000,000	2,000,000	-
201144 - FRE-Records Management System	-	-	25,000	25,000
Total Fire & Rescue - Asset Management Envelopes	<b>13,925,507</b>	<b>4,400,418</b>	<b>25,474,614</b>	<b>7,148,689</b>
<b>Total Fire &amp; Rescue</b>	<b>13,925,507</b>	<b>4,400,418</b>	<b>25,474,614</b>	<b>7,148,689</b>



<b>Project Number and Description</b>	<b>Actuals</b>	<b>Commitments</b>	<b>Budget</b>	<b>Variance</b>
<b>Growth &amp; Development Services</b>				
<b>Planning Services - Projects</b>				
100109 - PLD-Clogg's Road/Creekford Secondary	224,336	6,028	250,000	19,636
100110/200936 - PLD-Urban Growth Strategy Update	355,746	-	450,000	94,254
200467/201140 - PLD-Development Review/Land Management	55,600	-	182,171	126,571
200468/201141 - PLD-Project Costs/Long Term Plan	829,596	17,460	1,040,364	193,308
200831 - PLD-Policy Planning Studies	362,868	55,323	650,000	231,809
200937 - PLD-Commercial Land Use Inventory	78,491	-	100,000	21,509
200938 - PLD-Employment/Industrial Land Strategy	68,349	-	75,000	6,651
200939 - PLD-Population Model Update	315,488	-	340,000	24,512
200940/201138 - PLD-Density by Design	35,422	-	300,000	264,579
200941 - PLD-GIS Vendor Support	6,228	6,228	30,000	17,544
200942/201142 - PLD-3D GIS Development Strategy	3,394	-	85,000	81,606
200943 - PLD-Site Plan By-Law Update	25,500	-	75,000	49,500
201012/201136 - PLD-Official Plan Consolidation/ 5 Year Reviews	133,969	-	675,000	541,031
201013 - PLD-Plan Review Monitors	1,777	-	15,000	13,223
201075 - PLD-2024 DC Background Study & By-Law Development	107,421	-	150,000	42,579
201137 - PLD-Affordable Housing Assessment Report	35,932	-	100,000	64,069
201139 - PLD-North King's Town	58,896	15,331	150,000	75,772
201143 - PLD-Natural Heritage Study	57,389	-	315,000	257,611
<b>Total Planning Services</b>	<b>2,756,401</b>	<b>100,371</b>	<b>4,982,536</b>	<b>2,125,763</b>

<b>Project Number and Description</b>	<b>Actuals</b>	<b>Commitments</b>	<b>Budget</b>	<b>Variance</b>
<b>Building Services - Asset Management Envelopes</b>				
100133 - BEN-Building Hardware	41,004	38,995	80,000	0
201188 - BLD-Building Hardware	-	-	43,000	43,000
<b>Total Building Services</b>	<b>41,004</b>	<b>38,995</b>	<b>123,000</b>	<b>43,000</b>
<b>Licensing &amp; Enforcement Services - Projects</b>				
200834 - BEN-Accela Licensing and Code Enforcement	-	-	300,000	300,000
200899 - BEN-Enforcement Field Hardware	83,036	-	100,000	16,964
201189 - LES-Accela Licensing and Code Enforcement	-	-	50,000	50,000
201190 - LES-Online Payment - Cityview	-	-	50,000	50,000
201191 - LES-PS Field Hardware	-	-	20,000	20,000
<b>Total Licensing &amp; Enforcement Services</b>	<b>83,036</b>	<b>-</b>	<b>520,000</b>	<b>436,964</b>
<b>Parking - Asset Management Envelopes</b>				
100180 - PRK-Planning/Studies	114,980	58,793	195,000	21,227
100181/201183 - PRK-Chown	4,363,017	119,758	4,755,146	272,371
100182 - PRK-Bicycle Parking	44,786	-	160,000	115,214
100183/200457 - PRK-Technology/Communications-Parking	280,229	-	660,000	379,772
100184 - PRK-Hanson	2,230,552	98,842	2,480,000	150,606
100186/201185 - PRK-Surface Lots	399,504	5,004	2,264,558	1,860,050
100187/201187 - PRK-Pay & Display-Meters	2,061,214	-	2,989,413	928,199
100190 - PRK-Robert Bruce	932,265	-	1,125,000	192,735
100310 - PRK-Parking Other Equipment	78,513	-	115,000	36,487
200460 - PRK-Parking Enforcement	87,006	-	141,948	54,942

<b>Project Number and Description</b>	<b>Actuals</b>	<b>Commitments</b>	<b>Budget</b>	<b>Variance</b>
201002/201184 - PRK-Kingston Market Square Hotel	-	-	476,000	476,000
201081 - PRK-Hanson Memorial Parking Garage	1,105,485	2,260,108	3,700,000	334,407
<b>Total Parking</b>	<b>11,697,551</b>	<b>2,542,505</b>	<b>19,062,066</b>	<b>4,822,010</b>
<b>Real Estate &amp; Environmental Initiatives - Asset Management Envelopes</b>				
200496/201176 - REE-Employment Land Acquisition	2,722,818	5,450	11,200,000	8,471,733
Total Real Estate & Environmental Initiatives - Asset Management Envelopes	2,722,818	5,450	11,200,000	8,471,733
<b>Real Estate &amp; Environmental Initiatives - Projects</b>				
100138 - REE-9 North Street (Old Imperial Oil Building)	45,487	-	100,001	54,514
100142 - REE-Federal Divestitures	122,709	-	250,000	127,291
100281 - REE-Kingston East Landfill Closure	318,783	17,774	401,800	65,243
100314 - REE-Belle Island Stabilization	5,815	-	50,000	44,185
200870/201177 - REE-Employment Land Servicing	4,267,205	963,503	8,300,223	3,069,515
200170 - REE-Municipal Property Environmental Remediation	158,425	34,123	230,000	37,452
200322 - REE-Employment Land Agreement	112,972	182,516	300,000	4,512
200337 - REE-Dredging Waterlot-1 Queen Street	97,480	-	133,358	35,878
200493/201175 - REE-Strategic Property Land Development	773,331	56,208	1,136,165	306,626
200497 - REE-DT Coal Tar Groundwater Monitoring	70,722	-	95,000	24,278
200498 - REE-Belle Park Landfill	231,030	351	251,863	20,483
200499/201178 - REE-EMP Remediation and Monitoring	29,480	-	360,000	330,520
200974 - REE-Managed Forest Projects	50,594	10,363	66,400	5,442
201005 - REE-McAdoos Landfill Cap Repairs	83,671	-	120,000	36,329
201006 - REE-Orchard Marsh Sediment Control	-	-	250,000	250,000
201050 - REE-Land Acquisition-Fire Station #11	3,857,996	-	4,300,000	442,004
201069 - REE-Belle Park Emergency Repairs	1,311,700	-	1,500,000	188,300

<b>Project Number and Description</b>	<b>Actuals</b>	<b>Commitments</b>	<b>Budget</b>	<b>Variance</b>
201079 - REE-2685 Creekford Road	1,451,910	1,194	1,480,000	26,896
201268 - REE-Proponent Honourium	-	-	150,000	150,000
201319 - REE-Enhanced Rock Weathering Carbon Capture	-	-	212,000	212,000
Total Real Estate & Environmental Initiatives - Projects	12,989,312	1,266,032	19,686,810	5,431,466
<b>Total Real Estate &amp; Environmental Initiatives</b>	<b>15,712,130</b>	<b>1,271,482</b>	<b>30,886,810</b>	<b>13,903,198</b>
<b>Climate Leadership Division - Projects</b>				
200811/201173 - CLD-Climate Leadership Priorities Implementation	468,442	4,697	703,000	229,860
200812 - CLD-Kingston Home Energy Retrofit Program	7,498,674	185,271	18,475,000	10,791,055
200900 - CLD-Sustainable Kingston Plan Update	10,735	-	125,000	114,265
<b>Total Climate Leadership Division</b>	<b>7,977,851</b>	<b>189,968</b>	<b>19,303,000</b>	<b>11,135,180</b>
<b>Community Services</b>				
<b>Rideaucrest - Asset Management Envelopes</b>				
100080 - LTC-Donations, Capital Expenditures	103,694	-	222,000	118,306
100209 - LTC-Rideaucrest Home-Facility	3,322,941	50,937	3,663,843	289,966
<b>Total Rideaucrest</b>	<b>3,426,635</b>	<b>50,937</b>	<b>3,885,843</b>	<b>408,272</b>
<b>Heritage Services - Asset Management Envelopes</b>				
200490 - HER-Cultural Heritage	677,533	108,654	1,667,661	881,474
201130 - HER-Heritage Planning	63,574	59,931	213,673	90,168
Total Heritage Services - Asset Management Envelopes	741,107	168,586	1,881,334	971,642
<b>Heritage Services - Projects</b>				
200292 - HER-Engage for Change	281,718	8,212	450,000	160,070
Total Heritage Services - Projects	281,718	8,212	450,000	160,070
<b>Total Heritage Services</b>	<b>1,022,824</b>	<b>176,798</b>	<b>2,331,334</b>	<b>1,131,712</b>
<b>Housing &amp; Social Services - Projects</b>				

