



City of Kingston
Council Meeting
Agenda

2025-08
Tuesday, March 4, 2025
7:00 p.m.
Council Chamber

Council will resolve into the Committee of the Whole "Closed Meeting" at 5:45 p.m. and will reconvene as regular Council at 7 p.m.
Watch live on the [City of Kingston website](#).

Pages

1. **Call Meeting to Order**
2. **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. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose - Provincial Legislation; and
 - b. Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board, and advice that is subject to solicitor-client privilege, including communications necessary for that purpose - Use Permit Review.
3. **Report of the Committee of the Whole "Closed Meeting"**
 4. **Approval of the Addendum**
 5. **Disclosure of Pecuniary Interests**
 6. **Presentations**
 7. **Delegations**
 1. **Steven Dionne - Limestone City Co-Operative Housing Inc. - One Year Review**

Steven Dionne, Director of Mortgage Origination, Canada ICI, will appear before Council to speak to Clause 1 of Report Number 27: Received from the Chief Administrative Officer (Consider) with respect to Limestone City Co-Operative Housing Inc. - One Year Review.

2. Chelsey Fawsett - Limestone City Co-Operative Housing Inc. - One Year Review

Chelsey Fawsett, CEO, Grant Solutions Canada, will appear before Council to speak to Clause 1 of Report Number 27: Received from the Chief Administrative Officer (Consider) with respect to Limestone City Co-Operative Housing Inc. - One Year Review.

3. Remi Straus & Brent Atkinson - Limestone City Co-Operative Housing Inc. - One Year Review

Remi Straus, CPA, CA Founder & Principal, 3 Peaks CPA, and Brent Atkinson, Principal, Permatech EcoSolutions, will appear before Council to speak to Clause 1 of Report Number 27: Received from the Chief Administrative Officer (Consider) with respect to Limestone City Co-Operative Housing Inc. - One Year Review.

4. Richard Gibson - Limestone City Co-Operative Housing Inc. - One Year Review

Richard Gibson will appear before Council to speak to Clause 1 of Report Number 27: Received from the Chief Administrative Officer (Consider) with respect to Limestone City Co-Operative Housing Inc. - One Year Review.

5. Megan Knott - Kingston Penitentiary Potential Disposition and Securing Community Interests

Megan Knott, Chief Executive Officer, Tourism Kingston, will appear before Council to speak to Information Report Number 2 with respect to Kingston Penitentiary Potential Disposition and Securing Community Interests.

8. Petitions

9. Deferred Motions

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

11. Briefings

**12. Report Number 26: Received from the Chief Administrative Officer
(Recommend)**

1. Population, Housing & Workforce Update and Additional Residential Unit Incentive Program Update

16

(Report Number 25-066 from the Commissioner, Growth & Development Services and the Commissioner, Community Services)

That Council approve an additional Housing Accelerator Fund (HAF) contribution of \$1,500,000 to be delegated to HAF programs by the Chief Financial Officer & City Treasurer, for continued investment in Housing Accelerator Fund programs and affordable housing creation.

2. Community Benefits Program Fund Allocation - Kingston Solar LP (Samsung) Renewable Energy Project

51

(Report Number 25-087 from the Director, Office of Strategy, Innovation & Partnerships)

That Council approve the recommendations of the Rural Economic and Community Development Working Group for the allocation of funds from the Samsung Community Benefit Program Fund for:

1. Up to \$10,000 for the implementation of a marketing and communication plan to improve engagement with rural Kingston residents and businesses.
2. Up to \$25,000 for the introduction of pilot project titled the Rural Kingston Community Fund Program that would provide \$5,000 grants to support rural organizations and partnerships to create or enhance events, cultural activities, recreational products, and beautification projects and that Council delegates to the working group the evaluation and approval of projects to be funded.
3. Up to \$100,000 to support Cataraqui Region Conservation Authority community initiatives to be allocated under the direction of the Rural Economic and Community Development Working Group.

13. Report Number 27: Received from the Chief Administrative Officer (Consider)

57

1. Limestone City Co-Operative Housing Inc. - One Year Review

(Report Number 25-092 from the Chief Administrative Officer)

Option 1:

That Council direct staff to advance work on the divestment of the City owned property at 900 Division Street to Limestone City Co-operative Housing Inc. utilizing one or a combination of the following options while protecting the City of Kingston's interest:

1. Lease
2. Sale at a nominal rate (re: \$1)
3. Sale at a negotiated price with a City of Kingston backed Vender Take back Mortgage
4. Sale at a market rate; and

That Council direct staff to report back with information on the proposed transfer/conveyance mechanism.

Option 2:

That Council direct staff to declare 900 Division Street surplus and advertise on the open market with the intent of reallocating revenues to an affordable housing project located in another area of the city; and

That Council direct staff to report back with information once the property has been sold and which affordable housing project(s) are to be supported with this additional funding.

14. Report Number 28: Received from the Administrative Policies Committee

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

1. 2025 Tax Ratios

76

(Exhibit A to Report Number AP-25-006)

(By-Law Number (1), 2025-104)

That Council approve the 2025 tax ratios as follows:

- a. the residential property class be set at 1.00;
- b. the new multi-residential property class be set at 1.00;
- c. the multi-residential property class be set at 1.70;
- d. the commercial property class be set at 1.98;
- e. the industrial property class be set at 2.63;
- f. the pipeline property class be set at 1.1728;
- g. the farm property class be set at 0.20; and
- h. the managed forests property class be set at 0.25.

That the By-Law, attached as Exhibit A to Report Number AP-25-006, be presented to Council in order to establish the 2025 tax ratios.

15. Report Number 29: Received from the Environment, Infrastructure & Transportation Policies Committee

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

1. Recycling Transition and Automated Cart-Based Garbage Pick Up Update

82

(Exhibits A - D to Report Number EITP-25-008)

(See By-Law Number (2), 2025-105)

(See By-Law Number (3), 2025-106)

(See By-Law Number (4), 2025-107)

(See By-Law Number (5), 2025-108)

That City of Kingston By-Law Number 2007-136, "A By-Law to Provide for Maintaining Land in a Clean and Clear Condition", as amended, be further amended, as per Exhibit A to Report Number EITP-25-008; and

That City of Kingston By-Law Number 2005-100, "A By-Law for Prescribing Standards for the Maintenance and Occupancy of Property Within the City of Kingston", as amended, be further amended, as per Exhibit B to Report Number EITP-25-008; and

That City of Kingston By-Law Number 2014-5, "A By-Law to Provide for and Regulate a Solid Waste Management System for The Corporation of the City of Kingston", as amended, be further amended, as per Exhibit C to Report Number EITP-25-008; and

That City of Kingston By-Law Number 2025-6, "A By-Law to Establish Fees and Charges to Be Collected by The Corporation of the City of Kingston", as amended, be further amended as per Exhibit D to Report Number EITP-25-008;

That staff report back to the Environment, Infrastructure and Transportation Policies Committee before Q4 2025 outlining the possible operating arrangements for a recycling drop off depot post 2025; and

That Council authorize the Director of Public Works & Solid Waste to approve any agreements and other documents related to the funding and services required for the services related to Circular Materials Ontario, in a form satisfactory to the Director of Legal Services.

16. Report Number 30: Received from Kingston Heritage Properties Committee

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

1. Application for Ontario Heritage Act Approval - 222 Old Kiln Crescent

104

(Exhibit A to Report Number HP-25-006)

That the new construction at 222 Old Kiln Crescent (formally 411 Wellington Street), Lot 22, be approved in accordance with the details described in the application (File Number P18-116-2024), which was deemed complete on January 14, 2025, with said application to include the construction of a one-and-a-half-storey dwelling and a detached garage accessed by a driveway; and

That the approval of the application be subject to the conditions outlined in Exhibit A to Report Number HP-25-006.

2. Heritage Properties Working Group Membership Addition

That the following member be appointed to the Heritage Properties Working Group:

- Ann Stevens

17. Report Number 31: 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. Proposed New Site Plan Control By-Law and Site Plan Control Guidelines

105

(Exhibit A to Report Number PC-25-004)

(Exhibit B to Report Number PC-25-004)

(See By-Law Number (6), 2025-109)

That By-Law Number 2010-217, City of Kingston Site Plan Control By-Law, be repealed in its entirety; and

That the Site Plan Control Guidelines document dated December 2009 be repealed in its entirety; and

That the new Site Plan Control By-Law be presented to Council for all three readings, as per Exhibit A (Draft Site Plan Control By-Law) to Report Number PC-25-004; and

That the new Site Plan Control Guidelines included as Exhibit B (Draft Site Plan Control Guidelines) to Report Number PC-25-004 be approved by Council for use in the review of Site Plan Control applications.

18. Committee of the Whole

19. Information Reports

1. **Quarterly Report: Kingston Economic Development Corporation - Q4 2024** 188

(Report Number 25-094 from the Chief Administrative Officer)

The purpose of this report is to provide Council with detailed reporting on Q4 2024 for the Economic Development Organization.

2. **Kingston Penitentiary Potential Disposition and Securing Community Interests** 211

(Report Number 25-093 from the Chief Administrative Officer)

The purpose of this report is to provide Council and the public with information on the City efforts and attempts to secure the Kingston Penitentiary property for community access.

20. Information Reports from Members of Council

21. Miscellaneous Business

Miscellaneous Business Items are voted on as one motion.

Moved by: Councillor Stephen

Seconded by: Councillor Chaves

1. **World Autism Day - Proclamation** 230

That as requested by Tahseen Ali, Autism Ontario, Kingston City Council proclaim April 2, 2025 as “World Autism Day” in the City of Kingston.

22. New Motions

1. **High Speed Rail Project**

Moved by: Mayor Paterson

Seconded by: Councillor Boehme

Whereas in 2017 senior officials from VIA Rail Canada asked communities along the Quebec-Windsor Corridor for their endorsement of VIA’s proposed High Frequency Rail (HFR) project to support VIA’s advocacy efforts with the federal government; and

Whereas the City supported VIA’s HFR project with the understanding that although Kingston would not be a stop on the proposed line, it would become a VIA Rail Regional Hub in Eastern Ontario with increased service and more trains starting and ending in Kingston; and

Whereas under VIA Rail's Regional Hub Model smaller communities in Eastern Ontario would also benefit from additional service to support their towns and cities; and

Whereas on February 19, 2025 VIA Rail Canada and the federal government announced that they were no longer planning a VIA HFR but a new High Speed Rail project that would completely bypass Kingston; and

Whereas as one of the five busiest VIA stations in the country, VIA's change of direction disproportionately impacts the residents of Kingston and Eastern Ontario who have been pushing for years for more convenient and reliable train service; and

Whereas VIA Rail's recent decision to fundamentally change their plans for rail expansion after securing Kingston's endorsement is a breach of trust that undermines eight years of working with our community in a collaborative way;

Therefore Be It Resolved That the City of Kingston formally withdraw its support for the VIA Rail High Speed Rail proposal and request VIA to honour their original commitment to Kingston for a Regional Hub that will improve service and train frequency; and

That the City develop an advocacy approach in collaboration with Eastern Ontario Communities and others cities along the Quebec – Windsor corridor that will be negatively impacted by VIA's change of direction; and

That City Council request representatives from VIA Rail Canada to appear before Council to explain the change in their proposal and next steps for increased rail service in Kingston; and

That a copy of this motion be sent to Mario Peloquin, President and CEO of VIA Rail Canada, Martin Imbleau, President of VIA Rail HFR, The Honourable Anita Anand, M.P., P.C., Minister of Transport and Internal Trade, Mark Gerretsen, M.P. Kingston and the Islands, the Greater Kingston Chamber of Commerce, Tourism Kingston, Kingston Economic Development, Queen's University, CFB Kingston, St. Lawrence College, Kingston Health Sciences Centre, the Downtown Kingston BIA, the Ontario Big City Mayors' Caucus, the Eastern Ontario Mayors' Caucus, the Eastern Ontario Wardens' Caucus, Josh Morgan, Mayor of London, Stephanie LaCoste, Mayor of Drummondville and other municipalities along the Quebec City – Windsor Corridor impacted by this announcement.

2. Kingston Penitentiary

Moved by: Councillor Amos

Seconded by: Councillor Tozzo

Whereas the Kingston Penitentiary is Canada's oldest penitentiary, a historically significant site that has played a central role in the region's heritage and cultural identity; and

Whereas Kingston Penitentiary has become a major tourist attraction, drawing visitors from across Canada and around the world, and contributing significantly to the local economy through tourism, including guided tours, film productions, and concerts held on the site; and

Whereas the Kingston Penitentiary serves as an important economic driver for the Kingston region, supporting local businesses, providing employment opportunities, and promoting the city as a prominent cultural and heritage destination; and

Whereas the federal government has included Kingston Penitentiary in its inventory of properties available for housing development;

Therefore Be It Resolved That the Council request that the federal government remove Kingston Penitentiary from the inventory of properties designated for housing development and request that the federal government continue discussions with the City of Kingston about a long-term lease or a transfer of the property to Parks Canada, ensuring that the property remains a heritage site under federal stewardship; and

That Council request that the federal government consider other options within the Kingston urban boundary, such as federally owned properties totaling at least 340 hectares of fairly unencumbered land, as potential sites for housing redevelopment, ensuring that any future development prioritizes areas that will not compromise Kingston's heritage and economic assets; and

That Council direct staff to proceed with the municipal heritage designation process for the Kingston Penitentiary property, in recognition of its historic significance, its role as a major tourist attraction, and its ongoing contribution to the local economy; and

That Council strongly advocate for the preservation of Kingston Penitentiary as a key cultural and economic asset that continues to benefit both the community and the broader region through tourism, education, and historical appreciation; and

That a copy of this motion be sent to The Honourable David J. McGuinty, M.P., P.C., Minister of Public Safety, The Honourable Steven Guilbeault, M.P., P.C., Minister of Environment and Climate Change, the Honourable Pascale St-Onge, M.P., P.C., Minister of Canadian Heritage, the

Honourable Nate Erskine-Smith, M.P., P.C., Minister of Housing, Infrastructure & Communities, Mark Gerretsen, M.P., Kingston and the Islands, and Ron Hallman, President & Chief Executive Officer Parks Canada Agency.

3. **Bystander Intervention Training**

Moved by: Councillor Stephen

Seconded by: Councillor Glenn

Whereas the theme for International Women’s Day 2025 is “Accelerate Action,” focusing on the importance of taking swift and decisive steps to achieve gender equality, calling for increased momentum and urgency in addressing the systemic barriers and biases that women face, both in personal and professional spheres; and

Whereas according to data from the World Economic Forum, at the current rate of progress it will take until the year 2158, which is roughly five generations from now, to reach full gender parity; 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 Act; and

Whereas gender equality means that women with intersecting identities, men, and gender diverse people are able to participate fully in all aspects of Canadian life, contributing to an inclusive and democratic society, and recognizes the disproportionate impact of racism, colonialism, ableism, homophobia and transphobia have on women and gender diverse people; and

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 are women; and

Whereas women, particularly Indigenous, Black, racialized and trans women, are disproportionately targeted by violence and harassment and the problem is ubiquitous throughout Canadian politics; and

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

Whereas 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

Whereas “allyship” refers to the actions, behaviors, and practices that leaders take to support, amplify, and advocate with others, especially with individuals who don't belong to the same social identity groups as themselves; and

Whereas a “bystander” is someone who observes a situation where someone else needs help but doesn't get involved;

Therefore Be It Resolved That Council direct staff to facilitate Bystander Intervention Training workshops, following the completion of foundational IIDEA (Indigenization, Inclusion, Equity, Diversity, Accessibility) training, to be made available to City Council members, City staff, and the broader community by Q1 2026; and

That the Members of Parliament and Members of Provincial Parliament for Kingston and the Islands and Lanark-Frontenac-Kingston be invited to participate in a training workshop; and

That staff share information with the Kingston community regarding the ability for residents to attend these workshops.

23. Notices of Motion

24. Minutes

Distributed to all Members of Council on February 28, 2025.

That the minutes of of City Council Meeting Number 2025-07, held Tuesday, February 18, 2025, be confirmed.

25. Communications Package

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Communications received and distributed between February 11, 2025 to February 25, 2025.

26. Other Business

27. By-Laws

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

That By-Law Numbers (6) through (8) be given their third reading.

1. 2025 Tax Ratios By-Law

2025 Tax Ratios By-Law

First and Second Reading

Proposed By-Law Number 2025-104

(Clause 1, Report Number 28)

- 2. A By-Law to Amend By-Law 2007-136, A By-Law to Provide for Maintaining Land in a Clean and Clear Condition**

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

First and Second Reading

Proposed By-Law Number 2025-105

(Clause 1, Report Number 29)
- 3. A By-Law to Amend By-Law Number 2005-100, A By-Law for Prescribing Standards for the Maintenance and Occupancy of Property**

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

First and Second Reading

Proposed By-Law Number 2025-106

(Clause 1, Report Number 29)
- 4. A By-Law to Amend By-Law Number 2014-5, A By-Law to Provide for and Regulate a Solid Waste Management System**

A By-Law to Amend City of Kingston By-Law Number 2014-5, A By-Law to Provide for and Regulate a Solid Waste Management System for The Corporation of the City of Kingston

First and Second Reading

Proposed By-Law Number 2025-107

(Clause 1, Report Number 29)
- 5. A By-Law to Amend By-Law Number 2025-6, A By-Law to Establish Fees and Charges to be Collected by The Corporation of the City of Kingston**

A By-Law to Amend City of Kingston By-Law Number 2025-6, A By-Law to Establish Fees and Charges to be Collected by The Corporation of the City of Kingston

First and Second Reading

Proposed By-Law Number 2025-107

(Clause 1, Report Number 29)

6. A By-Law to Provide for Site Plan Control in the City of Kingston

A By-Law to Provide for Site Plan Control for the City of Kingston

Three Readings

Proposed By-Law Number 2025-109

(Clause 1, Report Number 31)

7. A By-Law to Establish Parts 5 and 6, Reference Plan 13R-23127 as Part of the Public Highways known as Division Street - Delegated Authority

234

A By-Law to Establish Parts 5 and 6 on Reference Plan 13R-23127 as Part of the Public Highways known as Division Street in the City of Kingston, in Accordance with Section 31(4) of the Municipal Act, Chapter 25, S.O. 2001

Three Readings

Proposed By-Law Number 2025-110

(Delegated Authority)

8. A By-Law to confirm the proceedings of Council at its meeting held on March 4, 2025

A By-Law to confirm the proceedings of Council at its meeting held on March 4, 2025

Three Readings

Proposed By-Law Number 2025-111

(City Council Meeting Number 2025-08)

28. Adjournment

That Council do now adjourn.



**City of Kingston
Report to Council
Report Number 25-066**

To: Mayor and Members of Council

From: Paige Agnew, Commissioner, Growth & Development Services;
Jennifer Campbell, Commissioner, Community Services

Resource Staff: Tim Park, Director, Planning Services
Craig Desjardins, Director, Strategy, Innovation & Partnerships
Jayne Beggan-Hartley, Director, Housing & Social Services
Lisa Capener-Hunt, Director, Building Services & CBO

Date of Meeting: March 4, 2025

Subject: Population, Housing & Workforce Update and Additional
Residential Unit Incentive Program Update

Council Strategic Plan Alignment:

Theme: 1. Support Housing Affordability

Theme: 5. Drive Inclusive Economic Growth

Goal: See above

Executive Summary:

The purpose of this report is to provide Council with an update on population, housing and workforce statistics for the City of Kingston for 2024. The report also provides commentary on the potential impacts of the proposed tariffs on population, housing and workforce.

The report includes updated data from the Canada Mortgage and Housing Corporation (CMHC) on the annual rental market vacancy rates. The CMHC reported the vacancy rate for the purpose-built rental housing market in the Kingston Census Metropolitan Area (CMA) to be 2.9% in 2024, up from 0.8 % in 2023. The Kingston CMA includes the City of Kingston, Loyalist

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Township, Township of South Frontenac and the Township of Frontenac Islands. In 2023, the Kingston CMA's vacancy rate was among the lowest of Ontario CMAs. In 2024, Kingston CMA's vacancy rate was reported to be above the provincial average of 2.7%.

This report also provides an update on the Additional Residential Unit (ARU) Incentive Program which provides financial incentives for property owners to create ARUs. The ARU Incentive Program was approved by Council on August 13, 2024, and is funded with \$1,250,000 from the Housing Accelerator Fund (HAF). This program funding has now been fully committed. Staff have received additional requests from property owners to participate in the ARU Incentive Program. Additional HAF funding will be reallocated to this program based on the previous delegation to the Chief Financial Officer & City Treasurer. This report is also recommending the approval of an additional \$1.5 million in HAF contribution for continued investment in HAF programs and affordable housing creation. Including this contribution, a total of \$21,899,600 of HAF funding has been allocated to date; with the remaining balance of \$5,650,700 allocated in future budgets.

Recommendation:

That Council approve an additional Housing Accelerator Fund (HAF) contribution of \$1,500,000 to be delegated to HAF programs by the Chief Financial Officer & City Treasurer, for continued investment in Housing Accelerator Fund programs and affordable housing creation.

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Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

**Jennifer Campbell,
Commissioner, Community
Services**

ORIGINAL SIGNED BY COMMISSIONER

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

ORIGINAL SIGNED BY CHIEF

ADMINISTRATIVE OFFICER

**Lanie Hurdle, Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

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

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Options/Discussion:

On March 19, 2024, staff presented Council with detailed information on population, rental and ownership housing market, housing supply and workforce using data from Statistics Canada, Canada Mortgage and Housing Corporation (CMHC) and local data sets from various City departments ([Report Number 24-093](#)). This report provides updates to that information, where available.

Population

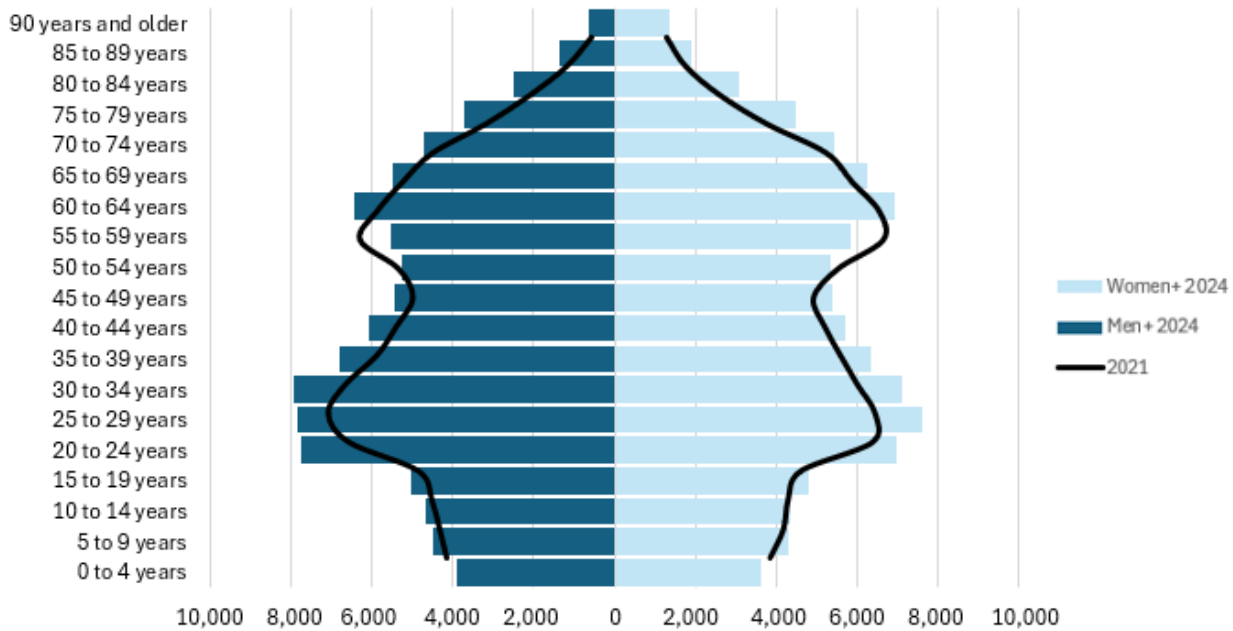
As per the 2021 Census conducted by Statistics Canada, the City's population was 132,485. Between 2016 and 2021, the City's population grew by 7% or 8,687 persons. Within the same time period, the Kingston Census Metropolitan Area (CMA), saw a population increase of 7.1%, with a total population of 172,545 in 2021. The Kingston CMA includes the City of Kingston, Loyalist Township, Township of South Frontenac and the Township of Frontenac Islands, with the City accounting for 82% of the population within the Kingston CMA. The next Census of Population will take place in May of 2026.

Statistics Canada releases annual demographic estimates for Canada's larger urban areas, including the Kingston Census Metropolitan Area (CMA). As per data released by Statistics Canada on January 16, 2025, the Kingston CMA population was estimated at 192,389 persons, as of July 1, 2024. This represents a growth of 2.2% from 2023, when the CMA population was estimated at 188,247. In comparison, the population growth estimated across all CMAs between 2023 and 2024 was 3.5%. The highest growth in Ontario CMAs was Kitchener/Waterloo at 4.9% and Peterborough at 4.5%. Figure 1 provides a comparison of the 2024 population estimate versus the 2021 Census, as well as a breakdown of the population by age and gender for the Kingston CMA. Figure 1 breaks out the data into Male+ and Female+ gender categories, as 2021 was the first time the census of population collected and published data on gender diversity, making the distinction between gender and sex at birth. These new concepts are different but interrelated, therefore Statistics Canada now uses 'Male+' and 'Female+' to capture both, with gender being the default indicator moving forward. This allowed the opportunity to address an important information gap by allowing all cisgender, transgender, and non-binary individuals to report on their gender. The 2021 census reported that 59,460 Canadians aged 15 and older identified as transgender and 41,355 identified as non-binary. At the Kingston CMA level, 0.27% of the local population identified as transgender and 0.25% identified as non-binary.

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Figure 1 - Population by Age and Gender: 2024 Population Estimates compared to 2021 Census of Population, Kingston CMA



Housing

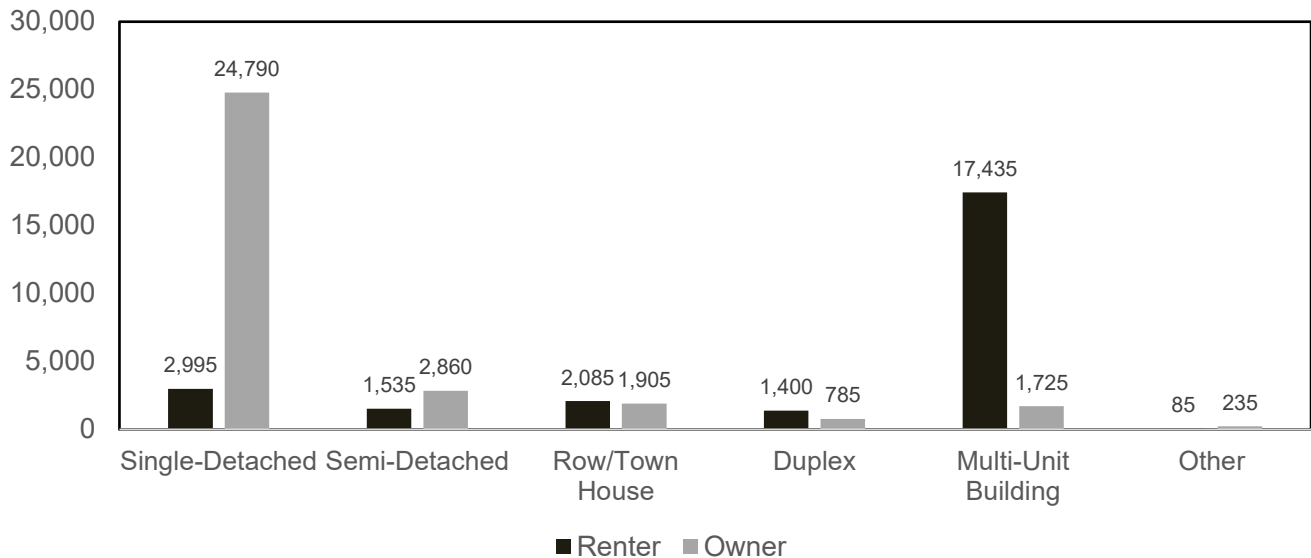
As reported in the 2021 census, there are a total of 57,835 permanent households in the City of Kingston. Among these, approximately 25,500 households, or 44%, are renters, while 32,300 households, or 56%, are homeowners.

As shown in Figure 2, a considerable majority of homeowners, 77%, live in single-detached houses. In contrast, renters mainly reside in multi-unit buildings, which make up 68% of all rental units. The distribution of housing types for semi-detached houses and row or townhouse dwellings reveals a more balanced demographic; however, there are slightly more renters than owners in row or townhouse units. Overall, the data indicates that homeowners primarily occupy single-detached houses, while renters are more likely to live in shared or multi-unit housing. Despite these notable trends, historical data shows that the proportion of the population living in multi-unit housing has been increasing over time.

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Figure 2 - Households by Housing Type



Short-Term Accommodations

The [Short-Term Rental Licensing By-Law](#) regulates short-term rentals in the City. The by-law defines a short-term rental as all or part of a dwelling unit used to provide sleeping accommodations for a period equal to or less than 30 consecutive days in exchange for payment and includes a bed and breakfast. As of January 23, 2025, there were 237 active licensed short-term rentals in the City and 17 applications under review.

Second, Third and Fourth Units

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

Amendments to the Kingston Zoning By-law were undertaken as part of the Housing and Administrative Amendments under [Report Number PC-24-041](#) to permit fourth units. The fourth unit provisions were approved by Council July 9, 2024. The amendments introduced new permissions for up to four units per lot in low-rise residential areas within the urban boundary. The addition of fourth unit permissions was one of the City’s Housing Accelerator Fund (HAF) initiatives.

In 2024, building permits were issued for 117 new second residential units, 11 third residential units, and 2 fourth residential units. Table 1 shows the number of building permits issued for second, third and fourth residential units over the past five years which represented approximately 10% of the total units.

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Table 1: Number of Building Permits issued for Second, Third and Fourth Residential Units, 2020-2024

Year	Number of Building Permits for Second, Third and Fourth Residential Units
2020	117 second residential units
2021	98 second residential units
2022	80 second residential units
2023	108 second residential units 11 third residential units
2024	117 second residential units 11 third residential units 2 fourth units
Total	544 units

Rental Housing Market Vacancy Rate

The Canada Mortgage and Housing Corporation (CMHC) releases an annual report on the rental housing market, which includes information on average market rents and vacancy rates. According to the 2024 Rental Market Report, the national vacancy rate for purpose-built rental apartments rose to 2.2% in 2024, up from 1.5% in 2023. In Ontario, the vacancy rate increased from 1.7% in 2023 to 2.7% in 2024. In the Kingston CMA, the vacancy rate rose from 0.8% to 2.9% during the same period. The introduction of a cap on international student intake and adjustments to their provincial distribution, coupled with strong housing growth in the City, has had an immediate impact on the vacancy rate in the Kingston CMA. The CMHC notes that Ontario and British Columbia are the two provinces most impacted by the cap on international students which has led to lower international student enrollment this school year. Figure 3 shows the vacancy rate trends since 2013 for Canada, Ontario and the Kingston CMA.

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A vacancy rate of around 3% is typically seen as a healthy balance between supply and demand, helping to stabilize rent levels. It's important to note that the Kingston vacancy rate data reflects only the primary rental market, which includes rental units in private residential buildings containing three or more rental units. The report does not include the secondary rental market, which comprises rented detached homes, semi-detached homes, townhouses, condominium units, additional residential units, and duplexes.

Figure 3: Vacancy Rate Trends – Canada, Ontario, and Kingston CMA

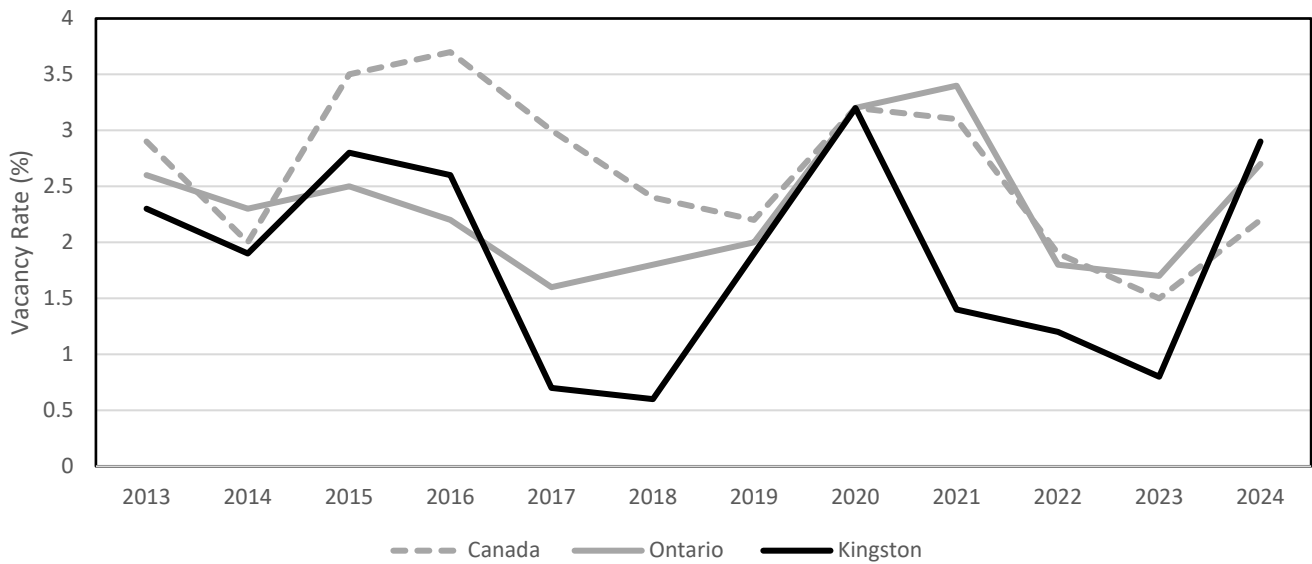


Table 2 shows that average rents have increased for all types of units. It is important to note that these average rents are based on a sample that includes both currently occupied units and newly rented ones. Because some occupied units are subject to rent increase controls, the actual rent for units that have turned over is typically higher than the reported average rent level.

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Table 2: Private Apartment Average Market Rent by Bedroom Type in Kingston CMA

Year	Bachelor	1-bedroom	2-bedroom	3-bedroom or more	Total
2022	\$975	\$1,212	\$1,471	\$1,918	\$1,390
2023	\$1,035	\$1,329	\$1,609	\$2,141	\$1,519
2024	\$1,064	\$1,406	\$1,676	Not Available	\$1,593

Figure 4 shows the average market rent for a 1-bedroom unit in the Kingston CMA, categorized by the age of construction. The data indicates that older units typically have lower rents compared to newer ones. This difference in average rent based on construction age suggests that while newly constructed units can increase the rental housing supply and improve the vacancy rate, they may not immediately address affordable housing needs.

Figure 4: Average Market Rent for 1-Bedroom Units by Year of Construction in the Kingston CMA

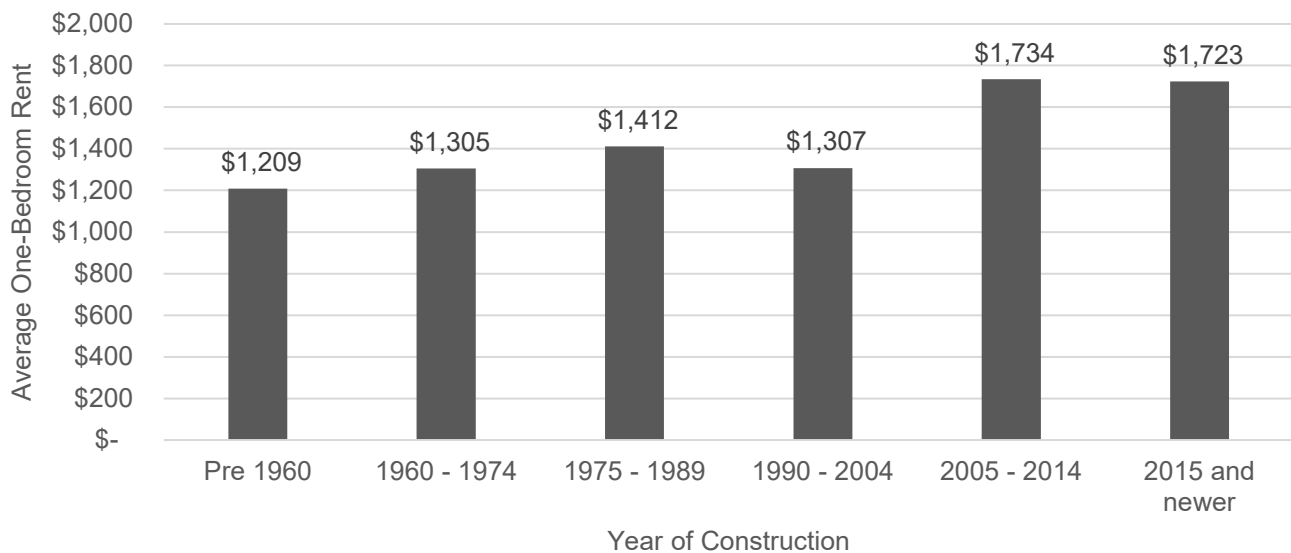


Table 3 shows the vacancy rate and 1-bedroom unit average market rent for other locations across Ontario. In 2023, Kingston had one of the lowest vacancy rates in Ontario at 0.8%, well below the provincial average of 1.7%. In 2024, Kingston’s vacancy rate improved to 2.9%, above the provincial average of 2.7%.

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Table 3: Community Comparison of Vacancy Rates and One-Bedroom Average Rents, October 2024

Community (Metropolitan Areas, Census Agglomerations and Cities)	Vacancy Rate	One-Bedroom Average Market Rent
Toronto	2.5	\$1,715
Guelph	1.9	\$1,598
Oshawa	3.6	\$1,601
Barrie	3.4	\$1,560
Ottawa	2.6	\$1,522
Kitchener-Cambridge-Waterloo	3.6	\$1,498
Hamilton	2.4	\$1,413
Kingston	2.9	\$1,406
Brantford	2.3	\$1,353
London	2.9	\$1,299
Belleville - Quinte West	3.5	\$1,288
St. Catharines-Niagara	3.8	\$1,251
Peterborough	3.3	\$1,217
Thunder Bay	3.2	\$1,146
Greater Sudbury	1.5	\$1,137
Windsor	3.3	\$1,116
Sault Ste. Marie	2.2	\$1,066
Cornwall	2.8	\$916
Ontario Average	2.7	\$1,541

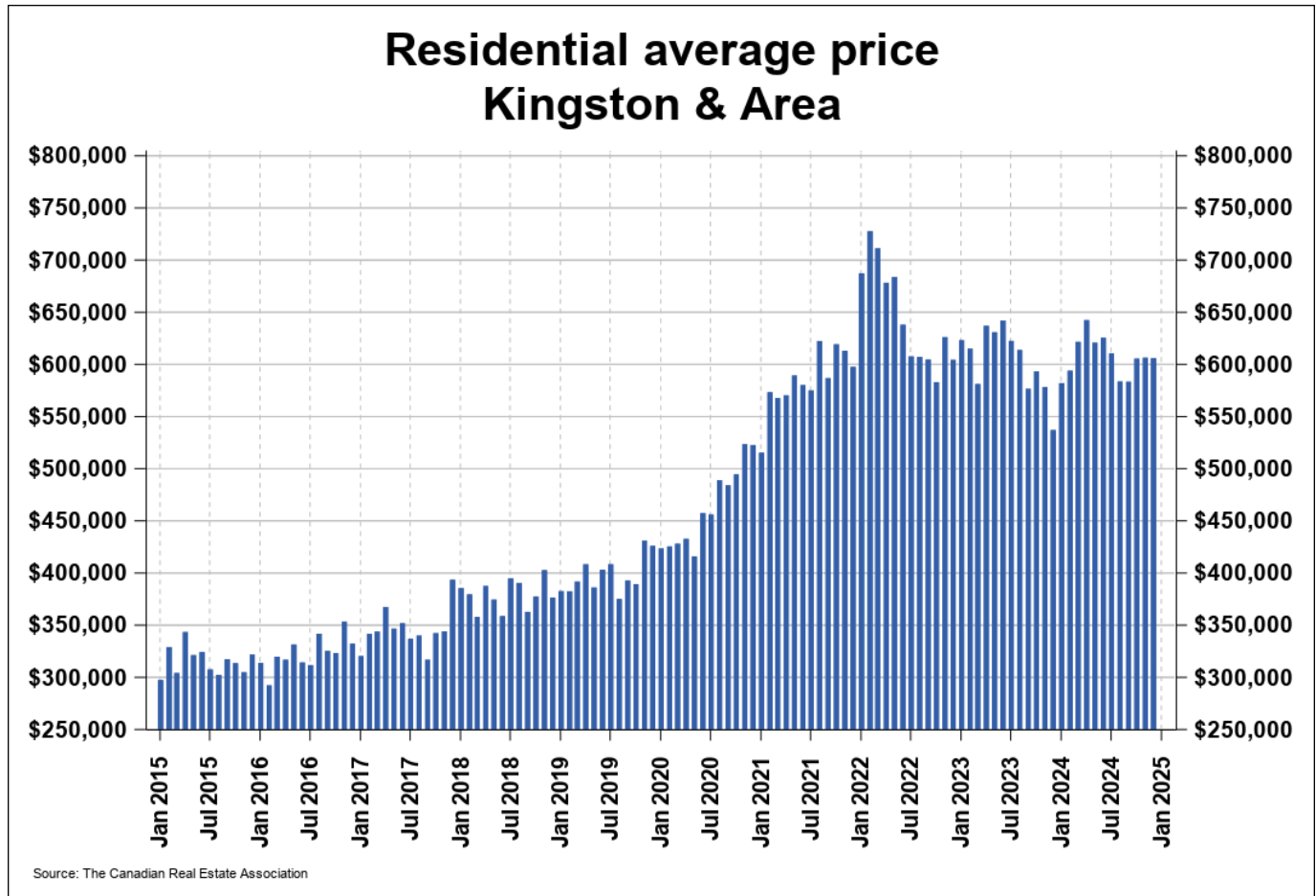
Ownership Housing

Figure 5 illustrates the ten-year trend in the residential average price for Kingston and area, based on data available from the Canadian Real Estate Association (CREA). The graph illustrates a period of steady housing prices, followed by increased prices beginning in 2017. A pronounced escalation beginning in 2020, and a peak in 2022, coincide with the onset of the global pandemic.

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Figure 5: Kingston & Area Real Estate Price Performance, 2015 to 2025



The Kingston and Area Real Estate Association (KAREA) notes the benchmark price for a single-detached home was \$594,000 in 2024, a moderate gain of 7.2 per cent from the previous year. By comparison, the benchmark price for townhouse/row units was \$511,800, down 2.1 per cent compared to a year earlier, while the benchmark apartment price was \$414,600, a modest decline of 3.7 per cent from last year. The number of active listings in December 2024 was 668, which is a modest gain of 2.8 per cent from the end of the December 2023.

Affordable Rental Housing

The City offers financial incentives from municipal sources, along with contributions from higher levels of government, to support the development of new affordable, transitional, and permanent supportive housing units in both non-profit and private housing projects. In 2024, a total of 73 affordable housing units, or beds in congregate living supportive housing projects, were completed. Table 4 presents an overview of the affordable projects that were completed and occupied in 2024.

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Table 4: Affordable and Supportive Housing Projects Completed in 2024

Project	Proponent	Housing Type	Number of Units
44-62 Barbara Ave.	Private Landlord	Affordable Rental Housing	5
1336 Princess St.	Kingston Co-Operative Homes Inc.	Affordable Rental Housing	38
225 Yonge St.	City & Tipi Moza	Affordable Indigenous Housing	4
111 MacCauley St.	Habitat for Humanity	Affordable Rental Housing	8
206 Concession St.	City and Addiction & Mental Health Services	Affordable Housing & Treatment Program	18
Total			73

Currently, there are 176 affordable housing units, or beds, in congregate living supportive housing projects that are either under construction or will soon be under construction. Table 5 provides an overview of these projects.

Table 5: Affordable and Supportive Housing Under Construction

Project	Proponent	Housing Type	Number of Units
1316 Princess St.	Kingston & Frontenac Housing Corporation	Affordable Rental Housing & Rent-Geared-to-Income Housing	52

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Project	Proponent	Housing Type	Number of Units
805 Ridley Dr.	City & Dawn House Housing for Women	Affordable Transitional Housing for Women	17
Multiple Addresses	Kingston & Frontenac Housing Corporation	Affordable Rental Housing	6
486 Albert St.	Home Base Non-Profit Housing	Transitional Housing for Youth (16-24)	38
1752 Bath Road	Private Landlord	Affordable Rental Housing	28
309 Queen Mary Rd.	City & Home Base Non-Profit Housing	Transitional Housing for Seniors (55+)	35
Total			176

In August 2024, the City introduced the Additional Residential Unit (ARU) Incentive Program. This program, funded through CMHC’s Housing Accelerator Fund (HAF), offers financial support to property owners for the development of ARUs, such as basement suites or backyard tiny homes. As of now, the program’s funding of \$1,250,000 has been fully committed to support 35 projects. Once completed, the funded ARUs will be rented at below-market rates for a minimum of five years. The development of ARUs allows individual property owners to contribute to addressing the current affordable housing supply challenges.

Staff have received interest from additional property owners looking to participate in the ARU Incentive Program. As noted in [Report Number 24-187](#), Council delegated the authority to the Chief Financial Officer & City Treasurer to reallocate the budgeted unallocated HAF funds between programs and initiatives where required over the three-year CMHC eligibility period. Given the success of the ARU Incentive Program and the continuing interest from property owners, a portion of these HAF funds will be allocated to support the program. This report is also recommending an additional \$1.5 million in HAF contribution for continued investment in HAF programs and affordable housing creation.

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Housing Supply

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

Pending units are those that are tied to:

- A plan of subdivision that has yet to receive draft plan approval;
- An Official Plan/Zoning By-law Amendment that has yet to receive approval; and
- Applications appealed to the Ontario Land Tribunal (OLT) and pending a decision from the OLT.

Committed units are those that are tied to:

- An approved draft plan of subdivision;
- A registered plan of subdivision (but only those units for which building permits haven’t been issued);
- An approved Official Plan/Zoning By-law Amendment or Minor Variance, but no Site Plan Control Application submitted yet;
- A Site Plan Control Application under review with approved zoning; and
- An approved Site Plan Control Application but no building permits issue yet.

Table 6 identifies the total number of pending and committed residential units proposed through *Planning Act* application as of December 31, 2024.

Table 6: Pending and Committed Residential Units

Up to December 31, 2024	Multi-unit Residential	Single-detached, semi-detached or row house	Total
Pending Units (awaiting draft plan of subdivision or zoning approval, or under appeal)	4,589	195	4,784
Committed Units (Zoning approved, no Building Permits yet)	6,950	2,536	9,486

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Up to December 31, 2024	Multi-unit Residential	Single-detached, semi-detached or row house	Total
Total	11,539	2,731	14,270

There are a total of 9,486 committed units and 4,784 pending units. These applications could result in 14,270 new homes being added to the Kingston market over time. Of the 4,784 pending units, 1,670 units proposed at the former Davis Tannery site are currently under appeal.

Building Permits

Table 7 shows that between 2020 and 2024, building permits were issued for 5,599 new residential units, of which multi-unit residential represented approximately 68% of the total units. Over the past five years, on average, the City has issued building permits for around 1,120 units per year, with the average annual supply of multi-unit dwellings of 755 units per year.

Table 7: Residential Building Permits issued between 2020 and 2024

Year	Total Units	Multi-unit Residential	Single-detached, semi-detached, rowhouse and additional residential unit
2020	1,408	875	533
2021	1,111	705	406
2022	873	595	278
2023	964	650	314
2024	1,243	950	293
Total	5,599	3,775	1,824

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Figure 6 illustrates the proportional split by dwelling type for building permits issued in the City in 2024. Building permits were issued for 1,243 new units, of which multi-unit residential dwellings represented approximately 77% (950 units).

Figure 6: Building Permits issued by Dwelling Type, City of Kingston (2024)

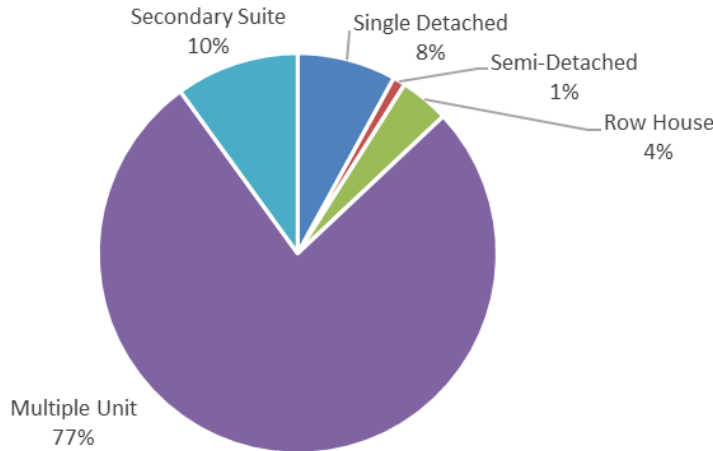
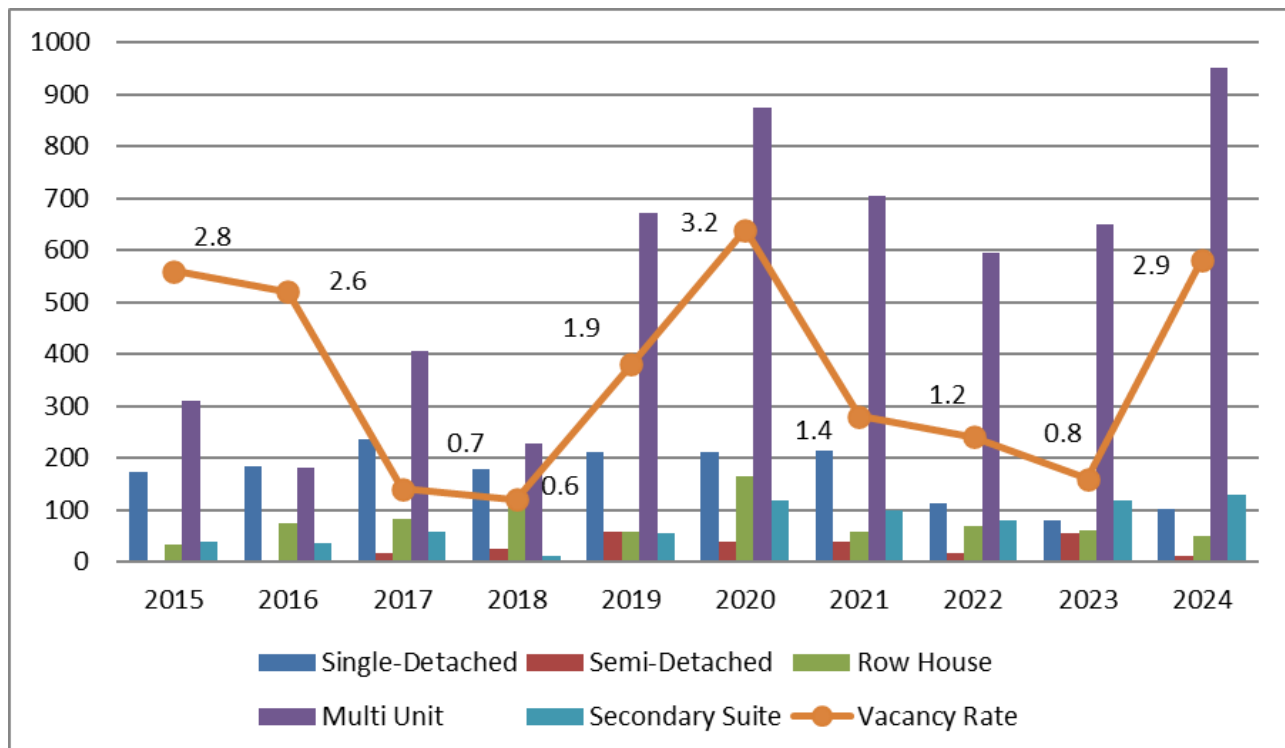


Figure 7 illustrates the annual volume of building permits for new dwelling units by type issued since 2015 along with the vacancy rate.

Figure 7: Annual Residential Unit Building Permit Activity & Primary Rental Market Vacancy Rate, 2015-2024



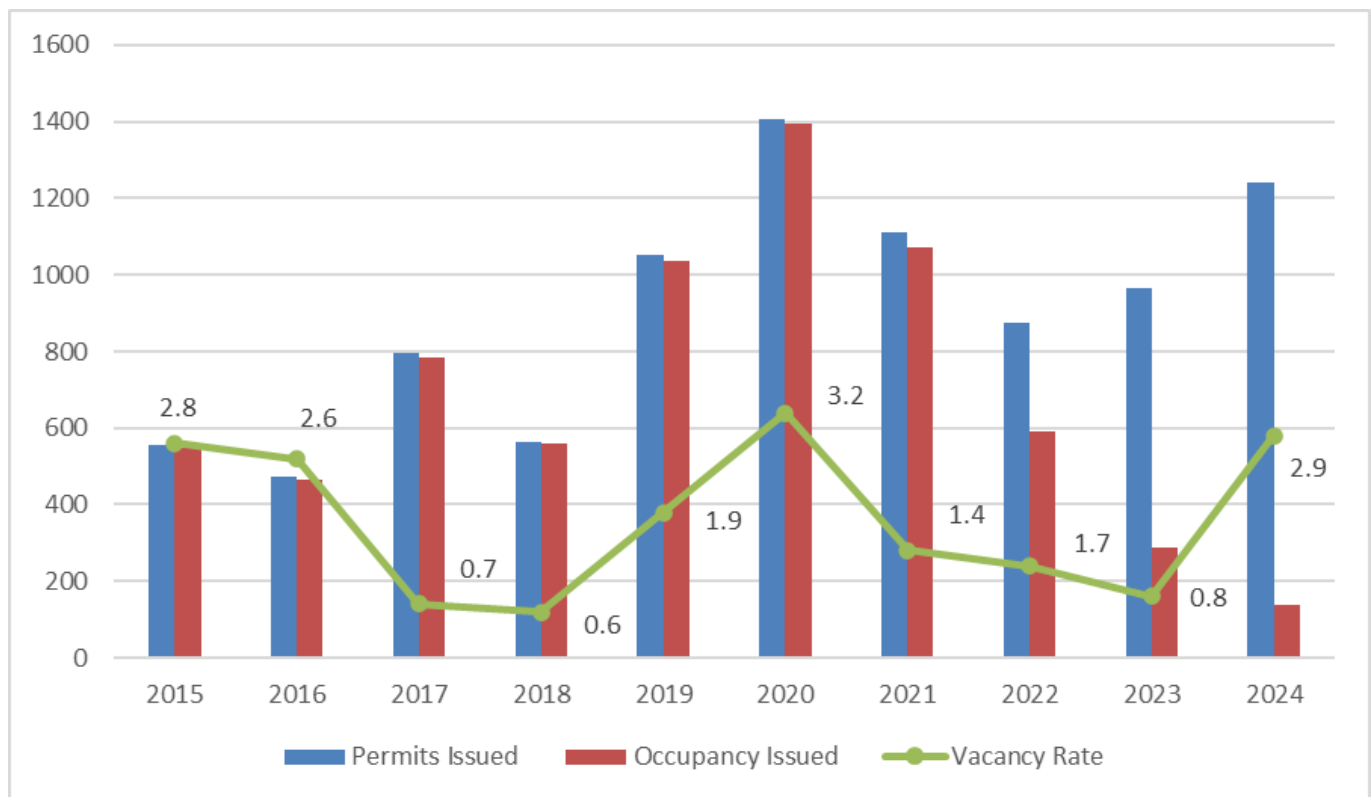
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Figure 8 illustrates occupancy permit issuance for dwelling units by year, which demonstrates that residential unit occupancies continue to level out with permit issuance in previous years. New multi-unit buildings generally have a two to three-year lag time, whereas single-detached, semi-detached and rowhouse dwellings average around six months to one year for the residential units to be introduced into the market from commencement of construction to the receipt of final building occupancy.

Occupancy permits were issued for 3,483 new residential units between 2020 and 2024 within the City of Kingston, of which 1,947 were multi-units.

Figure 8: Completed Units (City of Kingston) and Vacancy Rates (Kingston CMA), 2015-2024



Life Span of Pending and Committed Housing Supply

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

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

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determined by dividing the number of units represented by the pending and committed housing supply by the average annual demand for housing, which is sourced from building permit data.

Over the past ten years, on average, the City has issued building permits for 905 units per year. If the average annual demand for all types of housing (905 units) is considered against all committed residential units (9,486 units), the life span of this housing supply is 10.5 years. When pending residential units are considered (4,784 units), against the average annual demand (905 units), the life span of housing is increased by another 5.3 years resulting in a total life span of 15.8 years. It should be noted that this life span is solely based on residential units tied to site-specific *Planning Act* applications. The life span figures do not capture the additional housing supply that could be realized through as-of-right second, third or fourth residential units or the intensification or development of vacant lands that are designated for residential uses for which no *Planning Act* application has yet been received. The lifespan figures also do not include lands that have been pre-zoned or up zoned through the Kingston Zoning By-Law or lands in the Williamsville Main Street Corridor where no planning applications have yet been received.