<b>Project Number and Description</b>	<b>Actuals</b>	<b>Commitments</b>	<b>Budget</b>	<b>Variance</b>
100088 - HSG-1316 & 1318 Princess Street	14,346,934	-	15,720,925	1,373,991
100092/200472 - HSG-Affordable Housing Capital Subsidy	422,773	2,689	485,626	60,165
200087 - HSG-Social Housing Seed Funding	150,969	-	250,000	99,031
200199 - HSG-Rideau Heights Regeneration Phase 2	371,851	24,848	400,000	3,301
200639/201163 - HSG-Canada-Ontario Community Housing Initiative	3,673,755	732,164	5,476,405	1,070,485
200640 - SOC-MFAP Modernization & Sustainment	33,178	-	100,000	66,822
200717 - HSG-1752 Bath Road	-	-	1,400,000	1,400,000
200727 - HSG-484-Albert Street (Home for Good Program)	3,685,535	-	23,187,818	19,502,283
200763 - HSG-805 Ridley	3,225,830	1,423,118	5,733,275	1,084,326
200874 - HSG-Tiny Homes/Micro Living Spaces	177,183	-	661,000	483,817
200894 - HSG-Rapid Housing Initiative	7,428,884	183	7,668,328	239,261
200981 - HSG-Providence Manor	20,000	-	50,000	30,000
201007 - HSG-Housing & Homeless System Consulting	48,285	-	100,000	51,715
201009 - HSG-Affordable Units	2,177,616	436,127	6,372,982	3,759,240
201011 - SOC-Child Care Plan	-	-	50,000	50,000
201038 - HSG-Ryandale Transitional Housing	622,800	-	900,000	277,200
201040 - HSG-Rapid Housing Initiative (Round Three)	4,560,046	1,173,121	6,669,918	936,751
201161 - HSG-Affordable Housing Viability	124,148	-	148,977	24,830
201162 - HSG-Housing & Homelessness Plan	-	-	280,000	280,000
201164 - HSG-Ontario Priorities Housing Initiative (OPHI)	-	-	672,670	672,670
201280 - HSG-38 Cowdy Street	112,042	4,164	500,000	383,794
201288 - CDW-St Vincent de Paul Community Centre	412,386	-	2,220,000	1,807,614
201291 - HSG-186 Hillendale Ave	111,250	-	445,000	333,750
201292 - HSG-120 Compton Street	-	-	400,000	400,000
201293 - HSG-541 Division Street	-	-	980,000	980,000

<b>Project Number and Description</b>	<b>Actuals</b>	<b>Commitments</b>	<b>Budget</b>	<b>Variance</b>
201294 - HSG-KFHC Affordable Housing	3,511	5,473	870,000	861,017
201307 - HSG-Sleeping Cabins-690 SJA Macdonald Blvd	-	-	150,000	150,000
201308 - HSG-Sleeping Cabins-Capital Development	-	-	350,000	350,000
201309 - HSG-Additional Residential Unit (ARU) Incentive	-	-	1,250,000	1,250,000
201329 - HSG-309 QMR Renovations	-	-	9,430,000	9,430,000
<b>Total Housing &amp; Social Services</b>	<b>41,708,974</b>	<b>3,801,886</b>	<b>92,922,925</b>	<b>47,412,064</b>
<b>Arts &amp; Culture Services - Asset Management Envelopes</b>				
100297 - CUL-JK Tett Centre Envelope	81,390	-	132,200	50,810
200491/201157 - CUL-Cultural Arts Programs	804,677	59,747	1,139,263	274,839
200492 - CUL-Grand Theatre Functional Capital	646,944	6,000	682,205	29,260
Total Arts & Culture Services - Asset Management Envelopes	1,533,011	65,747	1,953,667	354,909
<b>Arts &amp; Culture Services - Projects</b>				
100311 - CUL-Public Art Program (KCP)	627,664	-	978,943	351,279
Total Arts & Culture Services - Projects	627,664	-	978,943	351,279
<b>Total Arts &amp; Culture Services</b>	<b>2,160,675</b>	<b>65,747</b>	<b>2,932,610</b>	<b>706,188</b>
<b>Recreation &amp; Leisure Services - Asset Management Envelopes</b>				
200481/201158 - REC-Community Facilities	501,089	10,991	884,159	372,079
200483 - REC-Recreation Facilities	643,557	-	734,997	91,440
200484/201159 - REC-Aquatic Facilities	649,892	9,931	979,004	319,180
201160 - REC-Arena Facilities	611,125	25,013	969,730	333,592
200486 - REC-Market Square	164,706	67,699	263,823	31,418
200487 - REC-Marina Facilities	564,328	37,835	1,307,148	704,986
200488 - REC-Portsmouth Olympic Harbour	635,710	-	753,308	117,598
200653 - REC-Crawford Wharf	4,643	-	50,000	45,357

<b>Project Number and Description</b>	<b>Actuals</b>	<b>Commitments</b>	<b>Budget</b>	<b>Variance</b>
Total Recreation & Leisure Services - Asset Management Envelopes	3,775,050	151,469	5,942,169	2,015,650
<b>Recreation &amp; Leisure Services - Projects</b>				
201071 - REC-Loyalist Township Aquatics Centre Partnership	-	-	6,550,000	6,550,000
Total Recreation & Leisure Services - Projects	-	-	6,550,000	6,550,000
<b>Total Recreation &amp; Leisure Services</b>	<b>3,775,050</b>	<b>151,469</b>	<b>12,492,169</b>	<b>8,565,650</b>
<b>Corporate Services</b>				
<b>Facilities Management &amp; Construction Services - Asset Management Envelopes</b>				
200574 - FAC-Building Energy Retrofit	3,774,159	41,086	3,925,001	109,757
200650/200909 - FAC-Rideaucrest Home	4,891,203	272,532	5,408,540	244,805
200903/201242 - FAC-Designated Substance Management	140,925	17,487	281,970	123,558
200906/201241 - FAC-Realty Asset Management	1,951,761	419,242	6,512,574	4,141,571
200907 - FAC-Grand Theatre Envelope	57,483	55,916	540,599	427,201
200910 - FAC-Kingston Fire & Rescue	654,370	91,377	778,963	33,216
200911 - FAC-Recreation & Leisures Services	2,086,937	14,191	2,388,506	287,378
200912 - FAC-Slush Puppie Place	452,554	3,891	471,718	15,273
200914 - FAC-Kingston Frontenac Public Library	731,488	168,162	995,000	95,350
201023/201238 - FAC-Heritage Capital Envelope	7,121,322	1,707,528	11,838,076	3,009,226
201024/201239 - FAC-Non-Heritage Capital Envelope	10,607,759	2,207,801	20,358,220	7,542,660
Total Facilities Management & Construction Services - Asset Management Envelopes	32,469,962	4,999,214	53,499,169	16,029,993
<b>Facilities Management &amp; Construction Services - Projects</b>				
200802 - FAC-Public Works Vehicle Storage Facility	8,344	-	190,000	181,656
200803 - FAC-New Creekford Road Building	78,289	-	1,020,881	942,593

<b>Project Number and Description</b>	<b>Actuals</b>	<b>Commitments</b>	<b>Budget</b>	<b>Variance</b>
200908 - FAC-Energy Retrofit/Efficiency Enhancements/EV	137,999	-	250,000	112,001
200913 - FAC-610 Montreal Envelope	371,759	116,286	2,944,269	2,456,224
200979 - FAC-Kingston Fire & Rescue, New Fire Stations	238,385	586,560	1,000,000	175,054
201240 - FAC-Fire Facilities	-	15,162	650,000	634,838
201266 - FAC-Planning/Design Aquatic Heath Centre	-	-	3,000,000	3,000,000
201267 - FAC-Culligan Water Park enclosure	-	1,073,532	25,100,000	24,026,468
201306 - FAC-Isabel Turner Renovation (Header)	-	-	3,700,000	3,700,000
Total Facilities Management & Construction Services - Projects	834,777	1,791,540	37,855,150	35,228,833
<b>Total Facilities Management &amp; Construction Services</b>	<b>33,304,739</b>	<b>6,790,754</b>	<b>91,354,319</b>	<b>51,258,826</b>
<b>Asset Management &amp; Fleet Services - Asset Management Envelopes</b>				
100151/201228 - FLT-Replacements-Underground	1,152,268	-	1,792,418	640,150
100156/200439 - FLT-Replacements-City Other	3,179,905	-	3,203,886	23,981
100159/201227 - FLT-Replacements-Treatment	552,033	-	754,238	202,206
200041 - FLT-Replacements-UK Other	604,229	-	678,282	74,052
200442 - FLT-Replacements-Other	150,679	-	192,368	41,689
200461 - FLT-Vehicle	9,362	-	80,000	70,638
200607/201237 - FLT-Corporate Asset Management	470,121	109,355	740,000	160,524
200695/201232 - FLT-Bus Refurbishments	1,103,841	-	1,910,675	806,834
200821 - FLT-Replacements-Underground/Treatment	921,208	655,749	1,853,676	276,720
200822/201225 - FLT-Replacements-City Other	1,497,542	5,874	1,571,531	68,115
200823/201223 - FLT-Replacements-Public Works	8,058,570	1,756,589	10,290,319	475,160
200824/201224 - FLT-Replacements-Solid Waste	471,533	498,343	1,712,186	742,310
200825/201229 - FLT-Replacements - Gas	196,868	-	475,602	278,734
200826/201235 - FLT-Additions - Public Works (Roads/Sidewalks)	843,454	1,012,865	2,055,000	198,681