The Provincial Planning Statement, 2024 (PPS) requires each municipality to ‘maintain at all times where new development is to occur, land with servicing capacity sufficient to provide at least a three-year supply of residential units available through lands suitably zoned, including units in draft approved or registered plans’. The PPS also requires municipalities to maintain at all times the ability to accommodate residential growth for a minimum of 15 years through lands which are designated and available for residential development’. The City is in compliance with the minimum 15-year housing supply required by the PPS.

Workforce

The workforce, or labour force, encompasses all individuals in Canada of working age who are "willing and able to work." This definition also extends to specific segments of the population that can be identified based on qualifications, eligibility, or geography—groups from which employers can reasonably be expected to recruit employees. This broader definition is critical for understanding workforce dynamics and tailoring strategies to meet the unique demands of the labour market.

Insights into Kingston’s workforce for this report have been derived from a variety of data sources and are available for public access on the [“Kingston In Focus” dashboard](#), an interactive tool designed to track and analyze various community data indicators, including labour market trends. Originally developed to assess the impacts of the COVID-19 pandemic on Kingston, this dashboard has since evolved to provide comprehensive insights across multiple facets of community economic and social well-being. The employment-related data within the dashboard is drawn primarily from the Statistics Canada Labour Force Survey, ensuring that findings are grounded in reliable, up-to-date information.

For this analysis, the timeframe has been expanded from previous reports to include data spanning from 2019 to the end of 2024. This longer-term perspective allows us to examine how Kingston's workforce has transitioned through and beyond the pandemic years, offering critical

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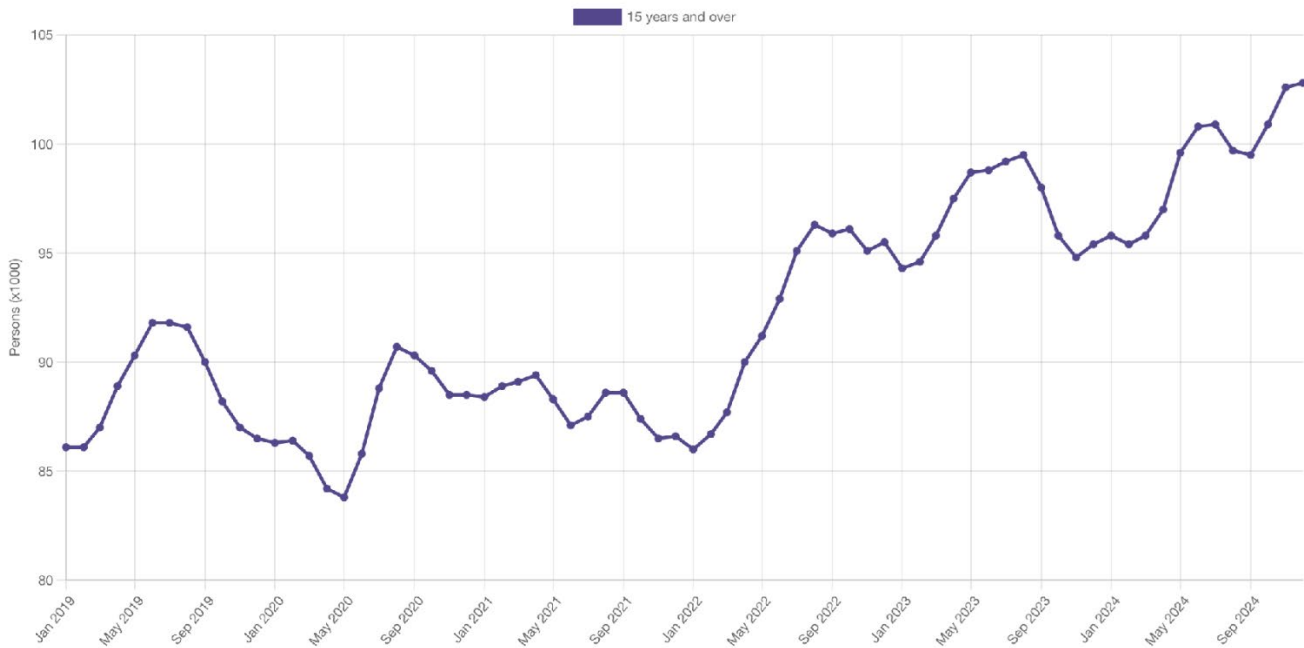
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insights into recovery and growth phases. As the community moves further away from the disruptions of the pandemic, Kingston’s economy has seen a phase of economic growth, marked by emerging opportunities and evolving labour market trends. On the horizon is the spectre of trade tariffs imposed by the United States and counter tariffs by Canada which have the potential to have significant impact on workforce, housing and population in Kingston and the region. Understanding these shifts is essential for workforce planning, enabling local stakeholders to address challenges and leverage opportunities to foster a thriving and inclusive economy.

Kingston Labour Force Characteristics

Figure 9 below depicts the total labour force aged 15 years and older in the Kingston Census Metropolitan Area (CMA) from 2019 to 2024. The data reveals a general upward trend in the size of the labour force over the five-year period, with noticeable fluctuations corresponding to broader economic and societal changes. The initial dip in labour force participation, visible in 2020, aligns with the impact of the COVID-19 pandemic, which disrupted employment and labour market activity across Canada. Recovery began in mid-2021, with the labour force gradually stabilizing and increasing over subsequent years.

Figure 9: Total Labour Force by Age 15 Years and Older, Kingston CMA (2019 to 2024)



From mid-2022 onwards, the labour force demonstrates consistent growth, suggesting a strong economic recovery phase and a resurgence of job opportunities in Kingston. This growth was driven by the reopening of key industries, increased workforce participation, and economic diversification efforts in the region. The upward trend also reflects population growth, including the influx of new residents and young workers entering the labour market, spurred by Kingston's efforts to attract talent and support economic development.

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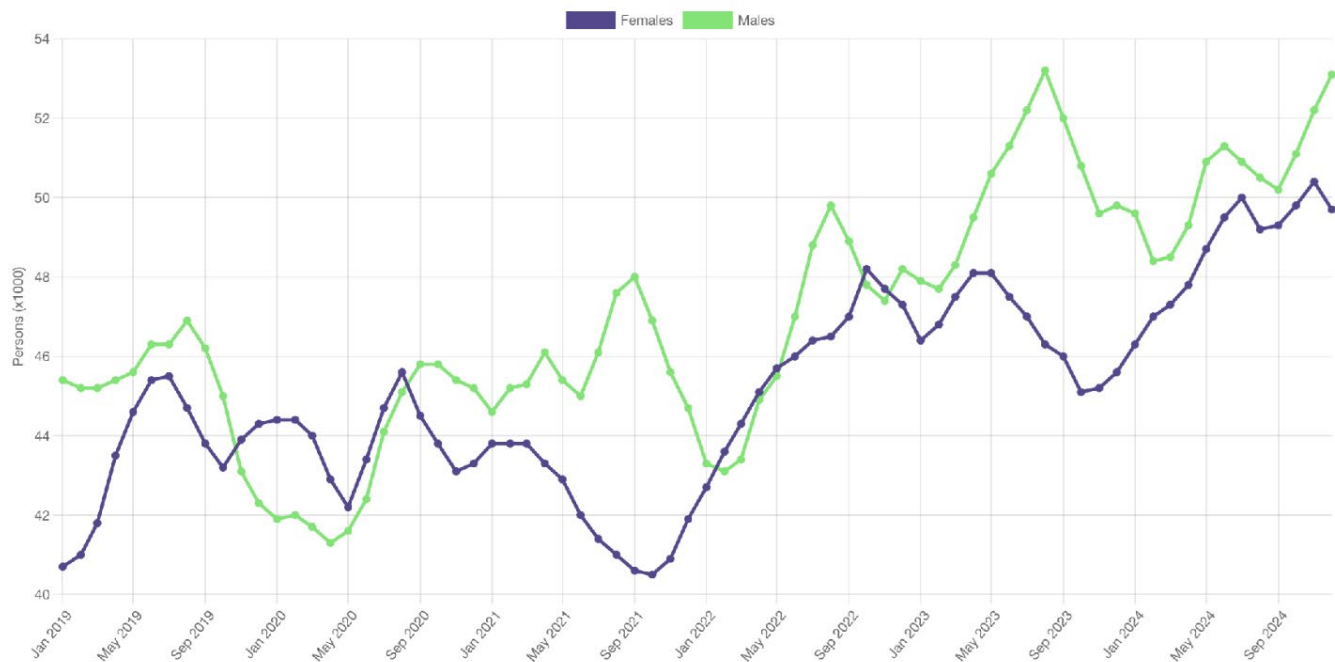
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The steady increase through 2023 and 2024 highlights sustained momentum, indicating that Kingston’s labour market is not only recovering but also expanding. This aligns with broader trends of urban growth and economic transformation, positioning Kingston as a hub for emerging industries and workforce opportunities. Moving forward, maintaining this growth will require strategic workforce development initiatives, such as skills training, enhanced labour market access, and targeted support for underrepresented groups to ensure continued inclusivity and resilience in the local labour force.

The chart illustrated in Figure 10 shows the labour force participation rate trends for males and females in Kingston from January 2019 to December 2024. The participation rate, defined as the proportion of the population aged 15 and older engaged in or actively seeking employment, reveals gendered patterns in workforce involvement over the observed period. The green line represents males, while the purple line corresponds to females.

Over the five-year span, males generally exhibit a higher participation rate compared to females. While both male and female show fluctuating trends, males display relatively greater volatility, with significant peaks around early 2022 and mid-2023. Females show a steadier increase overall, especially in 2023 and 2024, suggesting a gradual but consistent rise in workforce engagement. A notable feature is the narrowing gap between male and female participation in the latter half of the timeline, which points to a potential improvement in gender equity within the labour force.

Figure 10: Total Labour Force by Gender, Kingston CMA (2019-2024)



The chart highlights critical insights for policy makers, suggesting a need for investigation and action into specific factors affecting gender workforce participation, such as childcare access,

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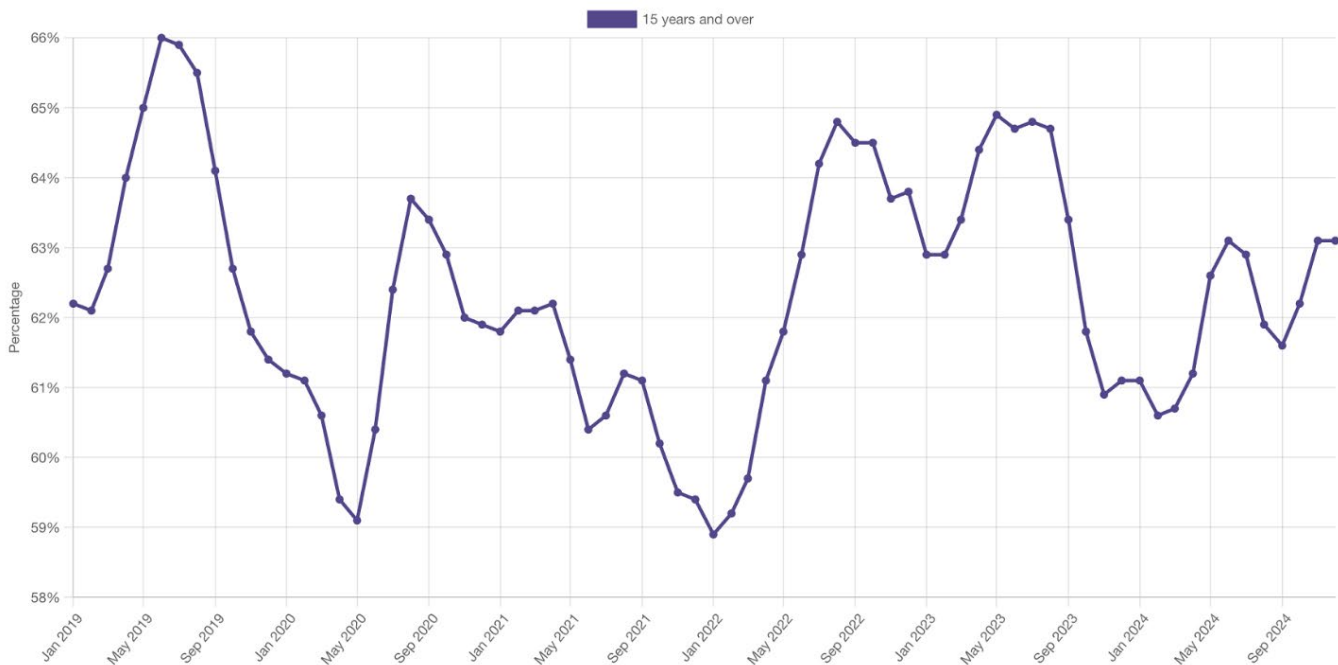
flexible working conditions, or targeted job creation programs and the volatility in participation rates indicates economic or sectoral shifts impacting traditionally male-dominated industries.

Illustrated in Figure 11 is the overall labour force participation rate for individuals aged 15 years and over in Kingston from January 2019 to December 2024. The data is represented as a percentage and highlights significant fluctuations in workforce engagement over the observed period.

From January 2019 to early 2020, the participation rate starts high at approximately 66% but experiences a notable decline, reaching its lowest point around mid-2020, reflecting the economic disruptions caused by the COVID-19 pandemic. After this drop, the participation rate begins a recovery, showing peaks and troughs in subsequent years. By mid-2022, participation regains some stability, fluctuating around 63% to 64%. A slight dip is observed again in mid-2023, but the rate recovers toward the end of the timeline, nearing 63% in September 2024.

This chart underscores the impact of external factors such as the pandemic and economic recovery on labour market participation. While the overall trend suggests resilience and gradual recovery, the persistent fluctuations highlight the need for policies supporting workforce stability, such as reskilling programs and addressing barriers to employment for different age groups.

Figure 11: Labour Force Participation Rate, Kingston CMA (2019 to 2024)



As shown in Figure 12, the Kingston CMA has seen historic low unemployment rates in recent years for individuals 15 years and older, edging down to the 3.5% level (roughly full employment) in 2023. While the unemployment rate has edged up since the last quarter of 2023 and seen fluctuations until the present day, the longer-term average rate of 5.5-6% unemployment would seem to be an expected norm.

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Figure 12: Unemployment Rate, Kingston CMA (2019 to 2024)

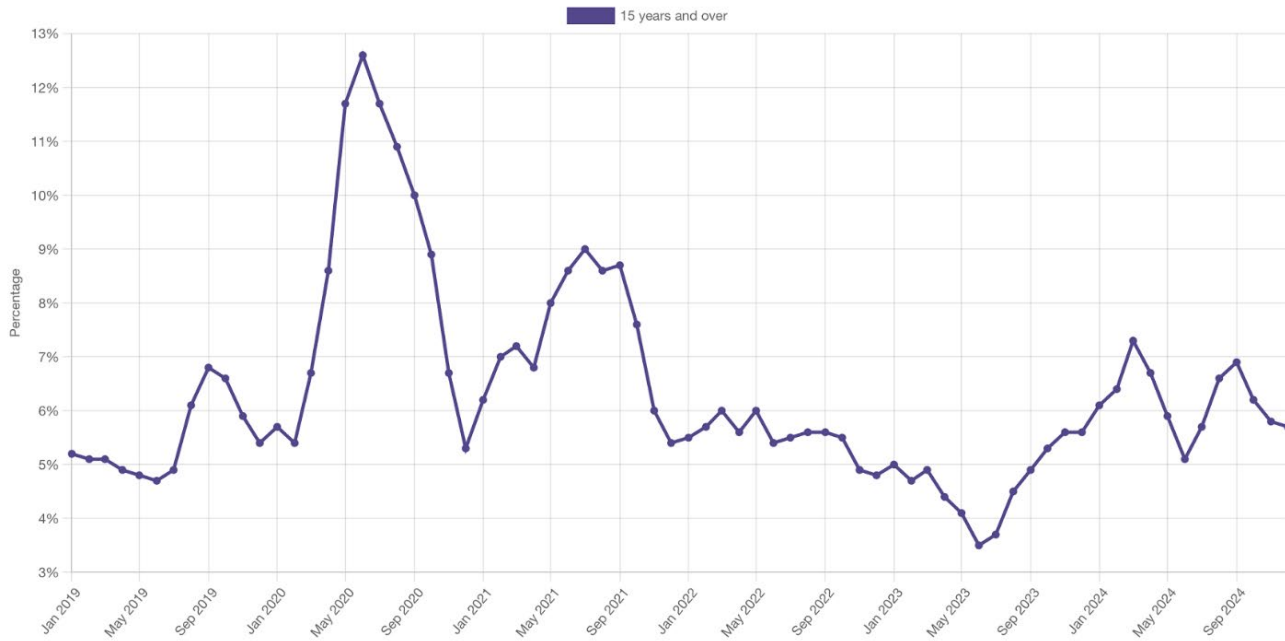


Figure 13 highlights the strong growth of full-time employment at the start of 2022.

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

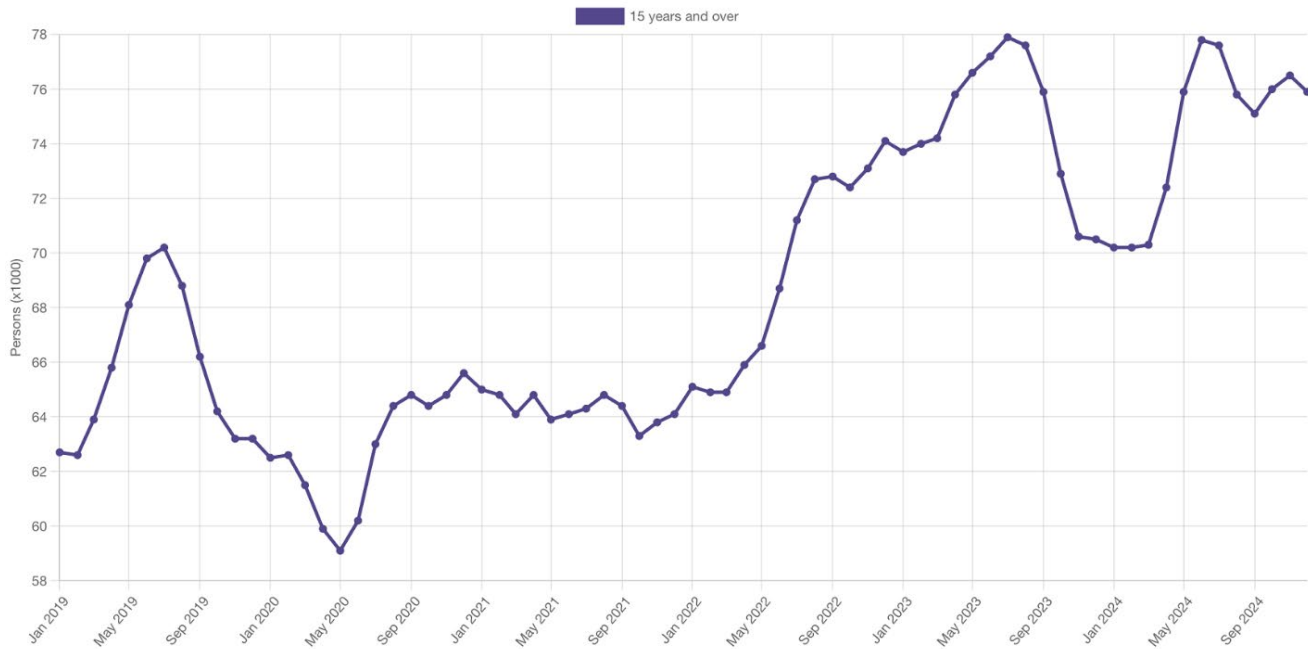


Figure 13 charts full-time employment in the Kingston CMA and highlights periods of instability in late 2023, with a noticeable dip in full-time employment before a partial recovery by 2024.

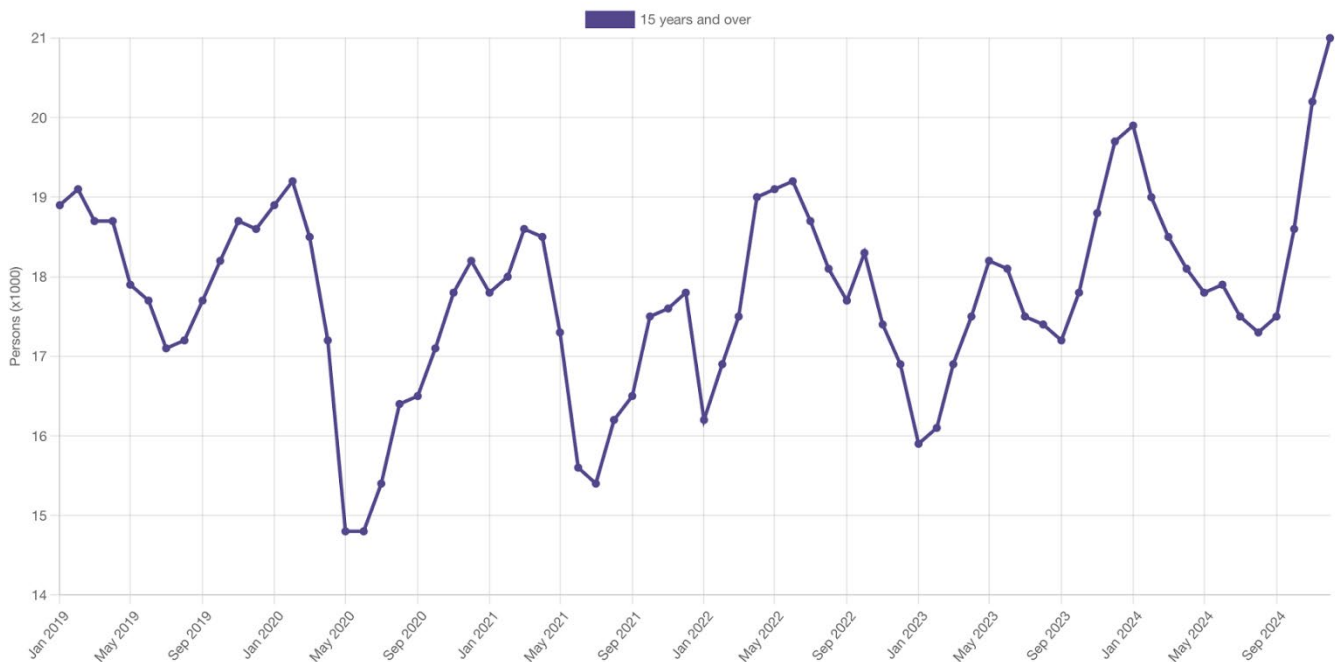
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This reflects short-term disruptions in key industries, labour market adjustments, and seasonal employment patterns. Overall, the chart underscores the resilience of Kingston’s labour market, demonstrating a positive long-term trend in full-time employment. Continued growth will depend on targeted workforce development strategies, such as promoting skills alignment, expanding job opportunities in growth sectors, and supporting workers transitioning to full-time roles.

Figure 14 illustrates the total number of persons in part-time employment in the Kingston (CMA) from 2019 to 2024. The data reveals significant fluctuations, reflecting both seasonal patterns and the impact of economic disruptions, most notably the pandemic. The sharp decline in part-time employment in 2020 corresponds to the onset of the pandemic, during which industries that rely heavily on part-time workers, such as retail, hospitality, and food services, were particularly affected by restrictions and closures.

Figure 14: Number Persons in Part-time Employment, Kingston CMA (2022 to 2024)



Following the low point in 2020, part-time employment began a slow recovery through 2021 and experienced more noticeable growth in 2022. The periodic peaks and troughs indicate ongoing volatility in part-time job opportunities, influenced by both economic uncertainties and seasonal demands. This variability is typical in sectors with a high concentration of part-time roles, as they are often subject to shifts in consumer demand, tourism, and temporary projects.

By late 2023 and into 2024, part-time employment shows a more pronounced upward trend, with a sharp increase leading into the latter part of 2024. This growth may reflect stronger economic conditions, increased demand in part-time-heavy sectors, and potentially greater flexibility in employment arrangements post-pandemic. Moving forward, it will be essential to address the stability of part-time roles by promoting workforce initiatives such as upskilling,

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transition pathways to full-time employment, and supports for workers in sectors with high part-time employment dependency. These strategies will help to enhance economic resilience and provide more consistent opportunities for part-time workers in Kingston.

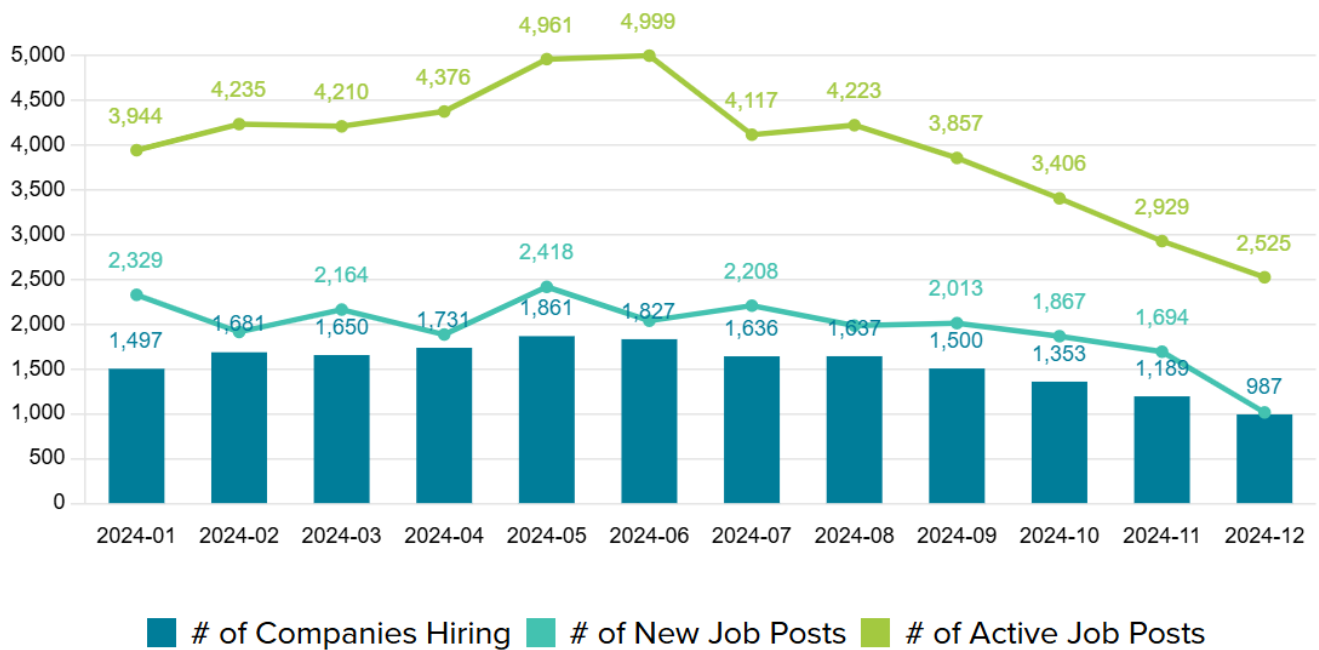
Job Posting Trends

Figure 15 illustrates trends in job market demand activity (job postings) in 2024, tracking three key indicators: the number of companies hiring, the number of new job posts, and the number of active job posts. These metrics reveal a dynamic labour market with a decline in activity over the last year.

In January 2024, the number of active job posts was robust at nearly 4,000, peaking in May at approximately 5,000 before steadily declining to 2,525 by December. Similarly, the number of new job posts reached its highest level in May, with 2,418 new postings, but fell significantly in the latter half of the year to only 987 in December. The number of companies hiring exhibited a similar pattern, starting with 1,497 in January, peaking modestly at 1,861 in May, and dropping to just 987 by the year's end.

This downward trend across all indicators in the latter half of 2024 suggests a cooling labour market, due to economic headwinds, seasonal factors, and/or shifting demand in local industries. This indicates a need for targeted interventions, such as workforce development programs or incentives for businesses to sustain job creation during economic slowdowns. With expected US tariffs on Canadian goods, additional headwinds are anticipated.

Figure 15: Kingston Region New Job Posts, Active Job Posts, and Companies Hiring, 2024



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Characteristics of the Workforce

The characteristics of Kingston's workforce are shaped by a complex interplay of factors that influence both its size and composition. Population growth plays a significant role, as an increasing population directly expands the potential workforce. Between 2016 and 2021, Kingston experienced robust population growth of 7%, significantly contributing to the community's economic vitality. This trend continued into 2022 with an estimated 1.9% increase, and 2023 growth of 2.2% suggests sustained growth.

Demographics further impact the workforce, as age, gender, race, and ethnicity shape its diversity and capacity. Kingston's aging population presents challenges such as shrinking workforce participation and skilled labor shortages, but the community has made strides in increasing diversity. While international student populations at St. Lawrence College and Queen's University are anticipated to decline sharply in 2025, refugees from Syria, Ukraine, and other nations, have enriched Kingston's multicultural identity. Continued efforts to attract and integrate diverse populations are vital to fostering a more inclusive and dynamic workforce.

Education and training are critical drivers of workforce development, and Kingston boasts one of the country's most educated workforces, with a high concentration of PhDs per capita. This intellectual capital translates into a skilled labour pool capable of driving productivity and innovation. However, labour force participation rates present a challenge, particularly as Kingston's older population drives a wave of retirements among baby boomers. Proactive measures to retain younger workers and attract new talent are essential to offset these retirements.

Economic conditions also influence workforce size and composition. Kingston benefits from reduced economic volatility due to its large public sector presence, providing stability even during broader economic downturns. Nevertheless, programs such as Ontario Works (OW) and the Ontario Disability Support Program (ODSP) have seen caseloads grow to pre-pandemic levels, underscoring the importance of addressing barriers to workforce participation.

Government policies and technological advances present both challenges and opportunities for workforce development. Advances in technology are reshaping the workforce, with automation and artificial intelligence reducing demand for some roles while creating opportunities in emerging industries.

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

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Challenges of Workforce in the Housing Market

Despite its critical role, the workforce faces significant challenges in accessing housing. Rising home prices and rental costs continue to strain affordability, particularly for low- and middle-income earners. Kingston's housing market has seen sustained price growth, with limited affordable options for first-time buyers and renters. Mortgage interest rates, while seeing some moderation in recent months, further compound affordability challenges.

Proximity to employment opportunities is another key issue. With job growth concentrated in urban and industrial hubs, workers often struggle to find affordable housing near their workplaces. This has highlighted the importance of investments in public transit and transportation infrastructure, enabling workers to commute efficiently and connect with employment centres.

The Relationship Between Workforce and Population Growth

Population growth and workforce expansion are mutually reinforcing dynamics. Kingston's population has steadily grown, driven by a mix of domestic (intraprovincial) migration, international immigration, and student enrollment. This growth supports an expanding labour pool, fueling economic productivity and attracting further investment. However, managing this growth requires alignment between job creation, housing availability, and public services and infrastructure to ensure long-term sustainability.

The age and skill composition of the population also play a crucial role. Kingston's aging population presents challenges for the workforce, as retirements reduce labour force participation increasing demand for specialized healthcare and related services. At the same time, the city's ability to attract and retain younger, skilled workers—particularly graduates of its post-secondary institutions—is critical for sustaining economic growth. Programs aimed at connecting graduates with local employers, such as internships and co-op opportunities, are essential to strengthening these retention efforts.

The Role of Education and Skills in Workforce Development

Education and skills development remain foundational to Kingston's economic success. The City benefits from being home to leading educational institutions, including Queen's University, St. Lawrence College, and the Royal Military College. These institutions are pivotal in supplying a steady pipeline of talent for local employers. However, retaining more graduates post-graduation has been a persistent challenge.

Creating pathways for international students (while diminished in number) to remain in Kingston after graduation offers a unique opportunity to address skill shortages while enriching the community's cultural diversity. These graduates bring expertise in high-demand fields such as engineering, business, and healthcare, strengthening Kingston's ability to attract new industries and investment.

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In conclusion, the relationship between the workforce and the housing market in Kingston is both dynamic and interdependent. Policies that address housing affordability, workforce development, and transit connectivity will be key to ensuring sustainable economic growth and social well-being in Kingston. Strategic investments in education, infrastructure, and workforce retention will enable Kingston to thrive as a vibrant, inclusive, and prosperous community.

Impact of Tariffs on Housing, Population and Workforce

The imposition of trade tariffs by the United States (US) on Canadian imports has the potential to significantly impact Kingston's population, housing market, and workforce, given its regional economic structure and proximity to the US border. This effect would be amplified should retaliatory tariffs be imposed by Canada on US goods.

The significant concentration of broader public sector employment (educational institutions, healthcare and public administration) provides some insulation against the immediate and most severe economic effects of a US tariff. However, for private sector industries dependent on cross-border trade or that are US owned/subsidiaries, the tariffs could create ripple effects, reducing economic activity, and impacting both the workforce and housing market.

Collaborative efforts between all levels of government, industry, and local stakeholders will be essential to minimize these impacts. Policy measures such as diversifying export markets, investing in sector trade infrastructure, and supporting workforce mobility could help Kingston adapt to these challenges.

Workforce Impacts: Kingston's economy is diverse, with significant contributions from manufacturing, education, healthcare, and the public sector. A tariff on Canadian exports could adversely affect manufacturing, and export-dependent sectors, which employ a growing portion of Kingston's workforce. Companies relying on cross-border trade for exports or inputs could face reduced competitiveness, leading to job cuts, slower wage growth, or increased outsourcing. This could especially affect skilled and semi-skilled workers in sectors like construction materials, automotive components, and other tradable goods. Companies that are subsidiaries of US firms are especially vulnerable as production and investment could be shifted to the US to avoid tariffs. In an economic analysis of the relative economic vulnerability on Canadian communities from US tariffs conducted by the Ontario Chamber of Commerce, Kingston ranked much lower (25th) than many other communities, including neighbouring Belleville which ranked 11th overall.

The tariffs will also impact employment indirectly through reduced demand for supporting industries such as transportation, logistics, retail, accommodations & food services and local services. For Kingston and its neighbouring municipalities, this will mean higher unemployment rates or workforce migration as workers seek opportunities in less trade-sensitive industries or regions.

Housing Market Implications: The housing market in Kingston could experience both direct and indirect effects from the tariffs. Job losses or economic uncertainty may reduce the demand for home purchases and rentals, especially in higher-priced segments. This could lead to slower

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housing price growth or even price declines in some areas, particularly if local disposable income falls or population outflows occur due to employment challenges.

For developers and builders, the tariffs create investment uncertainty that delays investment and could lead to increased material costs for imported goods such as steel, and other construction supplies, further driving up the cost of new housing development. This would exacerbate Kingston's existing challenges with housing affordability and availability, particularly for middle- and low-income families. Deferral of private sector investments in housing and commercial property is likely.

Population Dynamics: The imposition of tariffs could also influence Kingston's population trends. If economic conditions worsen and job opportunities decline, Kingston might experience outmigration, particularly among younger workers and recent graduates seeking employment in larger, more diversified labour markets. This would compound challenges related to population growth and the retention of skilled workers, which are critical to sustaining economic growth and maintaining public services.

Conversely, if regional or federal governments implement mitigation measures, such as workforce retraining programs, economic infrastructure investments or financial incentives to support businesses affected by the tariffs, population impacts could be less severe. Such measures could help retain workers and stabilize economic activity, preventing a significant population decline.

Financial Considerations

Approved and unallocated Housing Accelerator budget funding will be directed to the Additional Residential Unit Incentive program and other HAF related incentives. A total of \$21,899,600 of the HAF funding has been allocated; with the remaining balance allocated in forecasted budgets.

Contacts:

Sukriti Agarwal, Manager, Policy Planning, 613-546-4291 extension 3217

Tess Gilchrist, Senior Planner, 613-546-4291 extension 3212

John Henderson, Housing Program Administrator, 613-546-2695 extension 4976

Laurie Dixon, Research & Data Manager, 613-546-2695 extension 4831

Other City of Kingston Staff Consulted:

Lana Foulds, Director, Financial Services

Exhibits Attached:

Exhibit A Pending and Committed Residential Supply as of December 31, 2024

Pending and Committed Residential Supply

Table 1: Pending Units – Single-Detached, Semi-Detached and Rowhouse, as of December 31, 2024

Planning File Number	Address	Application Type	Single-Detached	Semi-Detached	Row House
D14-248-2012	50 Newcourt Pl	Zoning By-law Amendment	0	0	0
D14-013-2018	2880 Princess St	Zoning By-law Amendment	0	0	0
D35-005-2018	339 Select Dr	Zoning By-law Amendment, Draft Plan of Condominium, Draft Plan of Subdivision	0	0	52
D14-016-2020	841 Princess St	Zoning By-law Amendment	0	0	0
D35-002-2020	999 Purdy's Mill Rd	Zoning By-law Amendment, Draft Plan of Subdivision	126	0	0
D14-008-2021	327 Barrie St	Zoning By-law Amendment	1	0	0
D14-014-2021	231 Albert St	Zoning By-law Amendment	0	0	0
D35-003-2021	5 Lower Union	Official Plan Amendment, Zoning By-law Amendment	0	0	0
D14-001-2022	235 Portsmouth Ave	Zoning By-law Amendment	0	0	0
D14-008-2023	279 Wellington St	Zoning By-law Amendment	0	0	0
D14-009-2024	181 Union St	Zoning By-law Amendment	0	0	0

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D14-010-2024	234 University Ave	Zoning By-law Amendment	0	0	0
D14-015-2024	3039 Princess St	Zoning By-law Amendment	0	0	0
D14-016-2024	1152 Montreal St	Zoning By-law Amendment	0	0	0
D35-005-2024	55 Cataraqui Woods Dr	Official Plan Amendment Zoning By-law Amendment	0	0	0
D35-006-2024	92 Napier St	Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision	0	0	16
D35-009-2017	2 River St	Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision	0	0	0
Total			127	0	68
Total			195		

Table 2: Pending Units – Multi-Unit Residential, as of December 31, 2024

Planning File Number	Address	Application Type	Units
D14-248-2012	50 Newcourt Pl	Zoning By-law Amendment	99
D14-013-2018	2880 Princess St	Zoning By-law Amendment	1180
D14-016-2020	841 Princess St	Zoning By-law Amendment	280
D35-002-2020	999 Purdy's Mill Rd	Zoning By-law Amendment, Draft Plan of Subdivision	776

Exhibit A
Report Number 25-066

D14-014-2021	231 Albert St	Zoning By-law Amendment	4
D35-003-2021	5 Lower Union	Official Plan Amendment, Zoning By-law Amendment	111
D14-001-2022	235 Portsmouth Ave	Zoning By-law Amendment	59
D14-008-2023	279 Wellington St	Zoning By-law Amendment	158
D14-009-2024	181 Union St	Zoning By-law Amendment	4
D14-010-2024	234 University Ave	Zoning By-law Amendment	4
D14-015-2024	3039 Princess St	Zoning By-law Amendment	46
D14-016-2024	1152 Montreal St	Zoning By-law Amendment	48
D35-005-2024	55 Cataraqui Woods Dr	Official Plan Amendment, Zoning By-law Amendment	150
D35-009-2017	2 River St	Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision	1670
Total			4,589

Table 3: Committed Units – Single Detached, Semi-Detached and Rowhouse, as of December 31, 2024

Planning File Number	Address	Name	Proposed Total Units	Building Permit Issued	Remaining Units
D12-006-2017	311 Conacher Dr	311 Conacher Dr	257	29	228

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D12-008-2013	1350 Woodfield Cres	Creekside Valley – DPS Remaining	91	0	91
D12-002-2022	1350 Woodfield Cres	Creekside Valley – Phase E	77	45	32
D12-001-2024	1350 Woodfield Cres	Creekside Valley – Phase F	37	0	37
D12-002-2020	655 Graceland Ave	Graceland	45	0	45
D12-075-2012	752 King St W	Kingston Provincial Campus	404	0	404
D12-001-2016	1374 Andersen Drive	Lyndenwood Phase 5	189	106	83
D12-005-2022	1232 Highway 15	Riverview – Phase 4 Stage 2	17	16	1
D12-068-2012	1232 Highway 15	Riverview – Phase 5	23	0	23
D12-008-3016	199 Wilson St	Shannon Park	35	4	31
D12-022-2015	700 Gardiners Rd	West Village – DPS	330	0	330
D12-005-2019	700 Gardiners Rd	West Village – Phase 4	71	46	25
D12-001-2022	700 Gardiners Rd	West Village – Phase 5	45	11	34
D12-003-2016	3566 Princess St	Westbrook Meadows South	37	34	3
D12-011-2017	1201 Woodhaven Dr	Woodhaven – Phase 2 Stage 2	98	36	62
D12-002-2018	950 Cataraqui Woods Drive	Woodhaven – Phase 4	235	214	21

Exhibit A
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D12-004-2024	1519 Shira Dr	Woodhaven Phase 4 – Amending	11	0	11
D35-004-2020	950 Woodhaven Dr	950 Woodhaven Dr	46	0	46
D12-007-2017	1460 Evergreen Dr	Woodhaven West – Phase 3	35	30	5
D12-001-2021	1240 Cataraqui Woods Dr	Woodhaven West Phase 4 (CARFA)	33	19	14
D12-004-2022	40 Compton St	40 Compton St	97	0	97
D12-020-2014	2803 Creekford Rd	Midland Park – Phase 4	102	70	32
D12-003-2022	998 Hwy 15	Riverview Shores	243	14	229
D12-002-2023	411 Wellington St	411 Wellington St	31	0	31
D12-003-2024	5 Cataraqui	5 Cataraqui – Phase 1	43	0	43
D35-011-2021	5 Cataraqui	5 Cataraqui – Future Phase 2	33	0	33
D12-002-2024	1075 Bayridge Dr	Woodhaven Phase 5, Stage 1	77	0	77
D35-012-2021	1075 Bayridge Dr	Woodhaven Phase 5 Remaining	149	0	149
D12-003-2021	1291 Midland Ave	1291 Midland Ave	34	0	34
D35-005-2021	1233 Midland Ave	1233 Midland Ave	250	0	250
D35-014-2021	4085 Bath Rd	4085 Bath Rd	35	0	35
				Total	2536

Table 4: Committed Units – Multi-Residential, as of December 31, 2024

Planning File Number	Address	Zoning Approval	Units
D12-075-2012 - DPS	752 King St W Kingston Provincial Campus – (Multi Residential)	Sept 2017	184
D12-001-2023 - FPS	40 Sir John A Macdonald Former Prison For Women	February 2023	239
D35-014-2021 - DPS	4085 Bath Rd (Multi-Res)	December 2024	168
D35-004-2018	40 Compton St	August 2021	98
D14-035-2018	189 Montreal	October 2019	5
D14-022-2019	1400 Bath Rd	April 2022	240
D14-007-2020	240 Division St	April 2023	2
D11-026-2022	1300 Bath Rd (Phase 1)	November 2023	288
D35-013-2021	1300 Bath Rd (Phase 2-4)	November 2023	1712
D14-002-2021	178 Rideau St	April 2022	3
D35-008-2021	2925 Princess St	April 2023	80
D14-010-2022	16 North Barlett	February 2023	6
D11-030-2024	500 Cataraqui Woods Dr- Phase 1	June 2024	82
D35-002-2023	500 Cataraqui Woods- Phase 2/3	June 2024	348
D14-001-2023	170 Earl St	December 2023	3
D14-004-2023	769 King St W	December 2023	6
D35-001-2024	2360 Princess St	June 2024	107
D11-032-2021	1177 Montreal St	August 2023	126
D11-015-2022	1163 Centennial Dr	March 2015	500
D11-038-2022	162 Division St	As-of-right	8
D11-045-2022	820 Gardiners Rd	July, 2023	303

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D11-046-2022	525 Princess St	May 2022	350
D11-047-2022	555 Princess St	May 2022	226
D11-004-2023	1752 Bath Rd	October 2022	109
D11-015-2023	627 Princess St	As-of-right	30
D11-016-2023	1274 Hwy 15	October 2023	51
D11-019-2023	386-390 Johnson St	As-of-right	45
D11-021-2023	630 Princess St	April 2023	5
D11-003-2024	55 Queen St (North Block)	September 2018	203
D11-010-2024	283 Queen St	November 2023	178
D11-015-2024	2777 Princess St	June 2024	30
D11-017-2024	2312 Princess St	Oct 2024	302
D11-022-2024	10 Cataraqui St	As-of-right	75
D11-023-2024	800 Princess St	As-of-right	73
D11-026-2024	64 Barrack St	November 2024	287
D11-028-2024	1102 W King St W	October 2009	343
D11-031-2024	67 Village Dr	June 2024	135
		Total	6950

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



**City of Kingston
Report to Council
Report Number 25-087**

To: Mayor and Members of Council

From: Craig Desjardins, Director, Office of Strategy, Innovation & Partnerships

Resource Staff: Tracey Snow, Manager, Rural Economic & Community Development

Date of Meeting: March 4, 2025

Subject: Community Benefit Program Fund Allocation- Kingston Solar LP (Samsung) Renewable Energy Project

Council Strategic Plan Alignment:

Theme: 5. Drive Inclusive Economic Growth

Goal: 3.1 Expand parks and recreation opportunities and participation.

Executive Summary:

The purpose of this report is to seek Council approval of recommendations made by the Rural Economic and Community Development Working Group for the allocation of funding from the Samsung Community Benefit Program Fund to support rural Kingston. The working group includes two Council members, Councillor Amos and Councillor Oosterhof, and members of the public representing stakeholder groups including agriculture, business, neighbourhood associations and youth. The working group holds regular meetings, open to the public, that provide input to staff on rural issues and as this report details, recommendations to Council.

In 2016, the Kingston Solar LP (Samsung) Renewable Energy Project – Community Benefit Program was established to help ensure that the Kingston Solar LP (Samsung) Renewable Energy Project provides a positive return to the rural community. During the 20-year lifespan of the project, Kingston Solar LP provides an annual contribution of \$92,000 (\$1,250 per megawatt generated) to the Community Benefit Program Fund.

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The City has discretion regarding the use of the funds provided under the Community Benefit Program so long as they are dedicated to community betterment projects. Kingston Solar LP (Samsung) requested that funds not be used on operational services such as road maintenance, snow removal, etc. Allocations can also include initiatives such as planting trees in the public right of way and on private properties in the area of the Kingston Solar LP (Samsung) properties; park improvements; and acquisition of parkland/natural lands.

Recommendation:

That Council approve the recommendations of the Rural Economic and Community Development Working Group for the allocation of funds from the Samsung Community Benefit Program Fund for:

1. Up to \$10,000 for the implementation of a marketing and communication plan to improve engagement with rural Kingston residents and businesses.
2. Up to \$25,000 for the introduction of pilot project titled the Rural Kingston Community Fund Program that would provide \$5,000 grants to support rural organizations and partnerships to create or enhance events, cultural activities, recreational products, and beautification projects and that Council delegates to the working group the evaluation and approval of projects to be funded.
3. Up to \$100,000 to support Cataraqui Region Conservation Authority community initiatives to be allocated under the direction of the Rural Economic and Community Development Working Group.

March 4, 2025

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Authorizing Signatures:

ORIGINAL SIGNED BY DIRECTOR

**Craig Desjardins, Director, Office
of Strategy, Innovation &
Partnerships**

ORIGINAL SIGNED BY CHIEF

ADMINISTRATIVE OFFICER

**Lanie Hurdle, Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

Paige Agnew, Commissioner, Growth & Development Services	Not required
Jennifer Campbell, Commissioner, Community Services	Not required
Neil Carbone, Commissioner, Corporate & Emergency Services	Not required
David Fell, President & CEO, Utilities Kingston	Not required
Ian Semple, Acting Commissioner, Transportation & Infrastructure Services	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required

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Options/Discussion:

The Rural Economic and Community Development Working Group represents the interest of Kingston's rural residents and businesses. This includes farms, community, business and agricultural development. For many years, the group was the Rural Advisory Committee to Council and was changed to a Working Group in January 2024. The purpose of this change was to reduce the formality of meetings required by an advisory committee and to encourage greater discussion between members and City staff.

City staff and the rural working group meet bi-monthly to discuss various topics that impact rural Kingston. The working group has been looking closely at the Samsung Community Benefit Fund exploring a number of different projects that would enhance rural Kingston and provide high value to its residents.

The working group had several conversations about increased communication to rural residents about City initiatives and programs that impact them. The City's Manager of Communications and Public Engagement met with the group to discuss opportunities and challenges related to communications in rural Kingston and provided the group with more information on tactics that could be utilized in the area.

The working group agreed that allocating \$10,000 for 2025 would help increase communication and engagement in rural Kingston. These funds would be utilized at the discretion of City staff to support tactics such as Curbex signs to promote public attendance at working group meetings, a direct mail newsletter with City initiatives and programs directly related to rural Kingston, among others. Provided funding is approved, the group is requesting that staff report back on the impact of 2025 communications tactics to refine future investment.

To further community engagement and impact, the working group also explored the creation of a Community Benefit Fund. Staff presented a plan for a pilot program titled the Rural Kingston Community Program Fund. It would offer up to \$5,000 in funding to support local rural organizations and partnerships to create or enhance events, cultural activities, recreational products, and beautification projects to attract both residents and visitors. Five projects, events or activities with a funding amount of up to \$5,000 for each project would be awarded in 2025 with a total of \$25,000 allocated towards the program. The working group will adjudicate the submissions and select projects based on set criteria in an evaluation matrix developed by staff. The pilot program proposed was endorsed by the working group.

The working group also explored more substantive projects that would enhance rural recreation and provide long-term impact. Cataraqui Region Conservation Authority (CRCA) was invited to present on areas that would benefit from enhanced investment. Staff were directed to have further conversations with CRCA to further refine investment areas and the following allocations were determined:

- Investment for buses from rural Kingston schools to take part in outdoor education field trips at the Little Cataraqui Creek Conservation area - \$2,500

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- Provide outdoor gathering and communal spaces for use in all seasons (shade & fire pit stations) - \$20,000
- Upgrade the surface of the Little Cataraqui Creek Trail System and improve trail conditions for greater access - \$7,500
- March Maple Madness Pilot: provide transportation to those that do not have access to a vehicle attend Maple Madness offered twice during programming - \$4,500
- Refurbish Maple Wagons: upgrade two out of the four wagons used to transport people to the sugar bush during Maple Madness every year - \$30,000
- Maple Madness Infrastructure Upgrades: upgrade the evaporator house and sugar shack (where pancakes are served) to better support educational demonstrations, increase cooking capacity and allow ease of movement - \$35,500

Total investment would amount to \$100,000 and would enhance recreation opportunities for rural residents and provide long-term improvements. Staff have agreed to work with the CRCA to ensure that projects are implemented as directed.

Background/Analysis

The Rural Economic and Community Development Working Group is looking to advance priorities in rural Kingston including access to infrastructure and programming and enhanced communication to residents. Staff and the working group explored numerous projects inviting several guest speakers and determined areas of high value and impact as outlined in the recommendations. Mechanisms for evaluating progress and impact have been built into the programs and staff will work with CRCA staff to ensure funds are utilized effectively and as directed.

Public Engagement

The Rural Economic and Community Development Working Group represents the interests of rural Kingston residents and businesses and meetings are open to the public.

Climate Risk Considerations

Project funding for CRCA initiatives would reduce greenhouse gas emissions through improved access to public transportation and enhance access to greenspaces through trail improvements.

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

The recommendations include provisions that would provide increased access to programming and recreation for residents.

Existing Policy/By-Law

None

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Notice Provisions

None

Financial Considerations

The total cost of the recommendations in this report is \$135,000 and will be funded by the Samsung Community Benefit fund which has a current balance of \$760,980.62. Following approval, \$625,980.62 would remain in the fund.

Contacts:

Tracey Snow, Manager, Rural Economic & Community Development 613-545-5114

Exhibits Attached:

None



**City of Kingston
Report to Council
Report Number 25-092**

To: Mayor and Members of Council
From: Lanie Hurdle, Chief Administrative Officer
Resource Staff: Jennifer Campbell, Commissioner, Community Services
Date of Meeting: March 4, 2025
Subject: Limestone City Co-Operative Housing Inc. – One Year Review

Council Strategic Plan Alignment:

Theme: 1. Support Housing Affordability

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

Theme: 4. Foster a Caring and Inclusive Community

Goal: 4.2 Help address food insecurity and sustainability.

Executive Summary:

This report provides Council with a one-year update on the Limestone City Co-Operative Housing Inc. (LCCH) as well as options for next steps.

In February 2024, City Council committed the City-owned property located at 900 Division Street for a one-year period to allow the LCCH to develop architectural designs as well as a financing plan for a future residential development. Architectural designs were submitted and presented to City Council in 2024. A draft budget and a financial request were also presented to Council within the same report. Council did not support this financial request and is still seeking a proposed financing plan from LCCH.

This report provides Council with a budget and financing options received on February 21, 2025, which includes detailed breakdowns attached as exhibits to this report.

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As the one-year commitment has expired, staff are also providing Council with an option to sell the property to the open market and reinvest the revenues in affordable housing projects located in other areas of the city.

Recommendation:

Option 1:

That Council direct staff to advance work on the divestment of the City-owned property at 900 Division Street to Limestone City Co-operative Housing Inc. utilizing one or a combination of the following options while protecting the City of Kingston's interest:

1. Lease
2. Sale at a nominal rate (re: \$1)
3. Sale at a negotiated price with a City of Kingston backed vender take-back mortgage
4. Sale at a market rate; and

That Council direct staff to report back with information on the proposed transfer/conveyance mechanism.

Option 2:

That Council direct staff to declare 900 Division Street surplus and advertise on the open market with the intent of reallocating revenues to an affordable housing project located in another area of the city; and

That Council direct staff to report back with information once the property at 900 Division Street has been sold and which affordable housing project(s) are to be supported with this additional funding.

March 4, 2025

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Authorizing Signatures:

ORIGINAL SIGNED BY CHIEF

ADMINISTRATIVE OFFICER

**Lanie Hurdle, Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

Paige Agnew, Commissioner, Growth & Development Services

Jennifer Campbell, Commissioner, Community Services

Neil Carbone, Commissioner, Corporate & Emergency Services Not required

David Fell, President & CEO, Utilities Kingston Not required

Ian Semple, Acting Commissioner, Transportation & Infrastructure Services Not required

Desirée Kennedy, Chief Financial Officer & City Treasurer Not required

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Options/Discussion:

Background

On March 21, 2023, Council endorsed the following motion:

Whereas the City of Kingston has acknowledged that there is an affordable housing shortage; and

Whereas a growing Kingston needs to increase its housing supply on all levels; and

Whereas at this moment federal and provincial funds are abundant for non-profit housing starts; and

Whereas a City and community non-profit partnerships better facilitate access to federal and provincial funds; and

Whereas housing co-ops meet these requirements and provide many additional benefits to the community; and

Whereas Limestone City Co-operative Housing is an organization with the goal of providing housing to members on a co-operative basis.

Therefore, Be It Resolved That Council approves the appointment of a member of Council to the board of directors of Limestone City Co-operative Housing Inc. effective upon its incorporation and further approves the inclusion of such an office in the by-laws of Limestone City Co-operative Housing Inc.; and

That Council further approves, upon such incorporation of Limestone City Cooperative Housing Inc., the appointment of Councillor Jeff McLaren for the term of Council as the initial appointee to serve as municipal representative on its board of directors.

Limestone City Co-operative Housing Mandate and Board

The Limestone City Co-operative Housing Inc. (LCCH) is a local co-operative housing organization that obtained its certificate of incorporation in May 2023, shortly after the Councillor’s appointment. The organization's goal is to offer housing for its co-operative members through a mixed-income housing project. This is the organization's first housing development project. LCCH does not currently own or operate any other housing projects.

In 2025, LCCH Board of Directors endorsed the following vision and mission statement respectively:

- Building secure, green, inclusive, co-operative housing communities sustainably nourished by urban farming

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- LCCH builds and operates cooperative housing that is affordable/attainable and environmentally sustainable. Our unique buildings address food and housing insecurity, by integrating ecofriendly vertical farming and low-emission, green designs in community based models of living.

It is important to note that the membership of the LCCH Board of Directors has significantly changed since its incorporation in May 2023. In 2023 there were five founding members of the Board. At present, the Councillor is the longest serving member as the four other founding members resigned by the end of 2023. Five of the current Board members, now numbering eight, have been appointed for less than one year. As a new organization, LCCH has experienced a very high turnover with a completely new Board, except for the appointed Councillor, within less than two years. Furthermore, several new advisors and consultants were introduced to this project over the last couple of months. Staff are raising this as stability, consistency and shared responsibilities are all important aspects to maintain a healthy organization that can support significant project developments.

LCCH Housing Development Project

Shortly after its incorporation, LCCH board members initiated discussions with City staff to identify potential City-owned properties that could be made available for a residential development led by LCCH. Two City-owned properties, 900 Division St. and 367 Gore Rd., were identified as City-owned properties that could potentially be available for residential development.

On June 20, 2023, through [Report Number 23-174](#), City Council endorsed a contribution of up to \$50,000 to support LCCH with the retention of consulting expertise to develop a concept and budget for a future residential development. This report also identified property options which were to be part of the consultant's review.

LCCH retained a consultant/architect to support the development of its future project and on February 6, 2024, through [Report Number 24-074](#), City Council committed the City-owned property located at 900 Division Street for a one-year period to allow the Limestone City Co-operative Housing Inc. to have a dedicated property to develop architectural designs as well as a financing plan for a residential development.