<b>Project Number and Description</b>	<b>Actuals</b>	<b>Commitments</b>	<b>Budget</b>	<b>Variance</b>
200829/201234 - FLT-Buildings/Grounds/Infrastructure	280,620	-	871,100	590,480
200926 - FLT-Replacements - Full Size Buses (including Electrical)	89,601	6,282,526	6,390,521	18,395
200927/201236 - FLT-Additions - Facilities Maintenance	95,921	-	356,756	260,835
200928 - FLT-Replacements-City Other-Airport	276,158	-	474,932	198,774
201021 - FLT-Municipal-Additions	233,417	111,275	681,652	336,961
201019 - FLT-Municipal-Replacements	2,162,584	2,784,178	5,790,841	844,079
201020 - FLT-Utilities-Replacements	295,150	527,818	1,429,594	606,626
201226 - FLT-Replacements - Capital Leases	215,926	-	1,332,242	1,116,316
201230 - FLT-Replacements - Other	49,087	-	355,823	306,736
201231 - FLT-Electric-Zero Emission Bus Replacement Cost	4,996	1,834,582	9,689,760	7,850,183
<b>Total Asset Management &amp; Fleet Services</b>	<b>22,915,072</b>	<b>15,579,153</b>	<b>54,683,402</b>	<b>16,189,177</b>
<b>Information Systems &amp; Technology - Asset Management Envelopes</b>				
200515 - IST-Information Management	1,360,628	-	1,740,651	380,023
200840/201195 - IST-ICT Infrastructure	3,370,646	173,053	3,857,686	313,987
201197 - IST-Core Capability Sustainment	-	-	348,748	348,748
200842/201198 - IST-Digital Workspace	2,005,688	143,418	2,618,115	469,009
200843 - IST-Business Applications	2,744,178	-	2,841,767	97,589
200844/200174/201200 - IST-Cyber Security	905,251	2,236	1,237,459	329,972
200845/201201 - IST-Digital Service Delivery	3,478,218	-	5,378,873	1,900,655
201204 - IST-Continuous Improvement & Innovation	92,564	-	410,000	317,436
200929/201202 - IST-Geospatial Information Management	1,984,334	-	3,038,469	1,054,135
201196 - IST-Software Subscriptions and Maintenance	664,462	56,940	2,573,000	1,851,598
201199 - IST-Business Applications Sustainment	-	-	74,150	74,150
201205 - IST-Core System Improvement	120,713	-	294,606	173,893
<b>Total Information Systems &amp; Technology - Asset Management Envelopes</b>	<b>16,726,681</b>	<b>375,647</b>	<b>24,413,524</b>	<b>7,311,196</b>

<b>Project Number and Description</b>	<b>Actuals</b>	<b>Commitments</b>	<b>Budget</b>	<b>Variance</b>
<b>Information Systems &amp; Technology - Projects</b>				
200522/201194 - IST-DASH Improvements (minor\discretionary)	228,612	-	299,898	71,286
200660/201192 - IST-Financial Management System	4,249,271	29,021	4,968,772	690,480
Total Information Systems & Technology - Projects	4,477,882	29,021	5,268,670	761,766
<b>Total Information Systems &amp; Technology</b>	<b>21,204,563</b>	<b>404,668</b>	<b>29,682,194</b>	<b>8,072,962</b>
<b>Chief Administrative Officer</b>				
<b>Chief Administrative Officer</b>				
201265 - CAO-Large project management and support	-	-	350,000	350,000
<b>Total Chief Administrative Officer</b>	<b>-</b>	<b>-</b>	<b>350,000</b>	<b>350,000</b>
<b>Airport - Asset Management Envelopes</b>				
200167 - AIR-Planning/Studies	118,852	35,866	285,000	130,281
200171 - AIR-Grounds/Underground/Fencing	524,383	26,225	896,100	345,492
200656 - AIR-Runway Rehabilitation	-	-	250,000	250,000
Total Airport - Asset Management Envelopes	643,235	62,091	1,431,100	725,774

<b>Project Number and Description</b>	<b>Actuals</b>	<b>Commitments</b>	<b>Budget</b>	<b>Variance</b>
<b>Airport - Projects</b>				
200296 - AIR-Airport Building and Runway	42,791	-	135,000	92,209
Total Airport - Projects	42,791	-	135,000	92,209
<b>Total Airport</b>	<b>686,026</b>	<b>62,091</b>	<b>1,566,100</b>	<b>817,983</b>
<b>Strategy Innovation &amp; Partnerships - Projects</b>				
201135 - SIP-Physician Recruitment	461,289	-	1,000,000	538,711
<b>Total Strategy Innovation &amp; Partnerships</b>	<b>461,289</b>	<b>-</b>	<b>1,000,000</b>	<b>538,711</b>
<b>Chief Financial Officer</b>				
<b>Chief Financial Officer</b>				
201277 - FIN-Service Capacity Modelling	-	-	300,000	300,000
201311 - FIN-HAF unallocated grant	-	-	3,380,000	3,380,000
<b>Total Chief Financial Officer</b>	<b>-</b>	<b>-</b>	<b>3,680,000</b>	<b>3,680,000</b>
<b>Total Capital Projects</b>	<b>312,683,131</b>	<b>87,569,033</b>	<b>664,310,593</b>	<b>264,058,429</b>

**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 E178, (327-339 Select Drive))**

**Passed:** [Meeting Date]

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

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

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

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

1. By-Law Number 2022-62 of The Corporation of the City of Kingston, entitled “Kingston Zoning By-Law Number 2022-62”, is amended as follows:
  - 1.1. Schedule 1 – Zoning Map is amended by removing reference to “Not Subject to this By-law”, and by adding the zone symbol ‘URM1’, 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 E178, as shown on Schedule “B” attached to and forming part of this By-Law;
  - 1.3. By adding the following Exception Number E178 in Section 21 – Exceptions, as follows:

“**E178.** Despite anything to the contrary in this By-law, the following provisions apply to the lands subject to this Exception:

    - (a) The minimum **lot area** is 159 square metres per **dwelling unit** for a Townhouse and 99 square metres per **dwelling unit** for a back-to-back **townhouse**.

- (b) The minimum **lot frontage** is 6 metres for a **townhouse** and 6.4 metres for a back-to-back **townhouse**;
  - (c) The maximum **height** for a back-to-back **townhouse** is 11.5 metres;
  - (d) The minimum **rear setback** is 6 metres for a **townhouse**;
  - (e) The minimum **exterior setback** is 3.3 metres for a **townhouse** and 3 metres for a back-to-back **townhouse**;
  - (f) The minimum **interior setback** for a **townhouse** where the lot line is not a common party wall is 1.2 metres;
  - (g) The minimum **landscaped open space** for a back-to-back **townhouse** is 16%;
  - (h) The maximum **lot coverage** is 58% for a **townhouse** and 62% for a back-to-back **townhouse**;
  - (i) The maximum cumulative width of all **driveways** on a **lot** within the required **front setback** is 3.6 metres;
  - (j) Building components added for the primary purpose of noise mitigation such as a wing-wall are not subject to the **lot coverage** or **setback** provisions of this By-law.
2. The lands shown on Scheduled “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: 339 Select Drive  
File Number: D35-005-2018