On September 17, 2024, through [Report Number 24-232](#), City Council received LCCH's consultant's concept for a 14-storey cooperative housing and indoor farm/vertical farming development with 248 proposed residential units. Preliminary information at that time, indicated that the overall project cost could range between \$170M - \$180M. There was still significant work to be done on the concept and business/financing plans, and Council considered an option to provide LCCH with a \$2,290,000 as a forgivable line of credit for three years to advance the project to a Class B estimate and retain philanthropic services. This motion lost and Council subsequently approved an alternate option, through an additional motion on September 17, 2024:

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That Council decline the request for \$2,290,000 from the Limestone City Co-Operative Housing Inc.; and

That Council continue to commit the City-owned property at 900 Division Street until February 2025, as previously approved, allowing the Limestone City Co-Operative Housing Inc. opportunity to secure its financing to advance design and studies to a Class B estimate; and

That staff report back on the status of the Limestone City Co-Operative Housing Inc. project in February 2025.

On February 21st, staff received an updated proposal and ask from LCCH. The new proposal has a budget estimated at approximately \$136M. The detailed estimated budget includes soft and hard costs and is attached in Exhibit B to this report. LCCH has also provided proposed financing options incorporated in the same Exhibit.

Steps of Proposed LCCH Financing Plan

The following section describes the financing options as staff understand them based on meetings over the last 3 weeks and documentation received on February 21, 2025. City staff have stressed the need to have options to limit or remove financial risks for the City. The plan presented was described in a step process which is outlined below. Staff continue to have concerns related to the risks involved in this project as there is still much uncertainty in the financing options.

Step 1 – Land Commitment/Conveyance

The proposed financing for this project includes a variety of tools and approaches but does require some form of City commitment/conveyance of the 900 Division Street City-owned property as an initial step. LCCH has suggested that the conveyance could take place in the following manner:

1. Lease
2. Sale at \$1
3. Sale at a negotiated price with a City of Kingston backed vender take-back mortgage
4. Sale at a market rate

Options 1 and 3 would provide Council with more influence and control over the future development of the property and represent the lowest financial risks to the City. Staff's experience with option 3 is that it would be best to utilize the appraised value of the property rather than a negotiated price for a sale with vendor take back mortgage. Option 2 would represent the highest financial risk to the City. As Council is aware, a sale or transfer of the property without any conditions would eliminate the City's ability to have influence on the final development, except through the land use process. Option 4 could be considered in a broader market sale and not limited to LCCH. Option 4 does remove the City's ability to influence the future development, except for the land use process. The financing options submitted by LCCH

March 4, 2025

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assumes a land donation from the City which could be achieved through option 1, in the short term with an eventual land conveyance, through options 2 or 3. Should Council direct staff to move forward with the divestment of the property in support the proposed LCCH project, staff will continue to work with the LCCH Board and its advisors to utilize one or a combination of the above land commitment/conveyance options while protecting the City of Kingston's financial interest and its intent to support affordable housing development.

Step 2 – Grants/Donations/Private Investments

LCCH and its advisors have identified various grants totaling about \$126M available through various programs. LCCH and advisors have also advised that some form of land commitment, as described in Step 1, is required to be eligible for application to these grant programs. LCCH and advisors believe that about \$26M can be leveraged from grants and donations through this initial step. LCCH has also indicated that an unconditioned commitment of the property, through either of options 2 and 4, would open the greatest number of grant opportunities; while a lease or a sale backed with a vender take-back mortgage, options 2 and 4, could limit the grant opportunities for the project. LCCH and advisors believe that about \$26M can be leveraged from grants and donations through this initial step. The list of grants reviewed by LCCH is attached as Exhibit C of this report. LCCH has also indicated its intention to seek donations for the project as well as private investment.

Step 3 – Loan

Once LCCH has been able to leverage \$26M in grants and donations (about 25% of the construction project cost), it intends to apply for a loan of \$100M through Canada ICI Capital Corporation (ICI). LCCH has a letter of engagement from Canada ICI Capital Corporation (ICI), a direct lending firm, that has outlined qualifying terms and conditions under which Canada ICI may, on behalf of LCCH, secure mortgage financing. In order to secure lending with ICI, LCCH will require a guarantor for the loan and a secured financing plan to repay the loan. It is unclear at this point who would be the guarantor for this loan as the investments/donations and grants are as yet unconfirmed, but City staff have clearly indicated that the City cannot be the guarantor based on previous Council direction. The ICI letter of engagement is attached to this report as Exhibit D.

Step 4 – Co-operative Housing Federation of Canada & CMHC

The final step in the financing of the project would be to apply to the Co-operative Housing Federation of Canada which now manages the Co-operative housing funding previously administered by the CMHC. The amount available from this grant is scalable based on the project, and therefore they do not release a public number for the maximum funding available through this grant. LCCH intends to apply for \$100M. If the LCCH was successful in its grant application, it would then be able to release its loan with Canada ICI Capital Corporation.

LCCH has indicated that it also intends to apply to CMHC's Apartment Construction Loan Program (ACLP) and possibly the Multi-Unit Mortgage Loan Insurance (MLI) Select.

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900 Division Value and Zoning

The City has estimated the value of 900 Division Street at \$1.3M based on an appraisal completed in 2023. Staff assume that the value has increased over the last 2 years. The appraisal was based on the highest and best use which would include residential development in the form of multi-residential. The current zoning allows for 4 storeys in height as of right and Planning staff have indicated that some additional height, up to 6 storeys, could be supported with the appropriate design and setbacks as surrounding properties are primarily one and two storey buildings.

LCCH's current design includes a building with a proposed 14 storeys in height, with step backs reducing the buildings massing at the upper levels to allow for increased roof top garden space. LCCH received preliminary feedback from planning staff identifying major concerns with the height and the massing of the proposed development. LCCH and its advisors have recently mentioned, in a meeting, that they could reduce the height of the building and decrease the size of the step backs across all levels to accommodate the same number of units. It was mentioned that this would reduce the amount of roof top garden space. Staff are raising this because LCCH's financing plan, and the assumed property value, is based a zoning amendment that would allow more height and density than currently permitted.

Alternative Option for 900 Division Street

Council committed the property for one year to LCCH to allow the organization some time to develop concept/design and financing plans that would include some affordable housing. In previous Council reports, it was noted that the supply of land available for residential development within the urban boundaries is becoming more challenging. It was also noted that the neighbourhood/district area for 900 Division Street already has a high concentration of affordable housing units and therefore efforts are being made to try to minimize the introduction of new and additional affordable units in the area. Staff have been contacted by the private sector over the past months with interest in purchasing the property and developing market residential units.

900 Division Street was also identified as a property available for housing development as part of the Housing Accelerator Program in 2023. This program was established to identify underutilized properties that could accommodate new affordable housing or that could be sold for market residential units in areas where there is already a high concentration of affordable housing units. As part of the program, Council approved the reinvestment of profits from disposal of properties to affordable housing projects. This was implemented for 33 Compton Street which generated a revenue of \$700,000 and was directed into the Housing and Homelessness Reserve Fund and used to support the 309 Queen Mary Road transitional and supportive housing project. Council could choose to sell 900 Division Street on the open market and reinvest revenues to affordable housing projects in other areas of the City. It is important to note that LCCH could purchase the property when it is made available on the open market.

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There are a number of affordable housing projects that could benefit from a funding reinvestment which includes one located on Hillendale Avenue and another one on Cataraqui Woods Drive. The funds could also be reinvested for the acquisition of additional shelter locations which will facilitate the relocation of services from 38 Cowdy Street which was always intended to be a short-term location.

Public Engagement

Public engagement for this project will be required through the relevant and appropriate land use process.

Climate Risk Considerations

The LCCH project proposes residential development on an underutilized property located within the existing urban boundary, hence maximizing existing resources. Furthermore, the LCCH project proposes significant green spaces as well as community gardens and vertical farming.

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

It is anticipated that the project will provide affordable rental and co-operative ownership options for Kingston residents.

Financial Considerations

The property at 900 Division Street was appraised at a value \$1.3M in 2023.

Contacts:

Lanie Hurdle, Chief Administrative Officer, 613-546-4291 extension 1231

Other City of Kingston Staff Consulted:

Brandon Forrest, Director, Business, Real Estate & Environment

Exhibits Attached:

Exhibit A - Limestone City Co-operative Housing – Executive Summary February 21, 2025

Exhibit B - Project Budget – New Construction

Exhibit C - List of Potential Grants

Exhibit D - Letter of Engagement - Canada ICI Capital Corporation

Executive Summary

The current LCCH concept is viable according to CMHC's viability calculator and it meets Canada ICI requirements with a debt coverage ratio of 1.71 – this is well above CMHC requirement of 1.0 and Canada ICI's requirement of 1.1

The current plan contributes to every major part of Council's strategic plan:

1. Support Housing Affordability
 - 1.1.1 Seek opportunities to foster innovative approaches to housing
 - 1.1.2 Develop measures to promote affordable and attainable housing of all types
 - 1.1.6 Explore strategy to incent the use of underused public and private land
 - 1.2 Promote increase in purpose-built rental housing
 - 1.3 Increase supply of new-build not-for-profit and o-op housing
 - 1.3.1 Work with Limestone City Co-operative Housing Inc. to identify a city property and develop an affordable housing project
 - 1.3.2 Invest in affordable and supportive housing
2. Lead Environmental Stewardship and Climate Action
 - 2.2 Support climate action and sustainability for residents, businesses and partners
 - 2.2.1 Develop a climate lens as a decision-making framework used to embed climate consideration throughout infrastructure, policy and investment opportunities
 - 2.2.2 Evaluate opportunities to accelerate net-zero building standards in the community
 - 2.2.4 Explore the potential to use City sites/facilities as centres for green energy innovation
 - 2.2.5 Increase education on water conservation in the community
 - 2.3.3 Expand the tree canopy
3. Build an Active and Connected Community
 - 3.1 Expand parks
 - 3.3.2 Prioritize pedestrian connections
4. Foster a Caring and Inclusive Community
 - 4.1 Enhance community safety and well-being
 - 4.1.1 Develop a community food security plan
 - 4.2 Help address food insecurity and sustainability
 - 4.2.1 Examine policies to support urban and vertical farming
5. Drive Inclusive Economic Growth
 - 5.3.1 Support local food production
 - 5.4.1 Support Kingston's economic competitiveness through workforce development and talent attraction

The Financial Plan

The current plan can access on the order of \$100 Million in private mortgage funding through Canada ICI and Dominion Lending- Steve Marshal Kingston Mortgage Broker for up to 95% of the residential portion of the building as referenced in their letter of engagement.

With the land secured, the gap of around \$30M we can be pursued with donations, seed funding, and A lender agricultural financing solution with partners such as BMO AgriInvest, RBC Agriculture Loan Programs, Sustainable Development Technology Canada (SDTC), Farm Credit Canada (FCC), CIBC Green Energy & Sustainability Lending, Alternative Private Lenders, Impact Investors & ESG Funds.

Our model shows that the entire project is financially viable at 100% financing with very conservative assumptions. These conservative assumptions include: 30% inflation, no grant funding, no property tax abatement, No HST rebate, conservative vertical farm yield, and market land purchase. Please see spreadsheet tab "IMPCT".

No further city capital funding is required. We are confident that we can de-risk the City from any half completion risk as this is also a condition of CMHC in their guarantor clause. LCCH, in order to move to the next level, will need a strong City of Kingston endorsement and a strong commitment to transfer the land when the City of Kingston has been satisfactorily convinced and de-risked from further financial obligations arising from building the project. We believe we have achieved this and are willing to answer any further questions you may have to demonstrate this claim.

Grant Solutions Canada has Identified an initial \$26,760,000. publicly identified grant opportunities. There are several sources that do not have publicly published grant numbers. There are likely more grant funding sources coming through Innovation Science Economic Development Canada and some social impact lenders and donors. All grants and donations make the project more viable and offer future residents more affordability.

Part of this initial financial model and cost estimates was to develop financial plans that would bring confidence to donors and investor through a triple bottom line as well as broad and far-reaching sustainability in as many domains as possible. We believe we have achieved this.

The current financial plan (LCCH 900 Division Financial Plan v250221_SUBMIT.xlsx) represents the most up to date information available as of February 21, 2025.

Vertical Farm prospectus and notes: the vertical farm is a key component of making this project viable and support affordable housing without capital inputs from government. LCCH does this from many perspectives including shovel worthiness. Please see attached Vertical Farm prospectus and notes.

Next Steps

Given a City of Kingston commitment to transferring the land at 900 Division St. to LCCH, we will then be in a position to be taken seriously by other funders and lenders. We will soon thereafter start the planning rezoning process. With the land secured, LCCH can start the seed funding grant applications, seed investor, and donor outreach.

Private investors believe that the increased land value from an upzone will be higher than the cost to upzone. As part of the upzoning LCCH is very willing to put in prohibited uses and or requirements that make the City feel safe that private interests will not be making a profit from a City of Kingston asset if it were to go south.

The project needs a zone bylaw and an official plan amendment to get the legal parameters for Class B costing estimates. Class B estimates are the minimum level necessary for building and securing large capital grants and loans. LCCH is willing to include any planning tools (such as prohibited uses, liens, land covenants, and easements) to ensure affordable housing.

The LCCH project represents a transformative opportunity for Kingston to address housing affordability, climate resilience, food security and economic sustainability. However, to unlock the full potential of a \$130M investment in Kingston, the City of Kingston's commitment to land transfer is critical.

LCCH's Asks

A vote of confidence and support for the LCCH project.

A Letter of commitment from the city for the land transfer to LCCH.

A land transfer in the form of a:

- 1) Lease
- 2) Sale at \$1
- 3) Sale at a negotiated price with a City of Kingston backed Vender Take back Mortgage
- 4) Sale at a market rate

LCCH is willing to negotiate conditions that de-risk the City of Kingston from any of its fears while maintaining the condition of some kind of affordable housing project that comes with no more financial risk to the City before and during construction.

With all the best wishes,



Note: Only Orange highlighted fields that are applicable need to be input.

Project Budget: New Construction

Total Project Budget Costs

Project Characteristics		Residential (A)	Non-Residential (B)	Total (A + B)
Total sq feet (Gross Floor Area estimated)	189,618	182,191	7,427	189,618
Proportion of total	100.00%	96.08%	3.92%	100.00%
Number of Residential units	256.15			

1. Project Budget Cost	Total	Per unit	Pro-Rata Project Budget Cost			Comments (If Any)
Land value (Under ACLP, MLI Select and/or if applicable) OR Land cost (Under AHF and/or if applicable)	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ 1	\$ 0.00	\$ 1	\$ 0	\$ 1	City of Kingston donation
Hard costs (Construction costs)	\$ 79,804,188	\$ 311,552.56	\$ 76,678,400	\$ 3,125,788	\$ 79,804,188	
Soft costs (Development costs)	\$ 8,579,782	\$ 33,495.15	\$ 8,243,727	\$ 336,055	\$ 8,579,782	
Financing costs	\$ 11,975,000	\$ 46,749.95	\$ 11,505,961	\$ 469,039	\$ 11,975,000	
HST (Net of Rebate, if any)	\$ 11,714,924	\$ 45,734.62	\$ 11,256,071	\$ 458,853	\$ 11,714,924	
Contingency	\$ 23,625,995	\$ 92,235.00	\$ 22,700,606	\$ 925,388	\$ 23,625,995	
Other (describe)	\$ -	\$ -	\$ -	\$ -	\$ -	
Other (describe)	\$ -	\$ -	\$ -	\$ -	\$ -	
Other (describe)	\$ -	\$ -	\$ -	\$ -	\$ -	
Other (describe)	\$ -	\$ -	\$ -	\$ -	\$ -	
Grand Total - Budget Cost	\$ 135,699,889	\$ 529,767	\$ 130,384,765	\$ 5,315,123	\$ 135,699,889	

2. Sources of Funding	Total	Per unit	Comments (If Any)
Debt financing			
AHF repayable loan	\$ 108,000,000	\$ 421,628	Placeholder for sum to \$130M
ACLP financing	\$ -	\$ -	
MLI Select financing	\$ -	\$ -	
Other (describe)	\$ -	\$ -	
Other (describe)	\$ -	\$ -	
Land			
Land donation value	\$ 1,290,000	\$ 5,036	03a - 900 Division Street Kingston Site Appraisal-FINAL-JD-13Apr23
Land lease value	\$ -	\$ -	
Land value equity	\$ -	\$ -	
Other (describe)	\$ -	\$ -	
Other Grants / Contributions			
AHF contribution or forgivable loan	\$ 18,600,000	\$ 72,614	
Owner cash equity	\$ 2,766,442	\$ 10,800	5% of Grand Total Budget cost minus land donation value
Development Charge waiver	\$ -	\$ -	
Other (describe)	\$ -	\$ -	
Other (describe)	\$ -	\$ -	
Other (describe)	\$ -	\$ -	
Other (describe)	\$ -	\$ -	
Gross Total - Sources of Funding (not including Seed)	\$ 130,656,442	\$ 510,078	
Seed Funding Required	\$ 5,043,447	\$ 19,689	
Grand Total - Sources of Funding	\$ 135,699,889	\$ 529,767	

Additional Comments:

LCCH Grant Strategy & Analysis 2025

Summary of Company Activities:

Vision:

Attainable, affordable, secure, sustainable housing, food, and utilities for all in supportive communities.

Mission Statement:

LCCH builds and operates cooperative housing that is affordable/attainable and environmentally sustainable. Our unique buildings address food and housing insecurity, by integrating eco-friendly vertical farming and low-emission, green designs in community based models of living.

The grant analysis was designed based on the details provided by the LCCH about the construction project as well as the following additional key factors:

- Registered Not-For-Profit Cooperative Housing
- Construction of 200+ units (single building) + vertical farm integration
- Location: Kingston Ontario

Grant Analysis Summary:

Conducted in December - January 2025, Grants Solutions Canada conducted a pre-eligibility research phase concluding in the following summary:

- 1) Number of potentially eligible grants: 20
- 2) Total \$ amount eligible: \$26,760,000
- 3) Total ask: \$126,760,000
- 4) Total project budget: \$120,000,000 (rounded)
- 5) % of project budget eligible for government funding: 105%

*Conditional notes**

1. Number of potentially eligible grants: based on public information the following amounts are calculated on the number of grants the LCCH's project outcomes align with the funding outcomes of the grant. The next step will be to re-evaluate each grant in detail with the board to approve moving forward with an application.

2. *The total amount of eligible grants is based on all publicly available information as provided by federal and provincial funding websites and has been calculated at the highest award amount.*
3. *CMHC grants do not disclose a capped amount, we will be submitting a requested amount with consultation. Our initial ask will be **\$ 100,000,000.***
4. *The calculated amounts are for the pre-construction and construction phases of the project and do not include any operational funding post-construction.*

This summary is reflective of the most up-to-date ongoing research. As grants get announced through out the duration of the project, the amounts will increase.

Outstanding action items:

The following action items must be completed by the company in order to be eligible for the grants listed. Failure to complete the following items could result in the grant application remaining incomplete with an inability to submit:

Immediate Threats to Grant Success:

- Securing Land and Approved Zoning (largest obstacle)
 - No funder will provide financing for the purchase of land, and there is a low likelihood of any funding approval without proof of ownership.
 - The project must be “shovel ready” - a term commonly seen in eligibility language for any construction grant.
- Securing the proper support material
 - 3 years of audited financial statements for each guarantor(s) if applicable. Exceptions can be accepted at the discretion of CMHC.
 - At minimum 1 year of externally audited statements.
 - Environmental Site Assessment
 - Geotechnical Report
- Cost Estimates for the project must be provided by a cost consultant-certified report.

*See SWOT for details



Nov 12th, 2024

Limestone City Cooperative Housing Inc (Borrower)
201 Queen Mary Road, Apt 10, Kingston, ON K7M 2B1

CMHC FINANCING – 250 High-Rise Cooperative/Affordable Development located 900 Division Street, Kingston, ON

Canada ICI Capital Corporation is a multi-faceted commercial real estate firm that provides direct lending and commercial mortgage brokerage services across all asset classes in Canada. With annual volumes in excess of \$8.2 Billion, Canada ICI is regarded as Canada's pre-eminent commercial real estate finance firm. Canada ICI works with Canada's largest institutional and private borrower clients who rely on our ability to structure the most competitive commercial mortgage transactions in the marketplace. We have a team of over 100 seasoned commercial real estate finance professionals that continue to grow our trusted relationships by ensuring our clients' financing objectives are clearly identified and dependably executed.

This Engagement Letter will serve to outline terms and conditions under which Canada ICI may, on your behalf, secure mortgage financing for the above captioned subject properties. The salient terms of the requested financing are as follows:

PURPOSE: To provide CMHC MLI Select financing to facilitate the construction and completion takeout of a **250 High-Rise Cooperative/Affordable Development located 900 Division Street, Kingston. The project will be referred to as LCCH.**

Canada ICI will originate the loan as outlined and will coordinate Lender due-diligence and funding functions to ensure the loan is funded reliably. This letter assumes there are no commercial components to this development.

BORROWER: **Limestone City Cooperative Housing Inc (Borrower)**

GUARANTOR(S): Standard corporate/personal guarantees from an entity/person(s) with sufficient net worth, as required by CMHC. Canada ICI will request that CMHC approve the loan on a limited recourse basis given that the project is assumed to achieve 100 MLI Select points. Final approval is to be confirmed by CMHC at COI stage.

LOAN DETAILS: **CMHC MLI SELECT FINANCING:**
 To qualify for MLI Select financing, the borrower is assumed to be qualifying for Tier 3 Affordability therefore scoring 100 points. Additional are available to strengthen the application.

Loan Amount:

- Up to 95% Loan to Cost.
- In addition to the above, the loan amount will be limited by a minimum debt service coverage ratio of 1.10x, using fully stabilized cashflows.
- Anticipated loan amount: +/- \$100 million

Term:

5 or 10 Years.

Interest Rate:

Canada ICI will canvas the market to find the most competitive rate.

Amortization:

50 Years.

SECURITY: Standard security as required by the lender and their counsel.

FINANCING FEES: This mortgage will be facilitate by two parties. Both fees are independent of each other and billable by each respective party:

Canada ICI Placement Fee: 0.5% of the approved gross loan amount.

Steve Marshall (DLC FC Funding): 0.25% of the approved gross loan amount.

Canada ICI's fees will be earned at issuance of the CMHC Certificate of Insurance (COI) and the signing of the lender's Commitment Letter. The borrower will instruct the lender's solicitor to withhold and pay Canada ICI's placement fee at time of funding of the project. The fees will be deducted from the first advance of construction financing or completion takeout, whichever is sooner.

CMHC APPLICATION: Application fee of \$200 per door for the for the first 100 units and \$100/unit thereafter – payable at initial submission of the CMHC MLI Select financing. Please note that should the file be withdrawn, CMHC may elect to keep all or part of the Application fee. Note: This assumes that there are no commercial components to this development.

CMHC PREMIUMS: Please note that the premiums below due to the CMHC will be added to the net loan amount and paid as part of the monthly mortgage payments.

At 100 points, the ensuing CMHC premium will be 2.80% of the approved residential loan amount.

OUR PROCESS: Canada ICI's service to you with respect to securing the financing for the Project will include the following:

- Undertake a detailed review of all borrower and property information, including third party reports, and supporting market data.
- Correspond with CMHC/other lenders on a preliminary basis to confirm applicable underwriting parameters.
- Prepare a detailed confidential information memorandum ("CIM") to be presented to both CMHC and the ensuing approved lender.
- Steer the process with the CMHC in order to move the file forward in a timely manner and utilize our national database and influence, to pre-emptively address underwriting questions that arise from the CMHC.
- Secure a Certificate of Insurance ("COI") for the file.
- Steer the CMHC Seed funding application at CMHC on behalf of the borrower.
- Market the deal to prospective lenders across the country on your behalf.
- Provide an analysis of the lender offers for financing along with our recommendations.
- Negotiate with the lender selected for financing to secure the best possible terms.
- Obtain a Commitment Letter from the lender.
- Conduct a tour of the property with the lender (as necessary).
- Carry out negotiations with the lender to finalize the commitment letter for financing.
- Fulfill the lender requirements to facilitate funding.
- Throughout the process and subsequently – provide advice on all levels required.



TOR | MTL | VAN | CGY | EDM | OTT | WIN

Please note this letter is not a commitment of funds but rather a letter of engagement based on our experience in the current commercial mortgage market. We are confident in Canada ICI's ability to arrange the most competitive loan in the most efficient manner possible and welcome the opportunity to work with you.

Canada ICI hereby acknowledges that the execution of this engagement letter voids any previously signed contracts or agreements to arrange and source financing for the construction and long-term financing of this project.

Yours very truly,

CANADA ICI CAPITAL CORPORATION

A handwritten signature in black ink, appearing to read "Steven Dionne", with a long horizontal line extending to the right.

Steven Dionne

DIRECTOR, MORTGAGE ORIGINATION

We hereby accept the terms of this letter.

Limestone City Cooperative Housing Inc

Per:

Dated this _____ day of _____ 2024.



Schedule A:

Additional Retainer Terms:

1. Nature of Relationship – Canada ICI will act as a facilitator between the Borrowers and Lenders and will attempt to secure a financing commitment from one or more potential Lenders based on the criteria set forth herein.
2. Duties to Borrower – in the performance of its role as a mortgage broker, Canada ICI will act competently and honestly and will disclose to the Borrower all relevant information related to the financing.
3. Compensation – in consideration of the services provided by Canada ICI, Canada ICI will be entitled to a fee in the amount set forth in the attached letter. This fee will be earned and payable if Canada ICI is successful in obtaining a financing commitment on terms which are substantially the same as the criteria set forth herein.
4. Relationship to Lenders – Canada ICI is not employed by any Lenders in relation to the financing and does not generally receive referral fees from any Lender. Through its experience and knowledge of the commercial mortgage industry, Canada ICI maintains ongoing relationships with a broad variety of Lenders including but not limited to chartered banks, trust companies, credit unions, insurance companies, pension funds, conduits, treasury branches, mortgage investment corporations and private investors, and is therefore able to seek financing commitments for most types of commercial mortgages.
5. Additional Fees – in addition to the fees payable to Canada ICI, the Borrower will generally be required to pay all costs and fees related to the financing including, but not limited to, the following:
 - (a) refundable standby fee to the Lender;
 - (b) non-refundable commitment fee to the Lender;
 - (c) legal fees and disbursements; and
 - (d) third-party consultants and reports.

City of Kingston By-Law Number 2025–XX

2025 Tax Ratios By-Law

1 st Reading	date
2 nd Reading	date
3 rd Reading	date
Passed	date

City of Kingston By-Law Number 2025–XX

2025 Tax Ratios By-Law

1.	Interpretation	4
2.	General	5
3.	Miscellaneous	5

City of Kingston By-Law Number 2025–XX

2025 Tax Ratios By-Law

Whereas:

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

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

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

The Minister of Finance has prescribed the following classes of real property for the purposes of the *Assessment Act*, R.S.O. 1990, c. A.31 (the “***Assessment Act***”) as required under subsection 7 (1) of the *Assessment Act*:

1. the residential property class;
2. the multi-residential property class;
3. the commercial property class;
4. the industrial property class;
5. the pipe line property class;
6. the farm property class.
7. the managed forests property class.

The Minister of Finance has also prescribed *optional property classes* for the purposes of the *Assessment Act*, including the new multi-residential property class.

Council wishes to have the new multi-residential property class apply within the municipality in accordance with the *Assessment Act*.

Council does not wish to have any other *optional property class* apply within the municipality in accordance with the *Assessment Act*.

2025 Tax Ratios By-Law

A single tier municipality must pass a by-law in each year to establish the *tax ratios* for that year for the municipality (*Municipal Act, 2001, 308 (4)*).

Therefore, *council* enacts:

1. Interpretation

1.1 This by-law may be cited as the *2025 Tax Ratios By-Law*.

1.2 In this by-law:

“commercial classes” means the commercial property class prescribed under the *Assessment Act* and *optional property classes* that contain property that, if *council* did not opt to have the *optional property class* apply, would be in the commercial property class, and includes the office building property class, the shopping centre property class and the parking lots and vacant land property class;

“industrial classes” means the industrial property class prescribed under the *Assessment Act* and *optional property classes* that contain property that, if *council* did not opt to have the *optional property class* apply, would be in the industrial property class, and includes the large industrial property class;

“optional property class” means a property class that *council* may opt to have apply within the municipality under regulations made under the *Assessment Act*; and

“tax ratio” means the ratio that the tax rate for a property class must be to the tax rate for the residential property class where the residential property class tax ratio is 1.0.