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

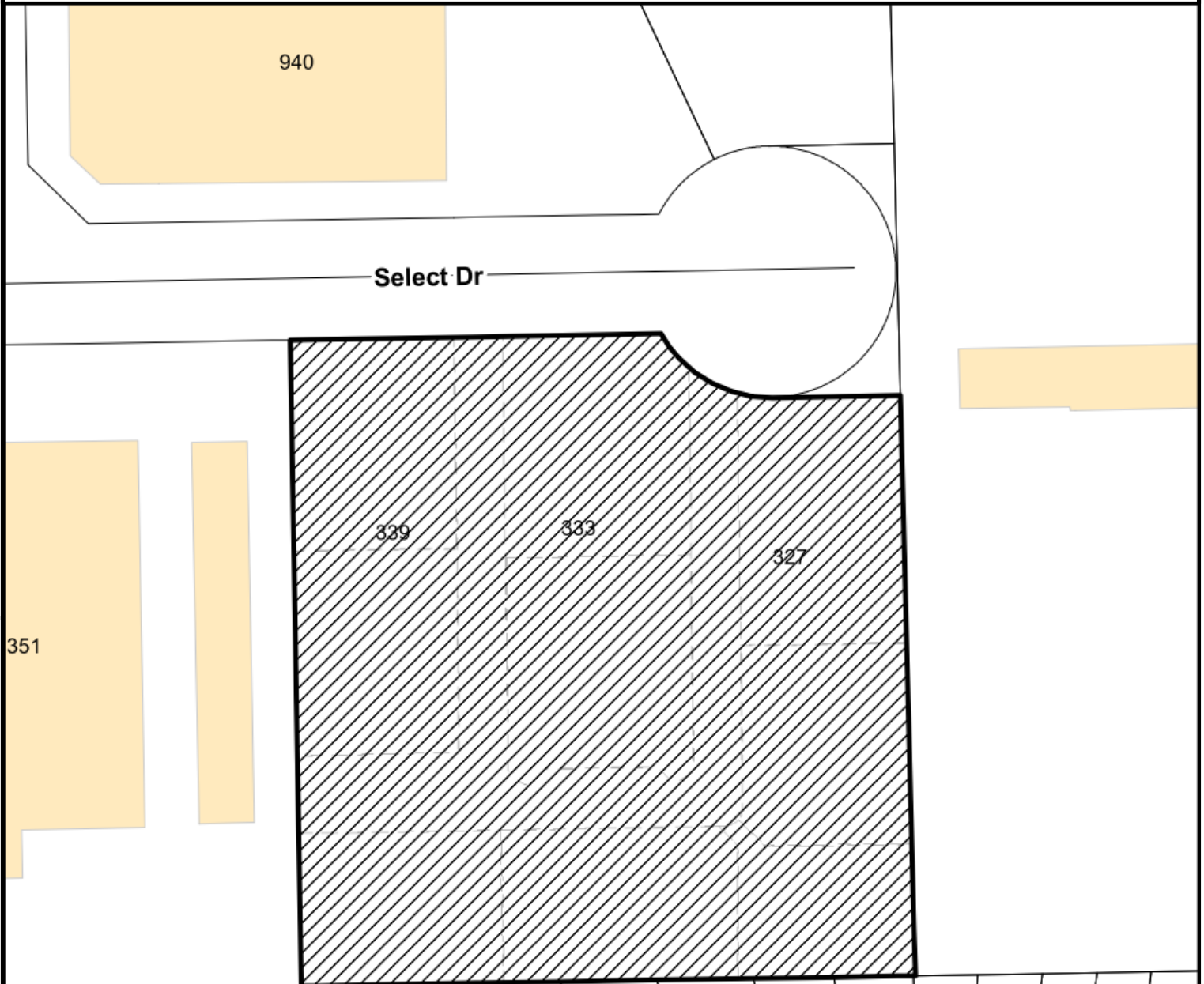
Lands to be Rezoned from NA to URM1

**Certificate of Authentication**

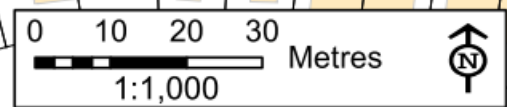
This is Schedule 'A' to By-Law Number \_\_\_\_\_, passed this \_\_\_\_\_ day of \_\_\_\_\_ 202\_.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



Prepared By: ncameron  
Prepared On: Nov-08-2024






### Schedule 'B' to By-Law Number

Address: 339 Select Drive  
File Number: D35-005-2018

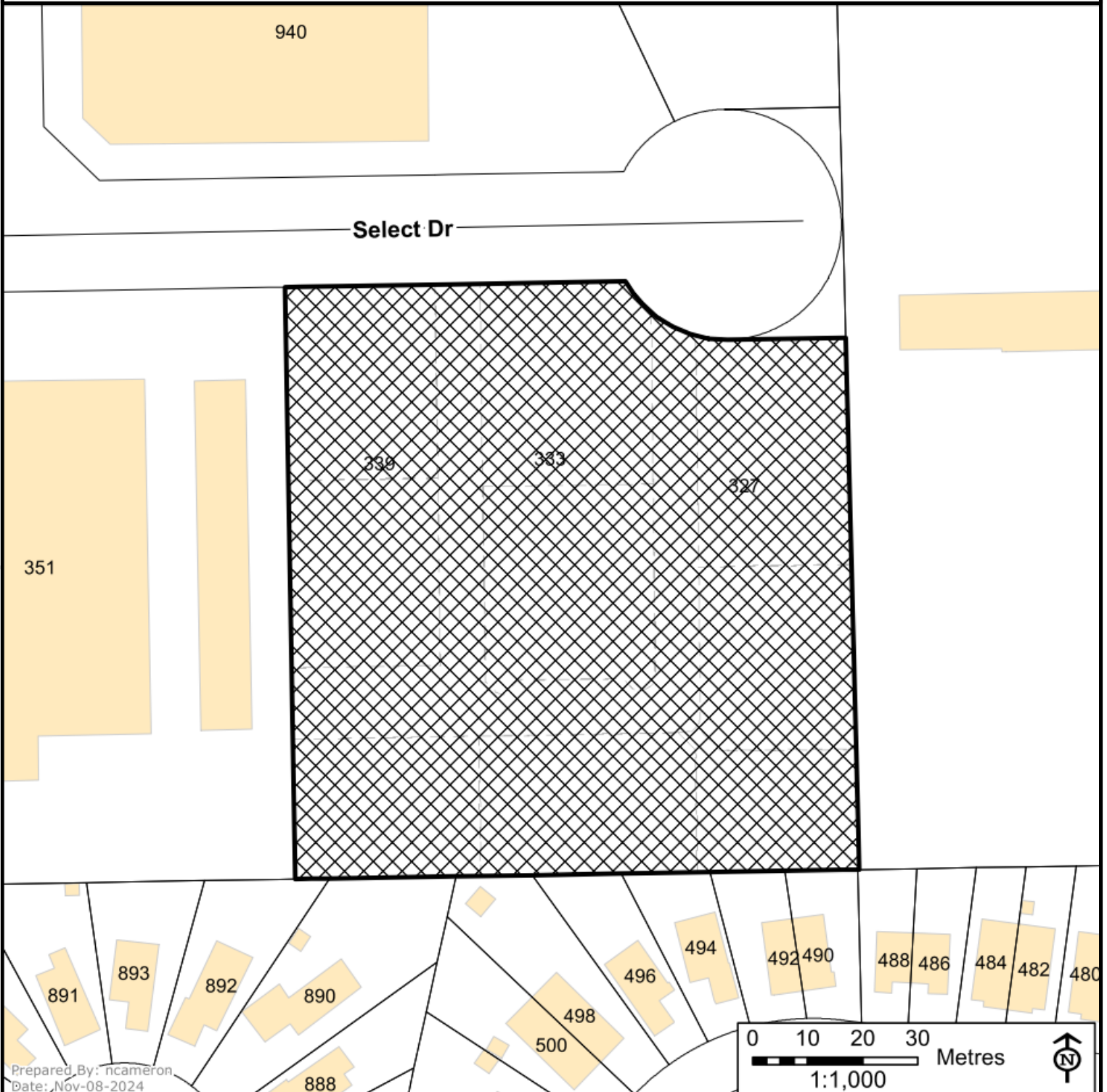
### Kingston Zoning By-Law 2022-62 Schedule E - Exception Overlay

 Lands to be added as E178

### Certificate of Authentication

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

\_\_\_\_\_  
Mayor Clerk



Prepared By: ncameron  
Date: Nov-08-2024



Standard Conditions Of Draft Plan Approval

**1. Approved Draft Plan:**

That this approval applies to the Draft Plan of Subdivision, prepared by Hopkins Chitty Land Surveyors Inc., dated May 14, 2024 which shows the following:

- Eight residential blocks (Blocks 1-8);
- One block for a parkette (Block 9); and
- One block for roadways and common elements (Block 10).

**2. Streets and Civic Addressing:**

- That Prior to Final Approval**, the Owner shall submit proposed street names for approval by the Planning Services Department and shall be included on the first submission of the engineering drawings. The Streets within this Plan shall be named to the satisfaction of the City, in consultation with the Planning Services Department, in accordance with the City's Civic Addressing and Road Naming By-law.
- That Prior to Final Plan Approval**, the Owner shall provide confirmation that civic addresses have been assigned to the proposed lots and blocks by the City's Planning Services Department, in accordance with the City's Civic Addressing and Road Naming By-Law. The Owner shall be advised that the civic addresses are tentative until such time that the final plan is registered and the final lot layout has been confirmed.
- For lots with more than one road frontage, the lots will be addressed on the road frontage on which primary vehicular access is situated. Prior to applying for a building permit the Owner shall confirm with the Planning Services Department the appropriate road frontage where primary vehicular access is to be provided and shall confirm the approved civic address in order to comply with the City's Civic Addressing and Road Naming By-Law and emergency response requirements.
- That the Owner shall agree that the location and design of any **construction access** shall be approved by the Municipality and/or the appropriate authority.