1.3 For the purposes of interpreting this by-law:

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

2025 Tax Ratios By-Law

2. Established Tax Ratios

2.1 For the 2025 taxation year:

- (a) the *tax ratio* for the residential property class is 1.0;
- (b) the *tax ratio* for the multi-residential property class is 1.7;
- (c) the *tax ratio* for the *commercial property classes* is 1.98;
- (d) the *tax ratio* for the *industrial property classes* is 2.63;
- (e) the *tax ratio* for the pipe line property class is 1.1728;
- (f) the *tax ratio* for the farm property class is 0.2;
- (g) the *tax ratio* for the managed forests property class is 0.25; and
- (h) the *tax ratio* for the new multi-residential property class is 1.0.

3. Miscellaneous

3.1 If a court of competent jurisdiction declares any provision, or any part of a provision, of this by-law to be invalid, or to be of no force and effect, it is the intention of *council* in enacting this by-law that each and every provision of this by-law authorized by law be applied and enforced in accordance with its terms to the extent possible according to law.

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

2025 Tax Ratios By-Law

1 st Reading	date
2 nd Reading	date
3 rd Reading	date
Passed	date

Janet Jaynes
City Clerk

Bryan Paterson
Mayor

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

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

Whereas:

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

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

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

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

On July 10, 2007, council for the *City* passed *City of Kingston By-Law Number 2007–136*, “*A By-Law to Provide for Maintaining Land in a Clean and Clear Condition*”.

Council for the *City* (“**council**”) considers it necessary and desirable for the public to amend *City of Kingston By-Law Number 2007–136*.

Therefore, *council* enacts:

1. Amendment

1.1 *City of Kingston By-Law Number 2007-136* is amended as follows:

- (a) Subsections 4.3 to 4.12, inclusive, are deleted in their entirety and replaced with the following:

“Refuse

4.3 Except as provided in Subsection 4.4, every owner, lessee or occupant shall keep their land free and clear of all refuse of any kind.

By-Law to Amend By-Law Number 2007–136

- 4.4 The occupant of a residential property may provide for the composting of plant matter on the land, subject to and in accordance with City of Kingston By-Law Number 2005-100, A By-Law for Prescribing Standards for the Maintenance and Occupancy of Property within the City of Kingston, as amended or replaced from time to time.
- 4.5 No person shall use any land or structure within the City of Kingston for dumping or disposing of refuse of any kind.
- 4.6 Subsection 4.5 does not apply to:
- (a) land or structures used by the City for the purpose of dumping or disposing of refuse; or
 - (b) land designated by by-law of the City for the purpose of dumping or disposing of refuse.
- 4.7 Every owner, lessee or occupant shall, when required by the Director in writing, cover over any refuse of any kind in such a manner as may be prescribed by the Director.
- 4.8 No person shall place or permit the placement of any furniture that is manufactured for interior use outside of a dwelling.”;
- (b) by renumbering Subsection 4.13 (under the heading “Wrecking Yards”) as Subsection 4.9;
 - (c) by renumbering Subsections 4.14 and 4.15 (under the heading “Recreation Vehicles and Inoperative Motor Vehicles”) as Subsections 4.10 and 4.11, respectively;
 - (d) Subsection 5.1 is amended as follows:
 - (i) by deleting clause (4) in its entirety and renumbering the balance of Subsection 5.1 accordingly;
 - (ii) by deleting “Subsection 4.13” in the new clause (4) and replacing it with “Subsection 4.9”;
 - (iii) by deleting “Subsection 4.14” in the new clause (5) and replacing it with “Subsection 4.10”; and

By-Law to Amend By-Law Number 2007–136

- (iv) by deleting “Subsection 4.15” in the new clause (6) and replacing it with “Subsection 4.11”;
- (e) Subsection 5.7 is amended as follows:
 - (i) by deleting “Subsection 4.14” in clause (5) and replacing it with “Subsection 4.10”; and
 - (ii) by deleting “Subsection 4.15” in clause (6) and replacing it with “Subsection 4.11”; and
- (f) Subsection 5.9 is amended as follows:
 - (i) by deleting “Subsection 4.14” in clause (6) and replacing it with “Subsection 4.10”; and
 - (ii) by deleting “Subsection 4.15” in clause (7) and replacing it with “Subsection 4.11”.

2. Coming into Force

- 2.1 This by-law will come into force and take effect on July 1, 2025.

By-Law to Amend By-Law Number 2007–136

1 st Reading	date
2 nd Reading	date
3 rd Reading	date
Passed	date

Janet Jaynes
City Clerk

Bryan Paterson
Mayor

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

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

Whereas:

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

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

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

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

On May 17, 2005, council for the *City* passed *City of Kingston By-Law Number 2005–100, “A By-Law for Prescribing Standards for the Maintenance and Occupancy of Property within the City of Kingston”*.

Council for the *City* (“**council**”) considers it necessary and desirable for the public to amend *City of Kingston By-Law Number 2005–100*.

Therefore, council enacts:

1. Amendment

1.1 *City of Kingston By-Law Number 2005-100* is amended as follows:

- (a) section 1 is amended by adding the following definition of “Solid Waste By-Law” in alphabetical order:

“**Solid Waste By-Law**” means City of Kingston By-Law Number 2014-5, “A By-Law to Provide for and Regulate a Solid Waste Management

By-Law to Amend By-Law Number 2005–100

System for The Corporation of the City of Kingston”, as amended or replaced from time to time;”;

- (b) the section entitled “Compost Heaps” is amended as follows:
 - (i) subsection 5.5 is amended as follows:
 - (I) by deleting the words “a compost heap or bin” in the first and second lines thereof and replacing them with the words “an enclosed compost heap”; and
 - (II) by deleting the word “pile” in the third line thereof and replacing it with the word “heap”;
 - (ii) subsection 5.6 is amended by deleting the words “or bins”; and
 - (iii) subsection 5.7 is amended by deleting the words “or bins”; and
- (c) Subsections 5.28 to 5.34, inclusive, are deleted in their entirety and replaced with the following:
 - “5.28 Every Dwelling and every Dwelling Unit within the Dwelling shall have such receptacles as may be necessary to contain all garbage and rubbish.
 - 5.29 Receptacles shall comply with the definition of “Garbage Receptacle” in the Solid Waste By-Law.
 - 5.30 Multiple Dwellings that do not have interior garbage rooms shall have Maintained and installed a receptacle large enough to contain all garbage and rubbish.
 - 5.31 All receptacles, when not placed out for collection in accordance with the Solid Waste By-Law, shall be:
 - 5.31.1 stored in a rear Yard, side Yard, garage or carport, but not in a front Yard; and
 - 5.31.2 kept as close as practicable against the Dwelling, an Accessory Building, a fence or a retaining wall.

If a Dwelling does not have a rear Yard, side Yard, garage or carport that can reasonably accommodate the receptacle, as determined by an Officer, or if accessing these areas would require transporting the receptacle through the interior of the

By-Law to Amend By-Law Number 2005–100

Dwelling, the receptacle may be stored in a front Yard, provided the requirements of subsection 5.31.2 are met, and provided that the receptacles are screened from public view where feasible using landscaping, fencing or an enclosure.

- 5.32 Tenants shall have daily access to garbage receptacles and garbage rooms.
- 5.33 Garbage and rubbish shall be removed as required by the Solid Waste By-Law.
- 5.34 Garbage receptacles shall be Maintained in a clean and sanitary state.”.

2. Coming into Force

- 2.1 This by-law will come into force and take effect on July 1, 2025.

1 st Reading	date
2 nd Reading	date
3 rd Reading	date
Passed	date

Janet Jaynes
City Clerk

Bryan Paterson
Mayor

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

***By-Law to Amend City of Kingston By-Law Number 2014–5,
A By-Law to Provide for and Regulate a Solid Waste Management System for The
Corporation of the City of Kingston***

Whereas:

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

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

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

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

On December 17, 2013, council for the *City* passed *City of Kingston By-Law Number 2014-5, “A By-Law to Provide for and Regulate a Solid Waste Management System for The Corporation of the City of Kingston”*.

Council for the *City* (“**council**”) considers it necessary and desirable for the public to amend *City of Kingston By-Law Number 2014–5*.

Therefore, council enacts:

1. Amendment

1.1 *City of Kingston By-Law Number 2014-5* is amended as follows:

- (a) The indices are amended to reflect the amendments contained in this by-law;
- (b) Section 1 is amended as follows:
 - (i) by deleting all subsection references (e.g. 1.1, 1.2, 1.3 etc.)

By-Law to Amend By-Law Number 2014–5

associated with the definitions;

- (ii) by adding the following definition of “Automated Collection” in alphabetical order:

““Automated Collection” means the collection of Garbage or Waste using a specially designed vehicle with mechanical apparatus which empties a Receptacle directly into the vehicle without requiring manual labour.”;

- (iii) by deleting the following definitions in their entirety: “Blue Box”, “Boxboard” and “Cardboard”;

- (iv) by deleting the definition of “Compostable plastic bags”;

- (v) the definition of “Eligible Property” is amended as follows:

(I) by deleting the words “and pay” in clause (b)v.;

(II) by deleting clause (c) (related to recycling collection) in its entirety and re-lettering the balance of the clauses;
and

(III) by deleting the new clauses (e) (related to property approved by Council) and (f) (related to Recyclable Materials delivery) in their entirety and re-lettering the balance of the clauses;

- (vi) the definition of “Fee” is amended by deleting the words “additional blue or grey recycling boxes,” in their entirety;

- (vii) the definition of “Garbage Receptacle” is deleted in its entirety and replaced with the following:

““Garbage Receptacle (Manual Collection)” means:

(a) a rigid container having:

- i. a watertight lid which can be easily removed to facilitate collection;
- ii. molded or attached handles designed for lifting;
- iii. a capacity no greater than 135 litres (30 imperial gallons);

By-Law to Amend By-Law Number 2014–5

- iv. a diameter which is smaller at the bottom than at the top; or
- (b) a plastic bag:
 - i. with a capacity no greater than 135 litres (30 imperial gallons);
 - ii. capable of being closed or tied and containing the Garbage without tearing; or
- (c) a tied bundle that is no greater in volume than 135 litres (30 imperial gallons); or
- (d) a sealed cardboard box containing only broken glass and marked “BROKEN GLASS” so that it is visible to the Collection Operator.

“Garbage Receptacle (Automated Collection)” means a 120L, 240L or 360L rolling container provided and maintained by the City.

“Garbage Receptacle” includes a Garbage Receptacle (Manual Collection) and a Garbage Receptacle (Automated Collection).”;

- (ix) by deleting the definitions of “Green Bin” and “Grey Box” in their entirety;
- (x) the definition of “Household Organics” is renamed “Organics” and placed in alphabetical order;
- (xi) all references in the by-law to “Household Organics” are replaced with “Organics”;
- (xii) the definition of “Household Organics Receptacle” is renamed “Organics Receptacle” and placed in alphabetical order;
- (xiii) all references in the by-law to “Household Organics Receptacle” are replaced with “Organics Receptacle”;
- (xiv) by deleting the definition of “KARC”;
- (xv) by adding the following definition of “Manual Collection”:

““Manual Collection” means the collection of Waste by manually tipping Receptacles or lifting bags into a collection vehicle.”;

By-Law to Amend By-Law Number 2014–5

- (xvi) by deleting the definition of “Polycoat”;
- (xvii) by deleting the definitions of “Recyclable Materials” and “Recycling Receptacle” in their entirety and deleting all references to “Recyclable Materials” and “Recycling Receptacle” in the by-law;
- (xviii) by adding the following definition of “Semi-Automated Collection”:

““Semi-Automated Collection” means the collection of Garbage or Waste using a specially designed vehicle with mechanical apparatus which empties a Receptacle directly into the vehicle, and where the Collection Operator is required to manually move the Receptacle to the tipping device.”;
- (xix) by deleting the definition of “Styrofoam”;
- (xx) the definition of “Unacceptable Item” is amended by deleting the reference to Schedule “F”;
- (xxi) the definition of “Waste Management Facility” is deleted in its entirety and replaced with the following:

““Waste Management Facility” means any facility used to receive, transfer, process or dispose of Waste, including:

 - (a) the Municipal Hazardous or Special Waste facility located at 196 Lappan’s Lane;
 - (b) the Yard Waste transfer site located at 196 Lappan’s Lane;
 - (c) any other facility authorized by law.”;
- (xxii) the definition of “Yard Waste” is amended by deleting the reference to “Schedule “F”” and replacing it with a reference to “Schedule “E””;
- (c) Section 3.5 is amended by deleting the words “by notice in a local newspaper” and replacing them with the words “by notice on the City’s website”;
- (d) Part 5 (Conditions) is renamed “Conditions – Manual Collection”;
- (e) Subsection 5.1 is amended as follows:

By-Law to Amend By-Law Number 2014–5

- (i) clause (b) is amended by deleting the words “Schedules “B”, “C”, “D” and “F”” and replacing them with the words “Schedules “B”, “C” and “E””;
- (ii) clause (c) is deleted in its entirety and replaced with the following:
 - “(c) The City shall provide one Organics Receptacle for each Residential Unit, and for properties in the Residential Class that are designated to receive Automated Collection or Semi-Automated collection, one Garbage Receptacle (Automated Collection) with the exception of condominium and co-operative housing properties.”;
- (iii) clause (d) is amended by deleting the words “recycling boxes or wheeled plastic carts, and Household”;
- (iv) clause (e) is deleted in its entirety and replaced with the following:
 - “(e) No Owner or Occupant shall Set Out a Garbage Receptacle or Yard Waste Receptacle having a gross weight of more than 20 kg (44 lb) for Manual Collection, including the contents.”;
- (v) clause (h) is amended by deleting the time “5:00 p.m.” and replacing it with the time “4:00 p.m.”;
- (vi) clause (n) is amended by deleting the words “or recycling depots” and the words “and recyclables” where they appear;
- (vii) clause (q) is amended by deleting the words “waste receptacle” and replacing them with the word “Receptacle”;
- (viii) clause (v) is deleted in its entirety and the balance of Subsection 5.1 is re-lettered accordingly; and
- (ix) the following is added as clause (z):
 - “(z) Owners and Occupants shall promptly clean up any Waste Set Out for collection that has been spread by wind, birds, vermin, animals or any other source.”;

By-Law to Amend By-Law Number 2014–5

- (f) Subsection 5.2 is amended as follows:
- (i) clause (b) is amended by adding the following at the end thereof:

“, or as part of alternate collection programs as approved by Council.”; and
 - (ii) clause (f) is amended by deleting the word “receptacle” and replacing it with the words “Garbage Receptacle”;
- (g) Subsection 5.4 is deleted in its entirety and marked “Intentionally Deleted”;
- (h) Subsection 5.6(b) is amended by deleting the reference to “Schedule “E”” and replacing it with a reference to “Schedule “D””;
- (i) Subsection 5.7 (related to Conditions for Delivering Recyclable Materials to KARC) is deleted in its entirety and marked “Intentionally Deleted”;
- (j) Subsection 5.8 is amended as follows:
- (i) by renaming the subsection as “Conditions for Delivering Yard Waste Materials to Waste Site”;
 - (ii) clause (a) is amended by adding the following at the end thereof:

“, subject to payment of any applicable fees in accordance with City of Kingston By-Law 2005-10, “Fees and Charges By-Law”.”; and
 - (iii) clause (b) is amended by deleting the reference to “Schedule “F”” and replacing it with a reference to “Schedule “E””;
- (k) by adding the following as Part 6 and renumbering the balance of the by-law accordingly:

“Part 6 – Automated Collection and Semi-Automated Collection – Garbage Receptacle and Organics Receptacle Placement

6.1 The following terms and conditions apply to the Automated

By-Law to Amend By-Law Number 2014–5

Collection or Semi-Automated of Garbage and/or Organics:

- (a) The Owner or Occupant shall place the Receptacles with the wheels and handle facing the dwelling.
- (b) The Owner or Occupant shall place the Receptacles curbside, not on the street or obstructing sidewalks or laneways, and in a manner that does not impede accessibility for pedestrians, persons requiring mobility devices, or traffic.
- (c) The Owner or Occupant shall ensure Receptacles are accessible for collection without any obstructions, including but not limited to, snow banks, portable basketball nets, utility poles, lamp posts, gas meters, bollards, utility transformers, cable TV enclosures, guard rails and sign posts.
- (d) The Owner or Occupant shall ensure the Receptacle is placed at ground level with a minimum accessible distance of one (1) metre between the Receptacles.
- (e) The Owner or Occupant shall ensure the Receptacle is not placed on elevated platforms or steep slopes, including snow banks greater than one foot.
- (f) The Owner or Occupant shall shovel an opening in a snow bank where the Receptacle can be properly placed.
- (g) The Owner or Occupant shall ensure that the Receptacle is not placed under low hanging utility, phone, or cable TV wires.
- (h) Failure to comply with the provisions of this subsection 6.1 may result in the Garbage and/or Organics not being collected.”;
- (l) the new Subsection 8.1 is amended by deleting the reference to “Part 7.1a” and replacing it with a reference to “Section 8.1a”;
- (m) the new Subsection 8.6 is deleted in its entirety and replaced with the following:

By-Law to Amend By-Law Number 2014–5

- “8.6 Failure to provide proof of identification satisfactory to an Officer when requested to do so pursuant to Section 8.5 of this Bylaw shall constitute obstruction of an Officer under Section 8.9 of this Bylaw.”;
- (n) by adding the following as Subsection 8.9:
- “8.9 No Person shall obstruct or hinder or attempt to obstruct or hinder an Officer or other authorized employee or agent of the City in the exercise of a power or the performance of a duty under this Bylaw.”;
- (o) Schedule “A” (Level of Service for Collection for Eligible Properties) is amended as follows:
- (i) by deleting the column “Recycling Receptacle Limit” in its entirety;
 - (ii) by renaming the column “Green Bin Limit” as “Organics Receptacle Limit”;
 - (iii) the “Organics Receptacle Limit” column is amended by deleting all references to “Green Bin” and replacing them with “Organics Receptacle”;
 - (iv) row 12 is amended by adding the following after the words “1 per week” under the “Garbage Receptacle Limit” column: “per Residential Unit”;
 - (v) row 13 is amended by adding the following after the words “1 per week” under the “Organics Receptacle Limit” column: “per Residential Unit”;
 - (vi) row 16 is amended by deleting the words “with Garbage Bag Tags affixed” under the column “Eligible Properties and other circumstances” and replacing them with the words “when pre-booked with the City”; and
 - (vii) row 17 is deleted in its entirety;
- (p) Schedule “C” (Organics) is amended by deleting the words “biodegradable or compostable plastic bags” in the list of unacceptable items and replacing them with the following: “compostable plastics

By-Law to Amend By-Law Number 2014–5

- (excluding BPI certified liners), biodegradable or oxodegradable plastic bags”;
- (q) Schedule “D” (Recyclable Materials) is deleted in its entirety and the balance of the schedules are re-lettered accordingly;
 - (r) the new Schedule “E” (Yard Waste) is amended as follows:
 - (i) by deleting the words “Biodegradable or compostable plastic bags” in the list of unacceptable items and replacing them with the following: “Compostable plastics (excluding BPI certified liners), biodegradable or oxodegradable plastic bags”; and
 - (ii) by adding the item “grass;” after “stumps;”;
 - (s) the new Schedule “F” (Level of Service for Waste Management Facilities for Eligible Properties) is amended as follows:
 - (i) by deleting the column “Material Recovery Facility at KARC” in its entirety;
 - (ii) the column “Yard Waste transfer site located at KARC” is amended by deleting the words “located at KARC” in the title; and
 - (iii) the column “Municipal Hazardous or Special Waste facility located at KARC” is amended by deleting the words “located at KARC” in the title; and
 - (t) the new Schedule “G” (Level of Service for Free Waste Receptacles for Eligible Properties) is deleted in its entirety and replaced with the following:

Category Number	Common Reference	Eligible Properties and other circumstances	Organics Receptacle	Automated Collection Garbage Receptacle	Manual Collection Garbage Receptacle	Automated Collection	Yard Waste Receptacle
1	Homes, duplexes, triplexes, townhomes, homes with secondary suites, other multi-residential buildings with 6 or less Residential Units	Any property in the residential Property Class containing at least one Residential Unit with the exception of condominium properties and co-operative housing properties	1 per Residential Unit	1 per Residential Unit	Not available	120L capacity per Residential Unit (increased capacity can be purchased)	Not available
2	Apartment buildings, condos, multi-residential buildings with 7 or more Residential Units	Entire residential condominium properties, co-operative housing properties, Multi-Residential and New Multi-Residential Properties	Based on quantity of units, as determined by the Manager on a property by property basis	Based on quantity of units, as determined by the Manager on a property by property basis	Not available	120L capacity per Residential Unit	Not available
3	Businesses in the Downtown Business Improvement Area	Properties in the commercial property class in the Special Collection area, or any other IC&I properties in the City	Not available	Not available	Not available	Not available	Not available

By-Law to Amend By-Law Number 2014-5

4	Churches, synagogues, mosque, etc.	Places of worship, except uses that are accessory or ancillary to the place of worship	1 per Residential Unit	1 per Residential Unit	Not available	120L capacity	Not available
5	Shelters	Shelters for homeless Persons and victims of violence.	1 per Residential Unit	1 per Residential Unit	Not available	120L capacity	Not available
6	Almost Home Facility	The Almost Home facility located at 118 William Street when it provides accommodation for families who are in Kingston with a child receiving special medical care.	Not available. To be determined by the Manager upon request.	Not available. To be determined by the Manager upon request	Not available	To be determined by the Manager	Not available
7	City Hall, BWB, Artillery Park, etc.	City property that has not been rented, leased or otherwise provided to a third party.	Unlimited, based on quantity of units, as determined by the Manager on a property by property basis.	Unlimited, based on quantity of units, as determined by the Manager on a property by property basis.	Not available	To be determined by the Manager	Not available

2. Coming into Force

2.1 This by-law will come into force and take effect on July 1, 2025.

1 st Reading	date
2 nd Reading	date
3 rd Reading	date
Passed	date

Janet Jaynes
City Clerk

Bryan Paterson
Mayor

City of Kingston By-Law Number 202–...

By-Law to Amend City of Kingston By-Law Number 2025-6, A By-Law to Establish Fees And Charges To Be Collected By The Corporation Of The City Of Kingston

Whereas:

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

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

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

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

On December 17, 2024, council for the *City* passed *City of Kingston By-Law Number 2025–6, “A By-Law to Establish Fees And Charges To Be Collected By The Corporation Of The City Of Kingston”*.

Council for the *City* (“**council**”) considers it necessary and desirable for the public to amend *City of Kingston By-Law Number 2025–6*:

Therefore, council enacts:

1. Amendment

1. *City of Kingston By-Law Number 2025–6* is amended as follows:
 - a. Schedule P “Solid Waste” Upsizing of Automated Cart to 240 L is added to Garbage section. The new Fee listed in the table below is HST (Harmonized Sales Tax) exempt.
 - b. Schedule P “Solid Waste” MFAP Bag Tag Pricing is added to the Garbage section. The new Fee listed in the table below is HST (Harmonized Sales Tax) Exempt. The new fee is only available when purchased at a City of Kingston Facility.

Garbage and Organics Carts

Service fee is waived where switch in cart size is requested within three months after (1) initial receipt of a 120 L cart, or (2) the date the subject property is purchased by the requesting party.

Fee Description	Unit	Fee
Switching Automated Cart Size – Service Fee	Each	\$120.00
Annual Upsizing of Auto Cart Fee from 120L to 240L	Each/Year	\$196.00
Annual Upsizing of Auto Cart Fee from 240L to 360L	Each/Year	\$196.00

Fee Description	Unit	Fee
MFAP Garbage Bag Tag (When purchased at a City of Kingston Facility)	Each	\$2.00

2. Coming into Force

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

1st Reading date
2nd Reading date
3rd Reading date
Passed date

Janet Jaynes
City Clerk

Bryan Paterson
Mayor

Conditions of Approval

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

1. The applicant shall consider amending their plans to include a garage door that gives the appearance of two garage doors for the detached garage;
2. The applicant shall reduce the amount of glazing on the 'Front Elevation' of the property by reducing the length of the proposed ground floor windows;
3. The applicant shall alter the appearance of the windows on the 'Right Side Elevation' in order to create the appearance of double rectangular windows, instead of the proposed square windows;
4. Details related to the colour(s) and specifics of all exterior features, including but not limited to the: cladding, windows, roofing, trim, utilities/vents, garage/entry doors, and rain gear, shall be submitted to Heritage Planning staff for review and approval prior to installation, to ensure it complements the heritage character and attributes of the District;
5. A Building Permit shall be obtained, as necessary;
6. All Planning Act approvals shall be obtained, as necessary; and
7. Any minor deviations from the submitted plans, which meet the intent of this approval and do not further impact the heritage attributes of the property or District, shall be delegated to the Director of Heritage Services for review and approval.

City of Kingston By-Law Number 2025–XX

***A By-Law to Provide for Site Plan Control in the City of
Kingston***

1st Reading date

2nd Reading date

3rd Reading date

Passed date

City of Kingston By-Law Number 2025-XX

Site Plan Control By-Law

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By-Law Number 2025-XX
A By-Law to Provide for Site Plan Control in the City of Kingston

Passed: Date

WHEREAS:

Subsection 41(2) of the *Planning Act* provides that where an area is described in the municipality's **Official Plan** as a site plan control area, council may, by by-law, designate such area as a site plan control area; and

The **Official Plan** for the City of Kingston describes the whole of the City of Kingston as an area subject to site plan control; and

The City deems it desirable to designate all of the lands within the municipal boundaries of the City of Kingston as a site plan control area;

THEREFORE, Council enacts:

1.0 Interpretation

1.1 This by-law may be cited as the "**Site Plan Control By-Law**".

1.2 In this by-law:

"**adjacent lands**" means those lands contiguous to a specific **natural heritage feature or area** where it is likely that **development** or site alteration would have a negative impact on the feature or area. The extent of the **adjacent lands** may be recommended by the Province of Ontario or determined by the City based on approaches that achieve the same objectives.

"**agricultural use**" means the use of any **lot** or **building** for the growing of crops, including nursery, biomass, and horticultural crops; raising of livestock; raising of other animals for food, fur or fibre, including poultry and fish; aquaculture; apiaries; agro-forestry; maple syrup production; and riding stables, including, livestock facilities, manure storages, value-retaining facilities; or other agricultural activities such as the packaging, selling, sorting or storage of goods grown or raised on the lands.

"**agriculture-related use**" means the use of any **lot** or **building** for farm-related commercial and/or farm-related industrial uses that are directly related to

agricultural uses in the area, support **agricultural uses**, benefit from being in close proximity to **agricultural uses** and provide direct products and/or services to **agricultural uses** as a primary activity. Examples of **agriculture-related uses** may include:

- (a) storage and distribution centres serving farm operations in the area;
- (b) farmers markets primarily selling locally grown products;
- (c) processing of produce grown in the area (for example, cider making, or the canning, quick-freezing and packing of food);
- (d) grain dryers;
- (e) agricultural research centres;
- (f) wineries using locally grown grapes;
- (g) abattoirs for processing and selling meat from animals raised in the area;
- (h) flour mills for locally grown grain;
- (i) farm equipment repair stores;
- (j) livestock assembly yards or stock yards;
- (k) agricultural auction grounds; and
- (l) farm supplier store (for example, feed, seeds or fertilizer).

“**agri-tourism**” means the use of any **lot** or **building** which is complementary to a principal **agricultural use** on a **lot** and which provides education and active activities to experience and enjoy the agricultural way of life in the rural area. Such activities may include farm machinery and equipment exhibitions, farm-tours, petting zoos, corn mazes, hayrides, sleigh rides, processing demonstrations, pick your own produce/products, farm-themed playgrounds, educational facilities that focus on farming instruction or other similar activities. **Agri-tourism** may include accessory retail sales but excludes restaurants and all other uses that are considered under the broader **on-farm diversified use** definition.

“**building**” means anything that is comprised of components joined together and that stands more or less permanently in one place. A **building** includes all components such as walls, roof, floors, structural systems, columns, plumbing, fixtures, service systems, private sewage systems, decks, porches, canopies, architectural features, chimneys, mechanical systems and any component that is attached to a **building**. The following are considered to be **buildings**:

- (a) a shipping container, sea can or similar storage container when placed on the ground for any purpose other than loading and unloading a shipment in

conjunction with an industrial or commercial use for up to maximum of 28 consecutive calendar days.

“**City**” means the Corporation of the City of Kingston.

“**co-living unit**” means the use of a **building** intended for residential accommodation where private bedrooms and/or living spaces share the use of one common kitchen and may share common washroom facilities or living spaces. For the purposes of this by-law, every 4 bedrooms within a **co-living unit** is considered to be one **residential unit**.

“**commercial parking lot**” means the principal use of any **lot** or **building** for the parking of motor vehicles, with or without a fee being charged. A **commercial parking lot** includes drive aisles, parking spaces and components necessary to support the use, and excludes any area where motor vehicles for sale or repair are kept or stored.

“**Council**” means the Municipal Council of the **City**.

“**day care centre**” means the use of any **lot** or **building** licensed pursuant to the *Child Care and Early Years Act, 2014*, S.O. 2014, c.11, Sched. 1, for the purpose of providing temporary care for or supervision of children for a child’s safety, well-being or development, in the absence of the child’s parent or guardian and for a continuous period that does not exceed 24 hours. A **day care centre** may also include care offered or supplied on a regular schedule to adults for a portion of a day, but which does not provide overnight accommodation.

“**development**” means:

- (a) the construction, erection or placing of one more **buildings** or structures on land;
- (b) the making of an addition or alteration to a **building** or structure that has the effect of substantially increasing the size or usability thereof;
- (c) the laying out and establishment of a **commercial parking lot**;
- (d) the laying out and establishment of sites for the location of three or more trailers as defined in subsection 164(4) of the *Municipal Act, 2001*, or of sites for the location of three or more mobile homes as defined in subsection 46(1) of the *Planning Act*; or

- (e) the construction, erection or location of three or more **land lease community homes** on a **lot** that will contain any number of **residential units**.

“**Director**” means the **City’s** Director of Planning Services, the **Director’s** designate, or, in the event of organizational changes, the director of the successor division or department responsible for the administration of this by-law.

“**dwelling unit**” means the use of a **building**, comprised of one or more habitable rooms designed to provide at least one washroom and kitchen for residential accommodation. This definition may include a short-term rental as defined in the Short-Term Rental Licensing By-Law where it is comprised of one or more habitable rooms designed to provide at least one washroom and kitchen for residential accommodation. This definition excludes bunkhouses, recreational vehicles, travel trailers, tent trailers or motor homes.

“**Environmental Protection Area**” means an area of natural and scientific interest, fish habitat or significant wildlife habitat areas, provincially significant wetlands, significant coastal wetlands and locally significant wetlands, rivers, streams and small inland lake systems and the Snake and Salmon Islands, located in Lake Ontario, all of which are shown in the **Official Plan**.

“**finished grade**” means the average elevation of the ground surface at the base of the main wall, measured at the four most distant points representing the outermost corners of the **building**.

When used in reference to a round **building** or another **building** that does not have corners, means the average elevation of the ground surface at the base of the **building**, measured around the perimeter.

“**gross floor area**” means the total floor area of all floors of a **building** above **finished grade**, measured between the outside of the exterior walls or between the outside of exterior walls and the centre line of party walls dividing the **building** from another **building**, but excluding:

- (a) Areas of enclosed malls used as a common area between stores;
- (b) Areas used for mechanical equipment, electrical equipment or similar service areas such as garbage or recycling rooms;

- (c) Areas used for stairways and elevator shafts;
- (d) Areas used as storage lockers;
- (e) Areas used for loading spaces, bike spaces and parking spaces;
- (f) Any floor area with a floor to ceiling height of less than 1.8 metres;
- (g) Area in an attic having headroom of 2.1 metres or less for at least half the attic floor area, unless otherwise specified; and
- (h) Balconies, porches, decks and mezzanines.

“**group home**” means the use of a **lot** or **building** to provide supervised living accommodation as per the requirements of its residents, licensed and/or funded by the Province of Ontario or the Government of Canada, generally limited to 10 persons or fewer, exclusive of staff, living together as a single housekeeping unit, but does not include a special needs facility, as defined in By-Law Number 2022-62.

“**land lease community home**” has the meaning as set out in the *Planning Act*.

“**lot**” means a single parcel, tract of land or parcel of tied land, in each case that may be conveyed in compliance with the provisions of the *Planning Act* or the *Condominium Act, 1998*, S.O. 1998, c. 19, excluding a unit, as that term is defined in the *Condominium Act, 1998*. Where a lot is divided in a stratified manner to allow for separate ownership of different levels of a building, it is still considered to be one lot for the purpose of this By-law, with the lot lines that exist at the level of the ground being the applicable boundaries for zoning interpretation purposes.

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

“**natural heritage features or areas**” means features and areas, including significant wetlands, significant coastal wetlands, other coastal wetlands, fish habitat, waters supporting aquatic species at risk, significant woodlands, significant valleylands, habitat of endangered species and threatened species, significant wildlife habitat, and significant areas of natural and scientific interest, which are important for their environmental and social values as a legacy of the natural landscapes of an area.

“**Official Plan**” means the Official Plan for the City of Kingston.

“**on-farm diversified uses**” means the use of any **lot** or **building** which is complementary to the principal **agricultural use** on a **lot**. **On-farm diversified uses** may include but are not limited to **agri-tourism** or other similar uses that produce value-added agricultural products. Examples of **on-farm diversified uses** may include, but are not limited to:

- (a) value-added uses that use feedstock from outside the surrounding agricultural area (for example, processor, packager, winery, cheese factory, bakery, abattoir);
- (b) office, creativity centre, personal service shop, day care centre that exceed home occupation permissions;
- (c) sawmill, welding or woodworking shop, manufacturing/fabrication, equipment repair that exceed home occupation permissions;
- (d) retail store; and
- (e) restaurant, tasting room or cooking classes.

“**on-site improvements**” means paving (base and top course asphalt, excluding granular materials); final site grading; hard and soft landscaping; walkways; retaining walls; fencing (screening and acoustic); lighting; signage; stormwater treatment units; and any above ground stormwater works such as a pond, if required on-site. **On-site improvements** do not include **buildings**, structures and underground storm, sanitary and water services.

“**owner**” means the **person** appearing as the registered owner of the land according to the records of the Land Registry Office and includes a purchaser under a valid Agreement of Purchase and Sale, and the authorized agent of any such purchaser or owner of land.

“**person**” means any individual, association, proprietorship, partnership, company, firm, corporation, business, authorized agent, trustee and heirs, executors or other legal representatives.

“**Planning Act**” means the *Planning Act*, R.S.O 1990, c. P.13.

“**Provincial Offences Act**” means the *Provincial Offences Act*, R.S.O. 1990, c. P.33.

“**provincial offences officer**” has the meaning as set out in the *Provincial Offences Act*.

“**qualified person**” means an individual with a combination of education and experience in the field of study to conduct a study and/or provide subject matter expertise and opinion that has been required by the **City**. The qualifications and credentials of the **qualified person** may include certifications or designations registered in Ontario such as Landscape Architect (OALA), Architect (OAA), Certified Engineering Technologist (C.E.T.), Professional Engineer (P.Eng.), or Professional Geoscientist (P.Geo.) depending on the subject matter of the work and must be to the satisfaction of the **City**, or where appropriate, as defined by Provincial legislation, regulations and standards.

“**residential unit**” has the meaning as set out in the *Planning Act*.

“**site plan control agreement**” means an agreement between the **owner** and the **City** pursuant to subsection 41(7)(c) of the *Planning Act*.

1.3 For the purposes of interpreting this by-law:

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

1.4 This by-law is not to be interpreted as exempting any **person** from the requirement to comply with any other **City** by-law or federal or provincial legislation. In the event of a conflict between the provisions of this by-law and any other **City** by-law, the provision that is the most restrictive will apply.

2.0 Administration

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

- 2.2 Where this by-law provides that the **Director** may do an act, the **Director** may, when doing the act, seek and consider information or documents from any **person**, and may consult with other **City** employees, legal counsel, or other advisors, all as the **Director** considers necessary.
- 2.3 Where this by-law provides that the **Director** may do an act, it may be done by a **person** authorized by the **Director** to do the act.

3.0 Development Subject to Site Plan Control

- 3.1 All lands within the municipal boundaries of the City of Kingston are hereby designated as a site plan control area.

4.0 Exemptions

- 4.1 The following classes of **development** are exempt from site plan control and may be undertaken without the approval of plans and drawings otherwise required under section 41 of the **Planning Act**:

- (a) the construction, erection or placing of a **building** or structure for residential purposes on a **lot** if that **lot** will contain no more than 10 **residential units**, unless:
 - (i) site plan control has been applied as a condition of another **Planning Act** approval for a **lot** that will contain between 5 and 10 **residential units** and which includes any lands in an area prescribed by regulation pursuant to subsection 41(1.2) of the **Planning Act**; or
 - (ii) the **lot** includes the construction, erection or placing of a **land lease community home** that will contain any number of **residential units**;
- (b) **group homes**;
- (c) any **building** or structure accessory to the uses described in clauses (a) and (b) of this by-law;
- (d) new non-residential **development** which contains less than 300 square metres of **gross floor area**, at the sole discretion of the Director, where:

- (i) the **lot** is not located within an **Environmental Protection Area** or **adjacent lands**;
 - (ii) the **development** does not have the effect of altering the grading or drainage of the **lot**; and
 - (iii) the **development** does not adversely affect a **natural heritage feature** or **adjacent lands**;
- (e) minor modifications or additions to existing **development**, or any **building** or **structure** accessory to existing **development**, at the sole discretion of the **Director**, where:
- (i) the **lot** is not located within an **Environmental Protection Area** or **adjacent lands**; and
 - (ii) the minor modification or addition does not have the effect of:
 - a. substantially increasing the size or useability of any **building** or structure;
 - b. altering the grading or drainage; or
 - c. adversely affecting a **natural heritage feature** or **adjacent lands**;
- (f) interior **building** alterations which do not involve a change of use as defined in the *Building Code Act, 1992*, S.O. 1992, c. 23 or which, at the sole discretion of the **Director**, do not impact the grading, drainage, parking or access on the **lot**;
- (g) a temporary **building** or structure that is designed, constructed and placed on a **lot** in a manner which permits its removal after a period of time not to exceed 120 consecutive days, as determined in the sole discretion of the **Director**;
- (h) any sheds, scaffolds or other structures incidental to a permitted **building** construction for so long as the same is necessary for work in progress which has neither been finished nor abandoned;

- (i) any outdoor patio which is accessory to an industrial or institutional use and is not associated with commercial use;
- (j) any outdoor patio located on **City** property which has been expressly permitted in writing by the **City**;
- (k) **agricultural uses**;
- (l) **on-farm diversified uses, agri-tourism uses and agriculture-related uses**, at the sole discretion of the **Director**, except where site plan control approval is required as a condition of provisional consent, a condition of a minor variance decision or included as a condition of removal of a holding overlay;
- (m) **day care centres**; or
- (n) a portable classroom on a school site of a district school board if the school site was in existence on January 1, 2007.

5.0 Approval of Plans and Drawings

5.1 Subject to section 4.0 of this by-law, no **person** will undertake any **development**, and no building permit may be issued for any **development**, on lands located within the **City's** site plan control area, unless the **City** has approved in writing, plans and drawings for the following:

- (a) plans showing the location of all **buildings** and structures to be erected and the location of all facilities and works to be provided in conjunction therewith and of all facilities and works required under clause 41(7)(a) of the **Planning Act**, including facilities designed to have regard for accessibility for person with disabilities; and
- (b) drawings showing plan, elevation and cross-section views for each **building** to be erected, except a **building** to be used for residential purposes containing less than 25 **dwelling units**, for which drawings are sufficient to display:
 - (i) the massing and conceptual design of the proposed **building**;

- (ii) the relationship of the proposed **building** to adjacent **buildings**, streets, and exterior areas to which members of the public have access;
- (iii) the provision of interior walkways, stairs, elevators and escalators to which members of the public have access from street, open spaces and interior walkways in adjacent **buildings**;
- (iv) matters relating to **building** construction required under a by-law referred to in section 97.1 of the ***Municipal Act, 2001***;
- (v) the sustainable design elements on any adjoining road under the **City's** jurisdiction, including trees, shrubs, hedges, plantings or other ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities; and
- (vi) facilities designed to have regard for accessibility for persons with disabilities.

5.2 Plans and drawings submitted pursuant to this by-law must:

- (a) bear a drawing number, date or date of revision; and
- (b) be submitted in a manner and to a scale that shows with clarity and accuracy all **buildings**, structures, facilities and works described in clauses 6.1 (a) and (b) of this by-law.

5.3 The **City** may require the applicant to submit additional studies, plans and calculations completed by a **qualified person** that validate the location, dimensions and nature of the **buildings**, structures, facilities and works proposed in the plans and drawings.

5.4 The cost of any required studies, plans and calculations, including additional studies, plans and calculations, will be the sole responsibility of the **owner**.

6.0 Site Plan Control Agreements

6.1 Subject to section 4.0, an **owner** who undertakes **development** in the **City's** site plan control area may, as determined by the **Director**, be required to enter into one or more **site plan control agreements** with the **City** dealing

with, and ensuring the provision of, any or all of the facilities, works or matters set out in subsection 41(7) of the **Planning Act** and the maintenance thereof or with the provision and approval of plans and drawings referred to in section 5.0 of this by-law.

- 6.2 At the **owner's** sole expense, any agreement or amendment thereto entered into under this by-law will be registered by the **City** against the land to which it applies. The **City** is entitled to enforce the agreement against the **owner** and all subsequent **owners** of the land.

7.0 Performance and Maintenance Securities

- 7.1 Where the **owner** is required to enter into a **site plan control agreement**, and the **site plan control agreement** requires the submission of a financial security in order to guarantee compliance with the provisions of the **site plan control agreement**, including satisfactory completion and/or maintenance of the facilities and works required by the **site plan control agreement** and the approved plans and drawings listed therein, the **owner** must file with the **City**, financial securities in an amount as determined by the **City** in accordance with this by-law.
- 7.2 The **owner** must submit to the **City** for written approval a cost estimate prepared by a **qualified person** for the approved facilities and works. The cost estimate approved by the **City** must be appended to the **site plan control agreement**.
- 7.3 The amount of the security will be determined by the **City** based on the cost estimate submitted pursuant to subsection 7.2 of this by-law. The amount of security required will be calculated as follows:
- (a) the amount of security will equal 50% of the estimated cost of the **on-site improvements** to a maximum amount of \$250,000; and
 - (b) for all facilities and works on **City-owned** property, the amount of security will equal 100% of the cost of the approved facilities and works.
- 7.4 If lands subject to a **site plan control agreement** are transferred, the **City** will not return any securities required pursuant to this by-law until the new **owner** provides substitute securities in the required amounts to the satisfaction of the **City**.

7.5 In accordance with the provisions of the **site plan control agreement**, the **City** may conduct site inspections to confirm the satisfactory completion of facilities and works in accordance with the approved site plans and drawings.

8.0 Acceptable Forms of Securities

8.1 Any security required in accordance with this by-law must be submitted to the **City** prior to the execution of the **site plan control agreement**.

8.2 Any security must be provided to the **City** in the form of cash, certified cheque, surety bond or an irrevocable letter of credit in the amount as determined by the **City** and in a form satisfactory to the **City**. Without limiting the generality of the foregoing, all letters of credit must be issued by a Schedule 1 Canadian Chartered Bank. Any security will be held and released by the **City** in accordance with the **site plan control agreement**, without interest.

9.0 Security for Multi-Phase Developments

9.1 Where a multi-phase **development** is proposed, the **City**, in its sole discretion, may permit a security to be submitted for the initial phase of the **development**. The security may be applied to subsequent phases of the **development** provided that:

- (a) all phases of the **development** are being undertaken by the same **owner** and are located on contiguous lands;
- (b) the proposed phasing is reflected on the approved plans and drawings and in the approved cost estimate;
- (c) if a letter of credit is provided as security, the letter of credit applies to all phases of the **development**;
- (d) the amount of the security is calculated based on the estimated cost of the most expensive phase of **development**; and
- (e) **development** of the phase to which the security applies must be substantially complete to the satisfaction of the **City** before the security may be applied to any subsequent phase.

10.0 Draws on Financial Security to Remedy Defaults

- 10.1 Where the **owner** has entered into a **site plan control agreement** in accordance with the provisions of this by-law and has received notice from the **City** of a default with respect to any of the obligations, terms, covenants or provisions of the **site plan control agreement** or the approved plans and drawings therein, then the **City** may enter upon the **owner's** lands to complete any outstanding works to remedy the default at the **owner's** sole expense.
- 10.2 The **City**, at its sole discretion, may recover any costs incurred, including interest and administration costs, to provide, maintain or complete any works by drawing down on the financial security provided pursuant to the **site plan control agreement** and this by-law. If there is no security, or if the amount of security held by the **City** is not sufficient to cover the costs incurred by the **City**, then without limiting the **City's** remedies, the **City** may recover any costs incurred by adding the costs to the tax roll of the **owner's** lands and collecting them in the same manner as property taxes.
- 10.3 Where the **City** exercises its discretion to draw on the financial securities to remedy any default related to a **site plan control agreement** or the approved plans and drawings, the **owner** will be charged an administration fee equal to 20% of the costs to remedy said default. Where deemed appropriate by the **Director** in their sole discretion, the administration fee may be waived.

11.0 Enforcement

- 11.1 This by-law may be enforced by a **provincial offences officer**, or other authorized employees or agents of the **City**.
- 11.2 No **person** will obstruct or hinder, or attempt to obstruct or hinder, a **provincial offences officer** or other authorized employees or agents of the **City** in the exercise of a power or the performance of a duty under this by-law.
- 11.3 Every **person** who contravenes any provision of this by-law is guilty of an offence as provided for in the **Provincial Offences Act**.
- 11.4 Every officer or director of a corporation who permits a contravention of any provision of this by-law is guilty of an offence as provided for in the **Provincial Offences Act**.

- 11.5 Every **person**, officer or director who contravenes any provision of this by-law is liable for a fine as provided for in the ***Provincial Offences Act*** upon conviction.
- 11.6 When a **person** has been convicted of an offence under this by-law, the Ontario Court of Justice or any court of competent jurisdiction may, in addition to any other penalty imposed on the **person** convicted, make an order:
- (a) prohibiting the continuation or repetition of the offence by the **person** convicted; and
 - (b) requiring the **person** convicted to correct the contravention in the manner and within the period that the Ontario Court of Justice considers appropriate.

12.0 General

- 12.1 If a court of competent jurisdiction declares any provision, or any part of a provision, of this by-law to be invalid, or to be of no force and effect, it is the intention of **Council** in enacting this by-law that each and every one of the then remaining provisions hereof shall remain in full force and effect.
- 12.2 By-Law Number 2010-217, “A By-Law to Designate the Whole of the City of Kingston as a Site Plan Control Area, Pursuant to Section 41 of the *Planning Act*, R.S.O. 1990, Chapter P.13, as amended, and to Adopt Certain Procedures for the Processing of Site Plan Control Applications, and to Exempt Certain Classes of Development from Approval of Plans and Drawings”, is repealed in its entirety.
- 12.3 The **City** may provide Site Plan Control Guidelines intended to provide guidance on the site plan control process and design standards, but which do not form part of this by-law and may be amended from time to time.
- 12.4 This by-law will come into force and take effect on the date it is passed.

1 st Reading	date
2 nd Reading	date
3 rd Reading	date
Passed	date

Janet Jaynes
City Clerk

Bryan Paterson
Mayor



Site Plan Control Guidelines

City of Kingston
Planning Services
February 20, 2025



The Site Plan Control Guidelines were endorsed by City Council on XX 2025 and may be updated by staff from time to time.

This document is intended to provide general information only. For detailed reference, please refer to the *Planning Act* and the City of Kingston Site Plan Control By-Law Number 2025-XX.

For additional information, contact Planning Services at 613-546-4291 extension 3180.

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Site Plan Control Guidelines

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1. Purpose

The purpose of the Site Plan Control Guidelines is to outline the submission requirements and review process through which site plan control applications are evaluated within the City of Kingston. The guidelines convey the City's expectations and preferences for development subject to site plan control.

Site plan control is a planning tool authorized under Section 41 of the *Planning Act* that allows municipalities to review development matters such as the massing and location of buildings, pedestrian and vehicular access, drainage and lighting. The site plan control process examines the design and technical aspects of a proposed development to ensure it is safe, functional, and compatible with the surrounding area.

On XX, City Council passed By-Law Number 2025-XX, titled the Site Plan Control By-Law, which designates the whole of the City of Kingston as a "Site Plan Control Area" and establishes classes of development exempt from site plan control.

Please note that site plan control is a separate process from other applicable approvals under the *Building Code Act*, *Ontario Heritage Act*, *Planning Act*, etc. Owners are responsible for obtaining all applicable approvals from the City of Kingston and external agencies, including those listed in Section 4.4.1. of this document, prior to construction.

2. Electronic Submission

All applications for site plan control are to be submitted electronically using the Development and Services Hub (DASH), the City's online development review portal at <https://www.cityofkingston.ca/planning-and-development/how-to-use-dash/>.

Assistance with DASH applications is available by contacting Planning Services at 613-546-4291, ext. 3180, planning@cityofkingston.ca or by visiting the Planning Services offices at 1211 John Counter Boulevard during regular office hours.

3. Pre-Application

Pre-application is optional but recommended prior to formal submission of a site plan control application. During the pre-application process, the applicant will meet with City staff to discuss any potential technical issues and required approvals and submission materials, including but not limited to, supporting studies, plans and drawings.

Pre-application does not imply or suggest any future recommendations or approvals on behalf of the Corporation of the City of Kingston, staff or agencies.

Pre-applications are to be submitted through DASH. Submission deadlines can be found at <https://www.cityofkingston.ca/planning-and-development/development-applications/pre-application/>.

For the purpose of pre-application, the applicant will generally provide the following information at a minimum:

- a) The location(s) of the proposed development;

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- b) The proposed use(s); and
- c) Preliminary scaled drawings and/or visual renderings of the proposed development.

4. Review Process

Review of a site plan control application is undertaken by various City departments and external agencies, such as Utilities Kingston, Cataraqui Conservation, and provincial ministries, as applicable.

Applications which contravene City policies, regulations, and the zoning by-law(s), or do not contain the required information will not be considered. Any proposals requiring a zoning by-law amendment or a minor variance must receive final approval (including no appeals during the appeal period) prior to the submission of the site plan control application.

The site plan control process flow chart is provided in Appendix A.

4.1 Complete Application Requirements

The following are minimum application requirements to be submitted prior to staff review or circulation of the site plan control application:

- a) Complete application details in DASH;
- b) Full application fees as per City of Kingston By-Law Number 2005-10, Fees and Charges By-Law, as amended;
- c) Architectural elevations;
- d) Floor Plans;
- e) Grading Plan, as applicable;
- f) Landscaping Plan (may be combined with Site Plan or Grading Plan);
- g) Lighting Plan, as applicable;
- h) Noise report, as applicable;
- i) Owner authorization form (if applicant is not the property owner);
- j) Servicing Plan, as applicable;
- k) Servicing report;
- l) Site Plan;
- m) Site Plan Accessibility Checklist;
- n) Stormwater Management Report/Brief, as applicable; and

o) Zoning Compliance Table.

The need for additional reports may also be identified once various City departments and external agencies have commenced their review of the application. Applicants are encouraged to undertake pre-application to help identify any additional requirements prior to formal submission.

To ensure the timely and coordinated processing of the site plan control application, all submission materials, including any required revisions, are to be uploaded to DASH and coordinated through Planning Services. Reports or drawings are not to be submitted directly to any individual department/commenting agency.

4.2 Required Fees

The applicant will be required to pay the appropriate fee for the submission of a site plan control application, as set out in By-Law Number 2005-10, the Fees and Charges By-Law, as amended. The full application fee is payable with the application submission. The application fees are updated from time to time. Fees are payable based on the fee schedule in effect on the date the complete application is made. For the current application fees, please consult Planning Services or refer to the Fees and Charges By-Law on the City's website.

The applicant will also be required to pay fees associated with the preparation and registration of the site plan control agreement and will be advised by the Legal Services Department of the required fee prior to the registration of the site plan control agreement. There may also be other financial requirements arising from the application, including, but not limited to, parkland dedication, development charges, community benefits charges, payment of outstanding property taxes, deferred local improvement charges and road widening conveyance. If there is a need for a peer review of any of the required supporting studies, the peer review will be at the applicant's cost.

Information regarding financial securities is provided in Section 5 of this document.

4.3 Public Notification and On-Site Signage

Once a complete application has been submitted, including the payment of the required application fees, the file is assigned to a Planner. The Planner will provide instructions for signage requirements to the applicant. The sign will include a brief description of the proposal and provide City contact information for the public to obtain more details. The applicant is responsible for the proper installation and removal of the sign(s).

If the site plan control application has been "bumped-up" to the Planning Committee, as described in Section 4.5 below, a notice of the meeting is provided by the City to all property owners within 120 metres of the subject site and to any individuals who have requested to be notified. A courtesy advertisement is also placed in the local newspaper outlining the items on the Planning Committee agenda.

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4.4 Technical Circulation

The Planner assigned to the file will prepare the technical circulation for distribution to commenting internal departments and external agencies, as appropriate.

Once all comments have been received by Planning Services, they will be forwarded to the applicant who is responsible for addressing comments and submitting revisions, as required. In order to keep the application active and obtain timely approval, the applicant must address the comments and concerns as requested and provide the revised plans and any required additional information promptly. A letter outlining how each specific comment has been addressed must be included in all subsequent submissions.

When all comments have been satisfied, the site plan control agreement is finalized for execution by the owner and/or those who have legal signing authority.

4.4.1 Other Agencies

Agencies outside of the jurisdiction of the City of Kingston and Utilities Kingston may need to be contacted and their approval gained prior to issuance of site plan control approval or development of the site. Agencies such as, but not limited to, federal authorities (for example Parks Canada, Transport Canada, Fisheries and Oceans Canada), provincial ministries (for example Ministry of the Environment, Conservation and Parks, Ministry of Natural Resources and Forestry, Ministry of Transportation), Cataraqui Conservation, CN Rail, Kingston, Frontenac and Lennox & Addington (KFL&A) Public Health, Enbridge Gas, Hydro One, Cogeco and Bell Canada may be required to give their approval prior to development. The applicant is responsible for notifying and obtaining approval from all agencies outside the jurisdiction of the City of Kingston and Utilities Kingston.

Applicants are advised to contact Cataraqui Conservation directly if the proposed development is within 120 metres of any stream, river or other watercourse, water body, lake, wetland, floodplain, or environmentally significant area. A permit may be required under Ontario Regulation 41/24 or for the placement, grading, or removal of fill on a property, or for the alteration of a watercourse. Applications within Cataraqui Conservation's jurisdiction will need to be reviewed and approved by Cataraqui Conservation prior to issuance of site plan control approval.

Information regarding Cataraqui Conservation's land use planning policies, regulations, and application fees can be found on the Cataraqui Conservation website at <https://cataraquiconservation.ca/>.

4.5 Site Plan Control Approval – Delegated Authority

The Director of Planning Services has delegated authority to approve site plan control applications. The Mayor and all members of Council are provided notice of all site plan control applications and have the opportunity to request that a site plan control application be referred to or “bumped-up” to the Planning Committee. If a site plan control application has been referred to the Planning Committee (through a motion of Council), an information report to the Planning Committee is prepared by staff following

receipt of all technical review comments and resolution of all major items. A courtesy notice outlining the items on the Planning Committee agenda is placed in the newspaper and/or the City's website.

Site plan control approval by the City is required prior to issuance of a Building Permit. If construction of the proposed development has not commenced within one year of the date of the site plan control agreement, the City may withdraw site plan control approval and terminate the site plan control agreement.

If the City does not approve the site plan control application within the timeline prescribed by the *Planning Act*, or if the owner does not agree with the conditions of the approval, the owner may submit an appeal to the Ontario Land Tribunal.

4.5.1 Following Site Plan Control Approval

Once all technical comments have been resolved, the applicant must fulfill the following requirements to the satisfaction of the City as part of the final site plan control approval step:

- a) Submit a cost estimate (as outlined in Section 5 of this document) and submit all required financial securities to the City after the cost estimate is finalized;
- b) Submit one final set of drawings with a document listing the name and number of each final drawing, the date created, date of last revision and revision number, and the name of the firm or company that prepared each drawing;
- c) Provide the following information:
 - o Name of the owner;
 - o Mailing address of owner;
 - o Name of signing authorities and their titles; and
 - o Legal description of the property
- d) Provide a signed site plan control agreement.

A signed site plan control agreement, financial securities, fees, and all final documents must be submitted to Planning Services. When the documents are received, the owner will receive the final site plan control approval memo from the City.

4.5.2 Site Plan Control Agreement

The owner is required to enter into an agreement with the City prior to the issuance of site plan control approval. Once executed, the site plan control agreement is registered against the title of the land to which it applies and is binding on current and subsequent owners of the property.

A site plan control agreement contains specific conditions pertaining to the site as identified through the site plan control review process. The applicant is required to

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provide a cost estimate for the project which is to be included as a schedule to the site plan control agreement and used to determine the required securities for the development. The site plan control agreement contains schedules regarding the required financial securities, any cash surcharges, easements, and the list of approved drawings.

If there is a significant amount of off-site work required, a separate Construction Agreement may be required by Development Engineering or Utilities Kingston.