**3. Reserves and Easements:**

- That such easements as may be required for utility or drainage purposes shall be granted to the appropriate authority free of all charges and encumbrances.

**4. Financial Requirements:**

- That the Owner agrees in writing to satisfy all the requirements, financial and otherwise, of the Municipality concerning all provisions of municipal services but not limited to including fencing, lighting, landscaping, sidewalks, roads, installation of underground services, provisions of drainage and noise mitigation where required.

- (b) **That Prior to Final Plan Approval**, the Owner shall submit for the Municipality's approval a detailed breakdown of the construction costs for the works associated with the development of this Plan, including any cash surcharges or special levies. The construction costs shall be prepared and stamped by a professional engineer. The cost estimate shall be submitted in the Municipality's standard format for incorporation into the Subdivision Agreements.
- (c) That the Owner shall bear the expense of all off site works resulting from the approved public works design where such works are not subsidized under the Policies and By-Laws of the Municipality.
- (d) That the Owner agrees to reimburse the Municipality for the cost of any Peer Reviews of the Studies / Reports submitted in support of the proposed Plan of Subdivision.

**5. Subdivision Agreement:**

- (a) That the Owner shall enter into the Municipality's standard Subdivision Agreement which shall list all approved plans and municipal conditions as required by the Municipality for the development of this Plan.
- (b) The Subdivision Agreement between the Owner and the Municipality be registered against the lands to which it applies once the Plan of Subdivision has been registered.
- (c) That the Subdivision Agreement shall contain all necessary warning clauses and notices to purchasers resulting from, but not necessarily restricted to, the design and provision of services, including the requirement to provide and maintain private site specific works as necessary.

**6. Engineering Drawings:**

- (a) **That Prior to Final Plan Approval**, the Owner shall submit for approval, subdivision design drawings, including design plans for all public works and services, prepared and certified by a Professional Engineer and designed pursuant to the Municipality's Subdivision Design Guidelines and to the satisfaction of the Municipality. Such plans are to form part of the Subdivision Agreement.
- (b) **That Prior to Final Plan Approval**, the Owner shall submit a digital listing of the approved subdivision design drawings in the Municipality's standard format for incorporation into the Subdivision Agreement.

**7. Revisions to Draft Plan:**

- (a) That any further subdivision of Blocks or additional road patterns on the Plan shall be completed to the satisfaction of the Municipality.
- (b) **That Prior to Final Plan Approval** of any part of the Plan, the Owner shall submit a revised Plan, if required, to reflect any significant alterations caused from this Draft Plan Approval.

- (c) That where final engineering design(s) result in minor variations to the Plan (e.g., in the configuration of road allowances and lotting, number of lots, etc.), these may be reflected in the Final Plan to the satisfaction of the Municipality.

**8. Zoning By-Law Compliance:**

- (a) That the lands within this Draft Plan shall be appropriately zoned by a Zoning By-Law which has come into effect in accordance with the provisions of the *Planning Act*.
- (b) **That Prior to Final Plan Approval**, the Owner shall submit a Surveyor's Certificate which confirms that the lots and blocks within this Plan conform to the minimum lot frontage and lot area requirements of the applicable Zoning By-Law.

**9. Required Studies:**

- (a) **That Prior to Final Plan Approval**, the Owner shall submit a **Geotechnical Study**, certified by a Professional Engineer, to the satisfaction of the Municipality. The recommendations of the Geotechnical Study shall be incorporated into the Subdivision Agreement and the Subdivision Agreement shall contain provisions whereby the Owner agrees to implement the Study recommendations to the satisfaction of the Municipality.
- (b) **That Prior to Final Plan Approval**, the Owner shall demonstrate that the soil and groundwater quality of the property is compatible with a residential land use as defined by the generic criteria listed within the Guideline for Use at Contaminated Sites in Ontario (MOE, rev. 1997). The acceptable method for this demonstration would be a **Phase I Environmental Site Assessment (ESA)** performed in accordance with CSA standard Z768-01 and any required follow up investigations (Phase II ESA) or remediation. The recommendations of the Study shall be incorporated into the Subdivision Agreement and the Subdivision Agreement shall contain provisions whereby the Owner agrees to implement the Study recommendations to the satisfaction of the Municipality.

Should site remediation be required to meet the applicable soil and ground water criteria set out in applicable guidelines, the Owner shall submit to the Municipality **Prior to Final Plan Approval**, a copy of the Record of Site Condition acknowledged by a Provincial Officer of the Ministry of the Environment.

The Owner shall provide a certificate by a qualified professional that all lands within the Plan and any lands and easements external to the Plan to be dedicated to the Municipality, meet the applicable soil and ground water criteria.

- (c) **That Prior to Final Plan Approval** all recommendations of the Servicing Study shall be incorporated into the Subdivision Agreement and the Subdivision Agreement shall contain provisions whereby the Owner agrees to implement the Study recommendations to the satisfaction of the Municipality.
- (d) **That Prior to Final Plan Approval**, a **Stormwater Management Report** and implementing plans for the development shall be prepared by a qualified Professional Engineer, to the satisfaction of the Municipality. Such plans shall be included in the Subdivision Agreement. The Owner shall carry out the recommendations of the report, at his expense, to the satisfaction of the Municipality.
- (e) **That Prior to Final Plan Approval**, the Owner shall submit a detailed **Noise Impact Study** prepared to the satisfaction of the Municipality and the Ministry of Environment. The recommendations of the Study shall be incorporated into the Subdivision Agreement

and the Subdivision Agreement shall contain provisions whereby the Owner agrees to implement the Study recommendations to the satisfaction of the Municipality.

**10. Archaeological Assessment:**

- (a) That in the event that deeply buried or previously undiscovered archaeological deposits are discovered in the course of development or site alteration, all work must immediately cease and the site must be secured. The Archaeology Program Unit of the Ministry of Citizenship and Multiculturalism ([archaeology@ontario.ca](mailto:archaeology@ontario.ca)) and City of Kingston's Planning Services (613-546-4291, extension 3180) must be immediately contacted.
- (b) That in the event that human remains are encountered, all work must immediately cease and the site must be secured. The Kingston Police (613-549-4660), the Office of the Chief Coroner as a part of the Ontario Ministry of the Solicitor General (1-877-991-9959), the Archaeology Program Unit of the Ministry of Citizenship and Multiculturalism ([archaeology@ontario.ca](mailto:archaeology@ontario.ca)), and City of Kingston's Planning Services (613-546-4291, extension 3180) must be immediately contacted.

**11. Stormwater Management:**

- (a) **That Prior to Final Plan Approval**, the Owner shall submit lot grading and drainage plans, and erosion and sediment control plans prepared by a qualified Professional Engineer for the Owner, to the satisfaction of the Municipality. The approved plans shall be included in the Subdivision Agreement between the Owner and Municipality.
- (b) **Prior to Final Plan Approval and Prior to any Works Commencing on the Site**, the Owner shall submit for approval by the Municipality, a detailed engineering report(s) that describes the storm drainage system for the proposed development, which shall include:
  - i) plans illustrating how this drainage system will be tied into the surrounding drainage systems, and indicating whether it is part of an overall drainage scheme, the design capacity of the receiving system and how external flows will be accommodated;
  - ii) the location and description of all outlets and other facilities;
  - iii) storm water management techniques which may be required to control minor and major flows;
  - iv) proposed methods of controlling or minimizing erosion and siltation on-site and in downstream areas during and after construction;
  - v) overall grading plans for the subject lands; and
  - vi) storm water management practices to be used to treat storm water, to mitigate the impacts of development on the quality and quantity of ground and surface water resources as it relates to fish and their habitat.
- (c) That the Owner shall agree to maintain all storm water management and erosion and sedimentation control structures operating and in good repair during the construction period.

**12. Parkland Conveyance / Open Space / Environmental Protection Areas:**

- (a) That prior to Final Plan approval, the applicant shall provide cash-in-lieu of parkland dedication in accordance with By-Law 2022-145. The submission of a market appraisal by a certified appraiser will be required to determine land valuation and must reflect any change in property designation or zoning.

**13. Tree Inventory / Street Trees:**

- (a) That prior to any grubbing/clearing or construction on parcels of land not defined as roadways or servicing easements on the draft plan, the Owner shall receive final approval from the Municipality for a Tree Preservation plan prepared for the subject lands. The final approved tree inventory plan shall be prepared by an ISA Certified Arborist, and shall set out the surveyed locations of all trees on the site. The tree inventory shall list the species, caliper size, condition, crown radius and indicate whether the tree is to be retained or removed. If trees 6 inches (150 mm) or more in diameter are to be removed from the subject lands, the developer will abide by the conditions of the tree removal permit under the Tree By-Law 2018-05 which may, at the Supervisor of Forestry's discretion, include a tree preservation plan, a tree replacement plan or cash compensation for the value of the trees to be removed. If the tree is to be removed a rationale for this action must be noted. If significant trees or groups of trees are identified to be retained in the tree inventory, a tree preservation plan will be required prior to final approval at the discretion of the Municipality. This plan shall be reviewed and approved by the Municipality and be included as a schedule to the Subdivision Agreement. Requirements for the tree preservation plan are noted in the subdivision design guidelines produced by the Municipality.
- (b) **That Prior to Final Plan Approval**, the Owner shall submit an updated Tree Inventory prepared by a qualified professional, to the satisfaction of the Municipality.
- (c) **That Prior to Final Plan Approval**, the Owner shall submit a Street Tree Planting Plan prepared by a Landscape Architect to the satisfaction of the Municipality.
- (d) **That Prior to Final Plan Approval**, the Owner shall submit a Tree Preservation Plan prepared by a Landscape Architect to the satisfaction of the Municipality.

**14. Canada Post - Community Mail Boxes:**

- (a) That prior to Final Plan Approval, the Owner shall, in consultation with and to the satisfaction of Canada Post, identify the location of community mail boxes within the Plan, and shall identify such locations on drawings for approval by the City.
- (b) That prior to Final Plan Approval, the Owner shall, in consultation with and to the satisfaction of the City, provide detailed design plans for the community mail boxes including a landscape plan showing street furniture and complimentary architectural features.
- (c) That the Owner shall provide a suitable temporary community mailbox location(s) until the curbs, sidewalks and final grading have been completed at the permanent location(s).
- (d) That prior to Final Plan Approval, the Owner shall enter into a Community Mailbox Developer Agreement and pay the Address Activation Fee with Canada Post Corporation for the installation of Community Mail Boxes as required by Canada Post.
- (e) That the Owner shall identify in all offers of purchase and sale, or lease for all lots and blocks within this Plan that mail delivery will be provided via a community mail box, provided that the Owner has paid for the activation and equipment installation of the community mail box, and the locations of all community mail boxes within this Plan. A Notice to Purchasers shall also be included in the Subdivision Agreement to this effect.
- (f) That the Owner shall, prior to offering any units for sale, to display a map on the wall of the sales office in a place readily accessible to potential homeowners that indicates the location of all Community Mail Boxes within the development, as approved by Canada Post.
- (g) That the Owner shall provide the following for each Community Mail Box site and to include these requirements on the appropriate drawings:
  - i) Any required walkway across the boulevard, per municipal standards;
  - ii) Any required curb depressions for wheelchair access, with an opening of at least two metres (consult Canada Post for detailed specifications); and
  - iii) A Community Mailbox concrete base pad per Canada Post specifications.

**15. Bell Canada Requirements:**

- (a) That the Owner acknowledges and agrees to convey any easement(s) as deemed necessary by Bell Canada to service this new development. The Owner further agrees and acknowledges to convey such easements at no cost to Bell Canada.
- (b) That the Owner agrees that should any conflict arise with existing Bell Canada facilities where a current and valid easement exists within the subject area, the Owner shall be responsible for the relocation of any such facilities or easements at their own cost.

- (c) That the Owner shall provide Bell Canada with servicing plans/CUP at their earliest convenience to [planninganddevelopment@bell.ca](mailto:planninganddevelopment@bell.ca) to confirm the provision of communication/telecommunication infrastructure needed to service the development.
- (d) That the Owner shall provide entrance/service duct(s) from Bell Canada's existing network infrastructure to service this development. In the event that no such network infrastructure exists, in accordance with the Bell Canada Act, the Owner may be required to pay for the extension of such network infrastructure. If the Owner elects not to pay for the above noted connection, Bell Canada may decide not to provide service to this development.

**16. Enbridge Gas Requirements:**

- (a) That as a condition of final approval, the Owner/Developer provide to Enbridge the necessary easements and/or agreements required by Enbridge for the provision of gas services for this project, in a form satisfactory to Enbridge.

**17. Utilities Requirements:**

- (a) **Prior to Final Plan Approval**, the Owner shall satisfy all technical, financial and other requirements of Utilities Kingston regarding the design, installation, connection and/or expansion of electric distribution services, gas distribution services, water distribution services and sanitary sewer distribution services, or any other related matters.
- (b) The Owner shall agree to design, purchase materials, and install a buried hydro distribution system, compatible with the existing and/or proposed systems in surrounding Plans, all in accordance with the latest standards and specifications of Utilities Kingston and the Municipality.
- (c) Prior to testing and disinfection of the large water services, the Owner shall provide to Utilities Kingston, for its review and written approval, a watermain testing, disinfection and final connection plan that has been prepared by a professional engineer. The plan shall include details about where the testing water is fed from and how the Ministry of the Environment, Conservation and Parks' disinfection requirements will be followed, including a consistent feed of chlorine. It shall also include a description about how the final tie-in will occur. The water service shall be terminated with a meter and backflow preventer within thirty (30) days of the final connection, or the Owner will be required to repeat the testing.

**18. Warning Clauses:**

That the Owner shall cause the following warning clauses to be included in a schedule to all offers of purchase and sale, or lease for all lots / blocks within this Plan

- (a) within the entire subdivision plan:
  - "Purchasers and/or tenants are advised that despite the inclusion of noise control features within both the development area and the individual building units, noise levels, including from construction activities, may be of concern and occasionally interfere with some activities of the dwelling occupants."



- “Purchasers and/or tenants are advised that the proposed finished lot and/or block grading may not meet Municipality of Kingston lot grading criteria in certain areas to facilitate preservation of existing vegetation and to maintain existing adjacent topographical conditions.”
- “Purchasers and/or tenants are advised that mail delivery will be from a designated community mailbox, the location of which will be identified by the Owner prior to any home closings.”
- “Purchasers and/or tenants are advised that Ownership includes a share in a Common Elements Condominium which shall own the private roads.”
- “Purchasers and/or tenants are advised that the roads and pathways within the development are privately owned by the Condominium Corporation and will not be assumed by the Municipality. There will be no municipal snowplowing or maintenance of any kind.”

(b) abutting a transit route:

- “Purchasers and/or tenants are advised that the following streets are used as transit routes: Midland Avenue and Tivoli Avenue.

**19. Model Homes:**

That where the Owner proposes to proceed with the construction of a model home(s) prior to registration of the Plan, the Owner shall enter into an Agreement with the Municipality, setting out the conditions, and shall fulfill all relevant conditions of that Agreement prior to issuance of a building permit.

**20. General Conditions:**

- (a) That prior to Final Plan Approval, the Applicant will submit a detailed account of how each Condition of Draft Plan Approval has been satisfied.
- (b) That the Owner shall pay any and all outstanding application fees to the Planning and Development Department, in accordance with the Municipality’s Tariff of Fees By-Law.
- (c) That when requesting Final Approval from the Municipality, the Owner shall accompany such request with the required number of originals and copies of the Final Plan, together with a surveyor’s certificate stating that the lots/blocks thereon conform to the frontage and area to the requirements of the Zoning By-Law.
- (d) That the Owner agrees to remove any driveways and buildings on site, which are not approved to be maintained as part of the Plan; any modification to off-site driveways required to accommodate this Plan shall be coordinated and completed at the cost of the Owner.
- (e) That the Owner shall agree that all lots or blocks to be left vacant shall be graded, seeded, maintained and signed to prohibit dumping and trespassing prior to assumption of the works by the municipality.

- (f) **That Prior to Final Plan Approval**, the Owner shall pay the proportionate share of the cost of any external municipal services, temporary and/or permanent, built or proposed, that have been designed and oversized by others to accommodate the subject plan.
- (g) That the Owner shall agree to erect fencing in the locations and of the types as shown on the approved subdivision works drawings and as required by the Municipality.
- (h) The Owner shall agree that no building permits, with the exception of model homes, will be applied for until the Municipality is satisfied that adequate access, municipal water, sanitary and storm services are available.

## 21. Clearance Letters:

- (a) **That Prior to Final Plan Approval**, the approval authority shall advise that all Conditions of Draft Plan Approval have been satisfied; the clearance memorandum shall include a brief statement detailing how each Condition has been met.
- (b) **That Prior to Final Plan Approval**, the City is to be advised in writing by Canada Post the method by which Condition 16 has been satisfied.

## 22. Lapsing Provisions:

- (a) That pursuant to Section 51(32) of the *Planning Act*, this Draft Plan Approval shall lapse at the expiration of **three (3) years from the date of issuance of Draft Plan Approval** if final approval has not been given, unless an extension is requested by the Owner and, subject to review, granted by the approval authority.
- (b) That pursuant to Section 51(33) of the *Planning Act*, the Owner may submit a request to the approval authority for an extension to this Draft Plan Approval. The extension period shall be for a maximum of two (2) years and must be submitted prior to the lapsing of Draft Plan Approval. Further extensions may be considered at the discretion of the approval authority where there are extenuating circumstances.

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**Notes To Draft Plan Approval:**

1. It is the Applicant's responsibility to fulfil the foregoing Conditions of Draft Plan Approval and to ensure that the required clearance letters are forwarded by the appropriate agencies to the Planning and Development Department of the City of Kingston.
2. **Prior to Final Plan Approval**, the Applicant shall submit to the Municipality of Kingston for review four (4) draft copies of all Reference Plans and Surveys and three (3) draft copies of the Final M- Plan.
3. When requesting final approval, such a request must be directed to the Planning and Development Department and be accompanied with:
  - Eight (8) mylars and four (4) paper prints of the completed Final M-Plan,
  - four (4) copies of all Reference Plans and (4) copies of all Conveyance Documents for all easements and lands being conveyed to the Municipality; and,
  - a Surveyor's Certificate to the effect that the lots and blocks on the Plan conform to the Zoning By-Law.
4. All measurements in subdivision final plans must be presented in metric units.
6. The Final Plan approved by the Municipality must be registered within thirty (30) days or the Municipality may, under Subsection 51(59) of the *Planning Act*, withdraw its approval.

**City of Kingston**

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

Application Number	Roll Number	Property Location	From	To	Reason for Adjustment	Property Tax Class	Assessed Value Change	Amount of Tax Cancellation
<b>Section 357(1) Applications</b>								
1899	090.050.00801.0000	96-100 Innovation Drive	28-Feb-24	31-Dec-24	357(1)(d) Fire, Demo	CTN	1,480,900	\$ 77,245.70
						DTN	1,343,200	-
						DUN	56,100	-
						CUN	(56,200)	-
1900	040.110.10600.0000	4 Harvey Street	26-Apr-24	31-Dec-24	357(1)(c) Became Exempt	ITN	1,145,500	\$ 34,570.84
						IUN	24,500	-
						EN	(1,170,000)	-
1901	080.190.12564.0000	143 Resource Road	16-May-24	31-Dec-24	357(1)(c) Became Exempt	IXN	123,000	\$ 3,187.80
						EN	(123,000)	-
1903	070.150.00105.0000	730 King Street West	28-Feb-22	31-Dec-22	357(1)(c) Became Exempt	RTEP	796,000	\$ 9,368.92
						EN	(796,000)	-
1904	070.150.00105.0000	730 King Street West	1-Jan-23	31-Dec-23	357(1)(c) Became Exempt	RTEP	796,000	\$ 11,499.09
						EN	(796,000)	-
1905	080.130.18200.0000	4094 Bath Road	12-Mar-24	31-Dec-24	357(1)(d) Fire, Demo	RTEP	10,000	\$ 112.97
1906	080.200.14300.0000	2956 Princess Street	5-Jul-24	31-Dec-24	357(1)(d) Fire, Demo	RTEP	146,000	\$ 1,006.43
1907	080.200.14200.0000	2964 Princess Street	5-Jul-24	31-Dec-24	357(1)(d) Fire, Demo	RTEP	118,000	\$ 813.42
1908	080.181.00190.0000	175 Splinter Court	17-Jun-24	31-Dec-24	357(1)(d) Fire, Demo	RTEP	366,000	\$ 2,775.29

Application Number	Roll Number	Property Location	From	To	Reason for Adjustment	Property Tax Class	Assessed Value Change	Amount of Tax Cancellation
1911	090.010.25800.0000	4044 Seabrooke Road	1-Jan-24	31-Dec-24	357(1)(f) Clerical Error	RTEP	77,000	\$ 1,051.29
1914	080.180.00600.0000	1300-1350 Bath Road	1-Sep-24	31-Dec-24	357(1)(c) Became Exempt	STN	1,840,456	\$ 20,171.91
						SUN	27,300	-
						EN	(1,821,456)	-
						CUN	(27,300)	-
						CTN	(19,000)	-
1917	080.010.03700.0000	12 Dale Street	10-Sep-24	31-Dec-24	357(1)(d) Fire, Demo	RTEP	135,000	\$ 584.22
<b>Section 358(1) Applications</b>								
1909	090.010.25800.0000	4044 Seabrooke Road	1-Jan-22	31-Dec-22	358(1) Clerical Error	RTEP	77,000	\$ 984.35
1910	090.010.25800.0000	4044 Seabrooke Road	1-Jan-23	31-Dec-23	358(1) Clerical Error	RTEP	77,000	\$ 1,019.74
1912	090.020.26280.0000	2485 Hitchcock Road	1-Jan-23	31-Dec-23	358(1) Clerical Error	RTEP	124,000	\$ 1,642.19
1913	090.020.26280.0000	2485 Hitchcock Road	1-Jan-22	31-Dec-22	358(1) Clerical Error	RTEP	124,000	\$ 1,585.17
1915	040.020.03802.0000	11 James Street	1-Jan-22	31-Dec-22	358(1) Clerical Error	RTEP	281,000	\$ 3,932.23
1916	040.020.03802.0000	11 James Street	1-Jan-23	31-Dec-23	358(1) Clerical Error	RTEP	281,000	\$ 4,059.36
<b>Total</b>								<b>\$ 175,610.92</b>
<b><u>Distribution of Amounts</u></b>								
							Municipal Portion	\$ 137,229.31
							School Portion	\$ 38,381.61
<b>Total</b>								<b>\$ 175,610.92</b>



**City of Kingston  
Report to Council  
Report Number 25-019**

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**To:** Mayor and Members of Council  
**From:** Desirée Kennedy, Chief Financial Officer & City Treasurer  
**Resource Staff:** Lana Foulds, Director, Financial Services  
Brent Funnell, Manager, Procurement  
**Date of Meeting:** December 17, 2024  
**Subject:** October 2024 Tender and Contract Awards Subject to  
Delegation of Authority

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**Council Strategic Plan Alignment:**

Theme: Corporate business

Goal: See above

**Executive Summary:**

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

**Recommendation:**

This report is for information only.

December 17, 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

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

Not required

Neil Carbone, Commissioner, Corporate Services

David Fell, President & CEO, Utilities Kingston

Not required

Brad Joyce, Commissioner, Infrastructure, Transportation  
& Emergency Services

December 17, 2024

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

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

**Standard Procurement**

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

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

No award of contract may be approved unless:

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

All procurements that exceed an estimated value of \$133,800 (goods and services) and \$334,400 (construction) are subject to applicable trade treaty requirements.

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

**Non-Standard Procurement**

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



December 17, 2024

Page 4 of 4

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

Exhibit B to this report provides information on non-standard procurements over \$100,000 awarded in the month of October through single source procurement.

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

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

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

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

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

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

### **Financial Considerations**

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

### **Contacts:**

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

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

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

Applicable City Departments

### **Exhibits Attached:**

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

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

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

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

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

### 1. Request for Proposal: F18-ITES-ES-2024-19

Front Road at Horsey Bay and Little Cataraqui Bay  
Parkette and Shoreline Improvements

**Closing Date:** September 12, 2024

Supplier / Service Provider	Price
CBCL Ltd.	\$107,740.00
Riggs Associates Ltd.	\$127,840.00
Aquafor Beech Ltd.	\$111,120.00
The MBTW Group	\$227,684.50

### 2. Request for Proposal: F18-GDS-PS-2024-01

Professional Engineering Services for a Municipal  
Class Environmental Assessment for the Extension  
of Cataraqui Woods Drive

**Closing Date:** September 13, 2024

Supplier / Service Provider	Price
RV Anderson Associates Ltd.	\$390,322.00
BT Engineering	\$234,070.00
Jewel Engineering	\$187,467.00
CBCL Ltd.	\$238,937.00
Concept Dash	\$352,290.00

**3. Request for Proposal: F18-CS-FMCS-2024-19**

Kingston Fire & Rescue – Station 10 Interior  
Improvements

**Closing Date:** September 27, 2024

<b>Supplier / Service Provider</b>	<b>Price</b>
T. Donaldson Construction Ltd.	\$381,500.00
David J. Cupido Construction Ltd.	\$467,800.00
Emmons & Mitchell (2000) Construction Ltd.	\$648,000.00

**4. Request for Tender: F18-ITES-ES-2024-44**

Culvert Rehabilitations

**Closing Date:** October 10, 2024

<b>Supplier / Service Provider</b>	<b>Price</b>
Clearwater Structures Inc.	\$1,147,682.30
Michels Canada Co.	\$1,356,873.80
Louis W. Bray Construction Ltd.	\$1,714,310.00
Fidelity Engineering & Construction	\$2,226,000.00
R.W. Tomlinson Ltd.	\$2,490,888.87
Aqua Tech Solutions Inc.	\$3,807,372.20

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

### Single Source Procurement

October 17, 2024

Information Systems & Technology

#### Program and Facility Booking System

This is a reoccurring annual subscription for services and support for the PerfectMind software portal system which is used to support the City's recreation program and facility bookings.

Supplier / Service Provider	Price
PerfectMind	\$107,520.00

### Limited Tendering Procurement

October 9, 2024

Information Systems & Technology

#### Storage Backup Repository Expansion

There are only three authorized providers that can support the City's particular configuration and warranty service requirements for this equipment. A limited tendering process was conducted and submissions from the three eligible vendors were evaluated based on both price and non-price criteria in determining the award of contract to ITI Canada Inc.

Supplier / Service Provider	Price
ITI Canada	\$134,708.97



**City of Kingston  
Report to Council  
Report Number 25-047**

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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 17, 2024  
**Subject:** 2024 Development Charges Background Study Update and Annual Indexing

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**Council Strategic Plan Alignment:**

Theme: Policies & by-laws

Goal: See above

**Executive Summary:**

Subsection 2(1) of the [Development Charges Act, 1997](#) (the Act) authorizes municipalities to impose development charges in order to provide a viable capital funding source for infrastructure that is required to support future development in the municipality. The City collects development charges pursuant to By-Law Number 2019-116, "A By-Law To Establish Development Charges For The City Of Kingston" (Development Charge By-Law). To ensure the City can continue collecting development charges, the City is in the process of preparing a new development charges background study and by-law to replace the existing Development Charges By-Law.

A draft Development Charges Background Study and By-Law will be posted on the City's website on December 17, 2024. A public meeting to review the draft Development Charges Background Study And By-Law is scheduled for February 4, 2025, and the new by-law is scheduled to be in place for March 1, 2025.

By-Law Number 2019-116 currently provides for an annual indexing on the first day of January in accordance with the non-residential building construction price index (Ottawa Region); however, the annual indexing process is normally not a requirement in the year that the

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background study and by-law are being updated. Because development charges will be appropriately increased on March 1, 2025, to align with the updated background study calculations and related by-law, an annual indexing factor will not be applied to the current charges on January 1, 2025.

**Recommendation:**

This report is for information only.

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**Authorizing Signatures:**

ORIGINAL SIGNED BY CHIEF FINANCIAL OFFICER & CITY TREASURER

Desiree Kennedy, Chief  
Financial Officer & City  
Treasurer

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

Lanie Hurdle, Chief  
Administrative Officer

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

Paige Agnew, Commissioner, Growth & Development Services	Not required
Jennifer Campbell, Commissioner, Community Services	Not required
Neil Carbone, Commissioner, Corporate Services	Not required
David Fell, President & CEO, Utilities Kingston	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 September 3, 2019, Council passed By-Law Number 2019-116, "A By-Law To Establish Development Charges For The City Of Kingston" (Development Charge By-Law), which allows development charges to be collected by the City as a viable capital funding source for growth related infrastructure. On September 3, 2024, Council amended the existing Development Charges By-Law to extend the effective term until such time as a new by-law could be passed. The extension amended the timelines for the development charges background study project, allowing for additional public engagement including a more thorough review and consultation with the development community.

Representatives from Watson & Associates Economists Ltd. have been working with City staff to develop the new background study and by-law. The background study must be made available for public review for at least 60 days before by-law adoption and the City must hold a public meeting to present the background study and consider any feedback. A draft Development Charges Background Study and By-Law will be posted on the City's website on December 17, 2024. A public meeting is scheduled for February 4, 2025 and the new by-law is scheduled to be in place for March 1, 2025.

**Analysis**

The current Development Charges By-Law Number 2019-116 provides for an annual indexing of the charges on the first day of January in accordance with the non-residential building construction price index (Ottawa Region). However, the annual indexing process is normally not a requirement in the year that the background study and by-law are being updated.

With the extension of the Development Charges By-Law's effective term into the subsequent year, the indexing clause remains in effect; however, recognizing that the development charges will be reset subsequent to adoption of the by-law, based on the updated growth capital requirements and growth projections included in the background study, an annual indexing factor will not be applied to the current charges on January 1, 2025.

Additional meetings with the development community as well as a public open house are being scheduled in January 2025 to review the draft background study, with a virtual public open house scheduled for January 15, 2025. At the public meeting scheduled for February 4, 2025, representatives from Watson & Associates Economists Ltd. will provide Council with a briefing on the draft background study and by-law.

Should the increase to the development charges be delayed as a result of an appeal or any other unanticipated delays in implementing the updated development charges, staff will apply an indexing adjustment to the current rates on March 1, 2025, as provide for in the current by-law.



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**Existing Policy/By-Law**

By-Law Number 2019-116, A By-Law To Establish Development Charges For The City Of Kingston, Cited As The "City Of Kingston Development Charge By Law 2019".

**Financial Considerations**

The City will continue to collect development charges at the current development charge rates until the new bylaw comes into effect.

**Contacts:**

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

**Exhibits Attached:**

None

2025-02-1 Resolution received from City of Sarnia regarding Encampment Response, dated November 27, 2024.

2025-02-2 Association of Municipalities Ontario AMO Watchfile, dated November 28, 2024.

2025-02-3 Kingston Frontenac Public Library Minutes 2024-7 - The meeting was held October 23, 2024.

2025-02-4 Resolution received from King Township regarding Ontario Rural Road Safety Program, dated November 28, 2024.

2025-02-5 Resolution received from Township of North Glengarry regarding Assessment Cycle, dated October 28, 2024.

2025-02-6 Resolution received from Municipality of Dysart regarding Ontario Rural Road Safety Program, dated November 26 2024.

2025-02-7 Resolution received from City of Guelph regarding fees for use of Municipal Property by gas utilities, dated November 29, 2024.

2025-02-8 Correspondence received from Kendra Pople-Easton regarding Biosolids & Biogas Facility Proposal - Knox Farms, dated December 2, 2024.

2025-02-9 Correspondence received from Peter Clarke regarding lawlessness & inaction, dated November 29, 2024.

2025-02-10 Correspondence received from KFL&A Board of Health regarding appointment to South East Board of Health, dated November 29, 2024.

2025-02-11 Notice of Public Meeting with respect to Minor Variance at 111, 119, 123, 125 and 129 Van Order Drive. Meeting scheduled for December 16 at 530pm.

2025-02-12 Notice of Public Meeting with respect to Minor Variance at 9 George Street. Meeting scheduled for December 16 at 530pm.

2025-02-13 Notice of Public Meeting with respect to Consent & Minor Variance at 93 Division Street. Meeting scheduled for December 16 at 530pm.

2025-02-14 Notice of Public Meeting with respect to Consent (Easement & New Lot) & Minor Variance at 22-28 Ellice Street. Meeting scheduled for December 16 at 530pm.

2025-02-15 Notice of Public Meeting with respect to Minor Variance at 205 Rideau Street. Meeting scheduled for December 16 at 530pm.

2025-02-16 Notice of Public Meeting with respect to Minor Variance at 37 Cassidy Street. Meeting scheduled for December 16 at 530pm.

2025-02-17 Notice of Public Meeting with respect to Permission at 734 Arlington Park Place. Meeting scheduled for December 16 at 530pm.

2025-02-18 Notice of Public Meeting with respect to 1727 Executive Avenue. Meeting scheduled for December 16 at 530pm.

2025-02-19 Notice of Public Meeting with respect to Consent & Minor Variance at 1686 and 1682 Daylan Avenue. Meeting scheduled for December 16 at 530pm.

2025-02-20 Notice of Public Meeting with respect to Consent - Change of Conditions at 101 Charles Street. Meeting is scheduled for December 16 at 530pm.

2025-02-21 Notice of Public Meeting with respect to Minor Variance at 293 Frontenac Street. Meeting scheduled for December 16 at 530pm.

2025-02-22 Notice of Public Meeting with respect to Minor Variance at 224 Alwington Park Place. Meeting scheduled for December 16 at 530pm.

2025-02-23 Resolution received from Township of East Garafraxa with respect to Ontario Rural Road Safety Program, dated December 3, 2024.

2025-02-24 Association of Municipalities Ontario AMO Watchfile, dated December 5, 2024.

2025-02-25 Kingston Area Taxi Commission 2021 Audit Findings, dated December 31, 2021.

2025-02-26 Kingston Area Taxi Commission Financial Statements 2021.

2025-02-27 Kingston Area Taxi Commission 2025 Budget.

2025-02-28 Resolution received from Township of Champlain regarding Ontario Rural Road Safety Program, dated November 28, 2024.

2025-02-29 Correspondence received from Murray Hogben regarding illumination of City Hall, dated December 5, 2024.

2025-02-30 Notice of Technical Consent with respect to Consent to Sever New Lot - 3411 Creekford Road - Comments due December 20.

2025-02-31 Notice of Technical Consent with respect to Consent to Sever New Lot at 16 & 20 Rideau Street. Comments are due December 20.

2025-02-32 Notice of Technical Consent with respect to Consent to Sever New Lot - 2542 Sydenham Road - Comments due December 26.

2025-02-33 Resolution received from Town of Deep River regarding Blue Box, dated December 10, 2024.