4.5.3 Modifications Following Site Plan Control Approval

Any proposed changes to the approved plans may require further approval through a Site Plan Modification application. A modification to the site plan agreement may be required depending on the nature of the proposed changes.

5. Securities

Financial securities are required as part of the site plan control process to ensure the satisfactory completion and maintenance of the required works. The cost estimate approved by the City is appended to the site plan control agreement.

The amount of security required is calculated as follows:

- a) the amount of security equals 50% of the estimated cost of the on-site improvements to a maximum amount of \$250,000; and
- b) for all facilities and works on City-owned property, the amount of security equals 100% of the cost of the approved facilities and works.

Securities may be provided in the form of cash, certified cheque, surety bond, or irrevocable letter of credit, satisfactory to the City.

5.1 Draws on Financial Security

In accordance with Site Plan Control By-Law Number 2025-XX, where an owner has entered into a site plan control agreement and has received notice from the City of a default with respect to any of the obligations, terms, covenants or provisions of the site plan control agreement or approved plans and drawings therein, the City may enter upon the owner's lands to remedy the default at the owner's sole expense.

5.2 Reduction/Release of Financial Security

Requests for reduction or release of financial securities are filed through DASH and must be accompanied by a certificate from a Qualified Person confirming that all required facilities and works have been completed in accordance with the approved site plan drawings, along with the applicable application fee.

Where all facilities and works have been completed, up to a maximum of 90% of the initial amount of the financial security may be released. The remaining 10% of the initial security amount will be held by the City for a minimum of one year as a maintenance security to ensure all facilities and works, including landscaping, are maintained and

that any necessary repairs or replacements are completed. After the one-year maintenance period, the owner may apply for final release of securities through DASH, including a certificate from a Qualified Person confirming that all required facilities and works have been completed, along with the applicable application fee.

Where a portion of the facilities and works have been completed, a partial release of securities may be requested, accompanied by a certificate from a Qualified Person confirming the cost and percentage of completed facilities and works, along with the applicable application fee.

The City may conduct a site inspection to confirm the satisfactory completion of facilities and works. Where deficiencies are identified, the security release may be delayed or reduced until the deficiencies have been remedied.

6. Required Reports, Studies, Plans and Drawings

Through the pre-application process, staff will identify the reports, studies, plans and drawings that are required with the submission of the site plan control application. The need for additional reports, studies and plans may also be identified once various City departments and external agencies have commenced their review of the application.

6.1 Required Reports and Studies

Required reports and studies must be current and completed by an appropriately qualified professional. Common reports and studies that may be required include, but are not limited to, Archaeological Impact Assessment, Environmental Impact Assessment, Environmental Site Assessment, Geotechnical Study, Heritage Impact Assessment/Statement or Conservation Report, Hydrogeology Study, Noise and/or Vibration Report, Servicing Report, Stormwater Management Report, Traffic Impact Study, and Urban Design Study.

Other studies that may be required in order to facilitate proper consideration of the site plan control application could include, but are not limited to, a Shadow Analysis, Height Survey of Adjacent Buildings, Air Quality Study, Slope Stability Study, Wave Uprush Study, Wind Study, and Snow Load Calculations.

Terms of Reference for the following commonly required reports and studies are available by contacting Planning Services:

- a) Heritage Impact Statement;
- b) 3D Building Mass Model;
- c) Environmental Impact Assessment;
- d) Erosion and Sediment Control Plan;
- e) Floodplain Analysis;
- f) Geotechnical Study;

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- g) Landscaping Plan;
- h) Lighting Study;
- i) Noise Impact Study;
- j) Parking Study;
- k) Phase 1 & 2 Environmental Site Assessment;
- l) Planning Justification;
- m) Record of Site Condition;
- n) Servicing Report;
- o) Stormwater Management Report;
- p) Traffic Impact Study;
- q) Tree Preservation and Protection Plan; and
- r) Urban Design Study.

6.2 Required Plans and Drawings

Required plans and drawings must be current and completed by an appropriately qualified professional. Common plans and drawings that are required include, but are not limited to, Site Plan, Architectural Drawings, Elevation Drawings, Engineering and Utilities Drawings, Servicing Plan, Grading Plan, Construction Details, Landscape Plan, Tree Preservation Plan and Survey.

6.2.1 General Requirements for Plans and Drawings

All plans and drawings must be legible and submitted with metric dimensions. The following information must be included on all submitted plans:

- a) Identification of the proposed use of the site;
- b) Name and address of the firm preparing the plan;
- c) Name of applicant and owner;
- d) Municipal address and/or legal description (Reference Plan, Lot, Concession and Registered Plan Lot Number);
- e) Metric scale;
- f) North arrow;
- g) Legend;

- h) Title block and revision block;
- i) The main features of the site (all buildings, parking areas, driveways, above ground utilities, landscape areas, fencing, ditches, etc.);
- j) Location of all building entrances;
- k) Overall dimensions of all property boundaries and all buildings and structures existing or proposed on the site and abutting properties, including dimensions which are sufficient to show the position of buildings in relation to site boundaries;
- l) All existing and proposed easements, rights-of-way and reserves within or adjacent to the subject lands;
- m) Sight triangles; and
- n) Required professional stamp.

All revisions to plans and drawings must be dated, noted and described in the revision block on each drawing and must have the area(s) of revision highlighted (in a cloud format).

6.2.2 Site Plan Drawing

In addition to the requirements of Section 6.2.1, the site plan drawing must include the following information at a minimum:

- a) Key plan, indicating location of the site in respect to the City street network;
- b) Use of existing and proposed buildings and number of storeys;
- c) Layout of the parking area and minimum dimensions of parking spaces, accessible parking spaces, loading spaces, bike spaces, aisles, driveways, ramps, fire routes;
- d) The type of parking area (i.e. open, underground, garage);
- e) Location of vehicular entrance(s);
- f) Dimensions of vehicular entrance width, turning radii and sight triangles;
- g) Truck routes, turning radii and required fire lanes;
- h) Curb cuts, curb depressions, depressed walks on each side of all streets that border the property;
- i) Layout of pedestrian access and walkways;
- j) Height and design of all existing and proposed fences and privacy screens;
- k) Labelled existing and proposed surface treatment (for example, grass, paved, gravel);

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- l) Location, design and construction details of waste and recycling collection area(s);
- m) Location of all outdoor storage areas and detailing of enclosure;
- n) Any existing or proposed street widening and 0.3 metre reserves;
- o) Abutting road right-of-way width including the location and width of traffic islands, hydro poles, fire hydrants, sidewalks, etc.;
- p) All existing and proposed driveways on the subject site and adjacent properties;
- q) Man-made or natural features (such as a watercourse, swale, culvert, retaining wall, embankment, catch basin) on or adjacent to the site;
- r) A site statistic table indicating the following for each use, as applicable: lot area; landscaped open space area; ground floor area; gross building floor area; number of units; height of building; number of storeys; number of required and provided parking spaces; number of required and provided accessible parking spaces; number of required and provided loading spaces; number of required and provided bike parking spaces, lot coverage of principal building(s); lot coverage of accessory building(s); and percentage of paved and/or graveled area;
- s) For residential development, the site statistic table must also indicate the following: density, number of bedrooms per unit, and total amenity area;
- t) Location of snow storage area(s);
- u) Location and dimensions of amenity areas; and
- v) Location of existing buildings with an indication whether the buildings are to be demolished or to remain.

6.2.3 Architectural Drawings

Architectural drawings include elevations and floor plans. Where required under the Ontario Building Code, architectural plans must be prepared and stamped by an Architect or a Professional Engineer. Floor plans must be submitted for all buildings. The plans should show all floors except where the layout of a floor is repetitive. During the site plan control review process, interior layouts are used for information purposes only. Floor plans form part of the approved site plan control plans for the site plan control agreement where they include interior walkways, stairs, elevators and escalators to which members of the public have access from streets, open spaces and interior walkways in adjacent buildings.

Architectural Design Considerations

From a planning and design perspective, the City will be looking for proposals that promote:

- a) a visually attractive built environment;

- b) an environmentally friendly and sustainable development;
- c) pedestrian orientation;
- d) opportunities for active transportation;
- e) compatibility with adjacent buildings and land uses; and
- f) the conservation and enhancement of cultural heritage resources and natural heritage features.

The design of a site should be appropriate in massing and location and in general conformity with surrounding buildings. When adjacent to a protected heritage property, site design should strive to avoid negative impacts to the heritage value of the adjacent property, such as visual obstruction, overshadowing or isolation.

Mechanical equipment should be integrated into the design of the building or located in areas of the building that are not visually prominent. All rooftop mechanical equipment or elevator shafts should be screened such that they are not visible from ground level. Materials used to screen the rooftop mechanics should be sensitive to the materials used in building construction.

6.2.4 Elevation Drawings

In addition to the requirements of Section 6.2.1, the elevation drawings for all sides of all existing or proposed buildings must include the following information:

- a) Floor and overall building height dimensions;
- b) All roof structures, screening and mechanical equipment (penthouses, chimneys, rooftop units, vents, air conditioning, etc.);
- c) Location and dimensions of any existing or proposed roof or fascia signs; and
- d) Location and design of all exterior lighting including lighting specifications if separate lighting plan is not provided.

In addition to the above, inclusion of exterior material type and colour is requested.

Where the proposed development includes a streetscape or group of buildings, a “street elevation”, drawn to scale, showing all elevations from the street side is required.

6.2.5 Engineering and Utilities Drawings

Site grading and servicing must conform with any approved records currently on file with the City. All engineering drawings must be prepared by a Professional Engineer licensed to practice in Ontario. The Professional Engineer’s certification (i.e. P.Eng. stamp, signed and dated) is to be provided on the drawings.

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6.2.6 Servicing Plan

In addition to the requirements of Section 6.2.1, the servicing plan must include the following information at a minimum:

- a) Existing and proposed above ground services:
 - All existing and proposed above ground utility services within the site, adjacent street, road allowance, boulevards and within 6 metres of the site;
 - Light standards and fixture location, utility structures, hydro transformer boxes, vaults and Bell chambers, hydro/telephone/cable poles, guys and pedestals;
 - Overhead and underground structures associated with electrical service entrances must be located on the site plan and include the proposed sizing and design connected load;
 - Indicate existing street lighting poles as well as new pole locations, as illustrated within the composite utility plan;
 - For street lighting, indicate proposed power supplies, circuiting, estimated demand load, conductor and duct sizes, and ground rod locations;
 - Proposed location of the gas running line, meter set and regulator;
 - Specify minimum grades, sizes, material types, bedding and backfill, cover on sanitary, water and electrical services;
 - Details of any service connections to the City infrastructure including methods and materials;
 - All existing services or stubs to be abandoned;
 - Any future local improvement works agreed to in an existing site plan control agreement;
 - Existing and proposed driveways to neighbouring sites on both sides of the street;
 - Existing asphalt driveway ramps;
 - Existing and proposed driveway depressions;
 - Curb cuts at all sidewalks, ramps, etc.;
 - Material type and width of City and private sidewalks and walkways;
 - Curbs and/or curb and gutters (label with Ontario Provincial Standard Drawings or OPSD reference);
 - Road shoulders;

- Driveways, parking areas, retaining walls, berms, fences and handrails, trees, bushes and hedges;
 - Drainage swales with a typical swale cross section detail;
 - Sanitary sewer and electric servicing manholes;
 - Identified and dimensioned catch basins, double catch basins, ditches, culverts, ditch inlets and ditch outlets (label with OPSD reference);
 - Manholes, hydrants, valves (boxes and chambers), Siamese connections and service shutoffs (curb stops);
 - Hydrant flange elevations and adjacent finished ground elevations must be shown on all hydrants within or immediately adjacent to the site;
 - The calculated fire flow available from the nearest hydrant;
 - Traffic and pedestrian signals; and
 - Signs (street and private) and parking meters.
- b) Existing and proposed underground services:
- All existing and proposed underground utility services (water, sewer, gas, electric, fibre) within the site, adjacent street, road allowance, boulevards and within 6 metres of the site;
 - Sanitary sewers, storm sewers, and foundation drains labelled with the following: pipe material, diameter, slope, pipe bedding, pipe inverts at the point of connection to main, at the building face and at property line;
 - Plan and profile detail for any underground work to be done in the City right-of-way;
 - Inlet elevations of all catch basins;
 - Septic system location (if required);
 - Watermain services (domestic and fire lines) to the building with pipe material, diameters and obvert elevations at critical locations;
 - Hydro services and gas services (with pipe material and size for existing gas services); and
 - Details of any service connections to the City infrastructure including methods and materials.

The following note is also required on any servicing plan with proposed watermain or large services 100 millimeters and greater:

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“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 approved 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 and when 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.”

6.2.7 Grading Plan

In addition to the requirements of Section 6.2.1, the grading plan must include the following information:

- a) Existing building structures and site details such as driveways, sidewalks, utilities, etc., within 6 metres of the site;
- b) Geodetic grades as well as first floor elevations (in metres) of all buildings, finished floor and basement floor elevations for all buildings requiring servicing;
- c) Proposed finished grades sufficient to show surface drainage and the extent of deviation from original grades;
- d) Drainage swales;
- e) Roof downspout locations and direction of drainage;
- f) Arrows indicating the direction of surface drainage on all paved, granular and grassed areas;
- g) Sufficient elevations in driveways and parking lots to show the drainage pattern;
- h) Spot elevations at all locations where the grade changes on the site including cross sections of any changes of elevation across the site that impacts planting, parking or access;
- i) Proposed elevations for all building corners and all building access points, (i.e. ramps, entrances, and loading bays);
- j) Elevations at the bottom and the top and any intermediate landings of wheelchair and scooter ramps;
- k) Sufficient elevations at property line, back edge of walk, top of curb, and road crown, in all site entrances and along the frontage of the property as required to reflect the existing conditions;
- l) Rim elevations on all maintenance hole lids and covers;

- m) Wherever possible and with the permission of the adjacent landowners, existing elevations are required to be shown at 3 metres and 6 metres beyond the site limits;
- n) All elevations are to be based on City of Kingston Benchmarks;
- o) Contour lines and/or spot elevations referenced to the City Benchmark;
- p) City Benchmark data used, described and labelled on the drawing (Benchmark information is available from Engineering/GIS Technologist, Engineering Services);
and
- q) The following note:

“Construction Notes – Environmental

While undertaking clearing, demolition, excavation or construction the Owner and their contractors shall be vigilant for the potential presence of underground fuel tanks, contaminated soil or groundwater, buried wastes, designated substances or abandoned water wells. If any of the above are encountered or suspected, the Owner shall ensure that:

1. The City of Kingston’s Environment Division is advised that contaminants or wastes have been discovered or are suspected;
2. Any soil or groundwater contamination encountered is to be managed in accordance with all applicable regulations and standards;
3. Any wastes generated by site clean-ups are managed in accordance with applicable laws and standards;
4. Any abandoned fuel tanks encountered are decommissioned in accordance with applicable laws and standards;
5. Any unused water wells (drilled or dug) are properly abandoned in accordance with Ontario Regulation 903 – Wells or as revised;
6. If it appears likely that contamination, including the presence of designated substances, extends beyond the boundaries of the subject property, the Owner notifies the local office of the Ministry of the Environment and the City of Kingston’s Environment Division;

Construction wastes are not to be buried within the property that is the subject of this Agreement, and

7. That the Owner and their contractors report all spills to the Ministry of the Environment’s Spills Action Centre (1-800-268-6060) and to the Municipality (546-4291 ext. 1368) forthwith.”

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6.2.8 Construction Details

All necessary construction details and general notes are to be provided to accurately convey the design intent of the elements on the plan and to address the proposed built form. Minimum grades, sizes, material types, bedding and backfill, cover on sanitary, water and gas mains and electrical services where appropriate (within the City of Kingston service area) are to be specified on the drawings.

A plan and profile detail is required for any underground work to be done in the City right-of-way. Details also need to be provided for any service connections to the City infrastructure, including methods and materials.

Construction details will include the following at a minimum:

- a) Planting details (deciduous and coniferous tree planting details, shrub planting detail and tree to be transplanted detail, planting on slopes, if applicable);
- b) Retaining walls, steps, curbing, ramps, stairs or seating walls (if retaining wall is greater than 1.0 metre in height and not connected to the building, the detail must be stamped by a licensed professional Engineer);
- c) Paving for walks and pathways (concrete, asphalt, unit paving, etc.);
- d) Fencing for screening or privacy (wood, masonry, chain link, stone, etc.) and gates;
- e) Tree protection fencing;
- f) Garbage enclosures;
- g) Pools, ponds, streams, splash pads, etc.;
- h) Play areas and equipment;
- i) Ground signs (where applicable);
- j) On-slab planting and structures;
- k) All general and specific notes required to supplement the drawings and details; and
- l) Other features requiring clarification.

6.2.9 Landscape Plan

The landscape plans must consist of a layout and grading plan, landscape plan, construction details, and tree preservation plan. Sites without trees or significant vegetation will not require a tree preservation plan to be completed.

The landscape plans must be prepared and stamped by a Landscape Architect or other accredited professional acceptable to the City.

In addition to the requirements of Section 6.2.1, the landscape plans must include the following information at a minimum:

- a) Location and identification (in landscape industry standard symbols and notations) of all existing or proposed plant material, planting beds, sodded areas, berms and other soft surfaces;
- b) Clearly indicate the location of all vegetation to be retained or removed;
- c) All hard surfaces such as parking area, sidewalks, walkways retaining walls, driveways, ramps, patios, etc.;
- d) Access into buildings, stairs, ramps;
- e) Location, height and type of fencing, pedestrian gates and/or service access;
- f) All underground and aboveground utilities including fire hydrants;
- g) Location of outdoor lighting;
- h) Location and treatment of the garbage collection area;
- i) Location and treatment of bike parking;
- j) Curbing for asphalt driveways and wheel stops for all granular parking areas;
- k) All spot elevations along the property boundary and at the building corners, at top and bottom of steps, etc., as is necessary to convey the intent of the grading plan;
- l) Any site furniture such as benches, bollards, tree grates, light standards, picnic tables etc. should be noted on the plan and details provided;
- m) Location and description of all recreational and amenity areas;
- n) Location and description of play equipment; and
- o) Snow storage area(s).

Landscape Plan Considerations

In addition to the requirements noted above, the following are recommended for consideration when preparing landscape plans:

- a) Wherever possible, existing vegetation should be incorporated into the new development and shown in conjunction with the proposed building footprint;
- b) A mix of deciduous and coniferous plant material throughout the site is encouraged and will ensure that the site has green elements in the winter and can provide some screening or buffering of portions of the property;

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- c) Any landscaped buffer areas adjacent to residential uses are encouraged to contain one-third coniferous material;
- d) Areas subject to erosion such as slopes or swales should be sodded and staked or planted with suitable ground cover;
- e) Low landscaping is encouraged around site entrance features and the base of ground signs;
- f) All shrubs should be planted in continuous mulched beds;
- g) Applicants are encouraged to leave unused portions of the site undisturbed until such time as the development is proposed to include those areas;
- h) All site furniture should be chosen to reflect the proposed and surrounding architecture of the buildings, have a high degree of longevity and durability and be designed for the safety of site users;
- i) The placement of all off-site furniture proposed on City-owned lands should consider pedestrian movement and required maintenance (including snow removal);
- j) Landscaping on each site must not impede the safety of pedestrians or motorists and not create areas that are hidden from public view;
- k) Landscaping must be planned so as to not block sightlines, sight triangles or signage;
- l) Climbing plants, such as ivy, should be avoided in close proximity to protected heritage buildings;
- m) Trees or shrubs that bear fruit or secrete a sticky or slippery sap are discouraged in proximity to pathways; and
- n) All planting beds should be setback 0.5 metres from the edge of paving or sidewalks that will be plowed.

Any proposed planting on the municipal right-of-way requires approval from Utilities Kingston, Engineering Services and Public Works – Forestry.

Slope and Berm Considerations

The following consideration must be given to the design of slopes and berms:

- a) Areas subject to erosion such as slopes, drainage swales etc. should be sodded or planted with erosion-resistant ground cover;
- b) Slopes in landscaped areas and on berms should not exceed 3:1 (3 horizontal to 1 vertical) and optimally should be no greater than 5:1 for ease of maintenance;

- c) If sodding is not appropriate due to weather concerns, the use of erosion blankets in swales or on slopes is permissible until such time as sodding can be successfully completed;
- d) Other areas of high visibility such as boulevards and recreation areas should be sodded;
- e) The maximum allowable height of a berm without a break in grade is 1.2 metres;
- f) Landscape berms must not encroach onto City boulevard or adjacent properties unless written authorization from the adjacent landowner(s) is provided; and
- g) Any tree on a slope should be staked.

Landscape Design Considerations

Landscaping is a critical component of any development. Generally, the landscape design of any development or redevelopment should:

- a) Contribute to the overall City image;
- b) Enhance the public perception of the proposed development;
- c) Preserve existing trees, where possible;
- d) Provide a diversity of plant material and naturalizing, where possible;
- e) Be integrated with stormwater management features;
- f) Be easy to maintain without catchment areas that attract debris;
- g) Preserve and enhance cultural heritage resources and natural heritage features; and
- h) Screen less attractive elements of the development such as the parking areas, loading areas, storage areas, garbage enclosures, etc.

Stormwater Management Ponds

Stormwater management ponds must be landscaped and integrated into the site. Native plant material is preferred that will eventually form a natural wetland. Where stormwater ponds are adjacent to natural areas only native material will be accepted as plant stock. In addition, the following must be taken into consideration when designing the landscaping of the stormwater management area:

- a) shrub beds and perennials are to be planted in continuous mulched beds. Mulching must be spread to a depth of 75 millimeters; and
- b) to preclude access to the water basin, low, dense or compact shrubbery should be used.

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6.2.10 Tree Preservation Plan

The tree preservation plan must be prepared by an International Society of Arboriculture (ISA) Certified Arborist, Registered Professional Forester, or Treemarketer and must include the following information at a minimum:

- a) The exact location of existing trees, significant shrubs or hedgerows, watercourses, rock out-cropping, swales, ponds, natural features, etc.;
- b) Vegetation shown at actual size and indicated, graphically, as either preserved, removed or transplanted;
- c) Location of tree protection fencing around trees and vegetation to be preserved;
- d) A detail of the tree protection fencing type to be used (plywood hoarding a minimum 2 metres in height); and
- e) An existing vegetation list on the plan that corresponds to labels on the plan which denote the location of existing vegetation. The list should contain the following:
 - Inventory List or key to vegetation found on or just adjacent to the site;
 - List of Species of tree, large shrub or hedgerow being inventoried;
 - Diameter at Breast Height (DBH) of vegetation in millimeters;
 - Caliper size of vegetation in millimeters (measured 1.4 metres above grade) or height of vegetation in metres;
 - Trees in large groups, hedgerows or woodlots can be inventoried as a whole, giving average size, species composition and approximate number of trees. However, if a portion of the large tree group is proposed to be removed, each removed tree should be identified;
 - Coniferous trees can be inventoried using caliper size for larger trees and using approximate height for smaller trees;
 - Condition of the tree, hedgerow, etc., as either “Dead”, “Poor”, “Fair” or “Good”;
 - Preservation Direction of the tree, hedgerow, etc., as either “Preserve” or “Remove”;
 - Preservation Priority of the tree, hedgerow, etc., as either “Low”, “Medium”, “High” or to be “Transplanted”; and,
 - Comment or a brief description on each tree, hedgerow, etc., regarding form, health, growth pattern, etc. and reason for removal, if applicable.

Inventory is necessary only for specimen trees equal to or greater than 100 millimeters or 4 inches in caliper.

The following guidelines should be used when identifying plant material:

- a) Typical plan standard symbols must be used, as per the Ontario Association of Landscape Architects;
- b) A cluster of similar species can be linked with a species symbol and a total number of plants in the cluster;
- c) Tree shapes should be shown by landscape industry standard symbols and notations and must indicate mature spread of species; and,
- d) Planting table column headers should include:
 - quantity (including the number of trees to be removed and the number of replacement trees);
 - species symbol (i.e. Ar);
 - botanical name (i.e. Acer Rubrum);
 - common name (i.e. Red Maple);
 - size of planted material (60 millimetre minimum caliper for deciduous trees/ flowering deciduous trees 50 millimeter caliper/coniferous trees 1.8 metre – height); and
 - particulars of plantings (i.e. Bare Root [BR] / Balled and Burlapped [B & B]).

Tree Inventory and Preservation Considerations

The following tree protection and planting standards must be considered when preparing the landscape plans:

- a) Tree protection fencing should be erected a minimum of 0.5 metres outside of the drip-line of the vegetation to be preserved;
- b) No storage of materials or equipment or excavation within the protection zone is allowed;
- c) No equipment or materials are allowed to hit, abrade or damage trees designated to be preserved on site;
- d) No contaminants or effluent will be dumped or flushed where feeder roots of trees exist;
- e) Trees are to be planted in a hole that is dug to a diameter greater in width and depth than the root ball;

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- f) Stakes for anchoring tree guy wires must be spruce, 50 millimeters x 750 millimeters, pointed at one end and notched at the other to securely hold the guy wires; and
- g) All trees must be staked with 2 steel “T” bars no less than 2 metres long, hammered into ground that is free of disturbed soil.

If during the period of time, up to and including the final site plan control securities release, any plant material indicated to be preserved should happen to be damaged severely, removed or shows signs of severe distress, the owner will be responsible for replacing that plant material with new stock. The caliper size of the existing plant material must be replaced with new stock that is equal in aggregate caliper size. For example, if a 360-millimeter caliper Oak tree indicated to be preserved dies before final site plan securities are returned, then six sapling Oaks of 60-millimeter caliper must be planted on site in its place. If the required replacement trees cannot be accommodated on the site, the owner will be required provide a cash-in-lieu payment or plant trees elsewhere in the City, pursuant to the provisions of the City’s Tree By-Law.

Valleylands, woodlots, ravines and other environmentally sensitive lands must be protected from dumping, encroachment or other abuses during construction of the site. A minimum vegetative buffer of 5 metres horizontal along watercourses and wetlands should be maintained wherever possible. This buffer should contain existing and native vegetation and consist of ground covers, shrubs and trees. When work is required in an ecologically sensitive area, the applicant must provide to the City a copy of the Site Alteration permit or other such permit as obtained from the proper approval body such as Cataraqui Conservation.

All plant material is to conform to the Canadian Nursery Landscape Association specifications and standards. All sod is to conform to the Nursery Sod Growers Association of Ontario specifications. All seeding is to conform to the Canadian Seed Growers’ Association.

The following planting sizes are to be considered minimum acceptable requirements for plant material:

- a) Deciduous trees are 60 millimeter caliper;
- b) Flowering deciduous trees are 50 millimeter caliper;
- c) Coniferous trees are 1.8 metres in height;
- d) Deciduous shrubs are 60 centimetres cm in height; and
- e) Coniferous shrubs are 50 centimetres in spread.
- f) Recognizing that the use of native species is not always appropriate, wherever possible, species native to eastern Ontario should be used. Appendix B provides recommended, restricted and nuisance species to be considered when selecting appropriate site vegetation.

6.2.11 Survey

The survey must be prepared by a licensed Ontario Land Surveyor or other professional acceptable to the Land Registry/Land Titles Office.

7. Site Design Guidelines

The guidelines in this section are intended to set out certain minimum standards for development, however, the City of Kingston encourages proposals to exceed these requirements. Adherence to these guidelines will be reviewed by various City departments and Utilities Kingston through the site plan control review process.

7.1.1 Vehicular Movement and Parking Design

- a) Parking areas should be designed to allow safe and efficient vehicle movement;
- b) Where parking is provided in front of buildings, attention should be paid to landscaping techniques and parking lot design to soften the visual impact of the parking area from the street;
- c) Site entrances must be well-defined;
- d) Fire routes must be provided in accordance with the Ontario Building Code;
- e) Adequate truck turning radius must be provided;
- f) Parking along the access and major on-site aisle(s) is discouraged;
- g) Adequate mechanisms should be provided to protect buildings and landscape areas; and
- h) Landscaping is encouraged throughout large surface parking areas.

7.1.2 Pedestrian Movement Design

- a) A safe and well-defined pedestrian walkway should be provided to all main building entrances with connections to sidewalks and bus stop areas;
- b) Pedestrian connections through parking areas should be incorporated in the design;
- c) A pedestrian walkway should have a minimum width of 1.5 metres clear from vehicle overhang and should be defined by curbing or be in an area raised above grade, except where it crosses travelling lanes; and
- d) A continuous accessible path of travel should provide an uninterrupted route to and within the site and buildings.

7.1.3 Compatibility and Adverse Impact

Site design must take into consideration uses and buildings on adjacent lands. Site design and compatibility can be enhanced through buffering in the form of setbacks, planting strips, fencing, berming, or combinations of any of these items.

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In addition to aesthetic qualities that soft landscaping presents, fencing and/or berming may be required to serve as a noise and/or privacy enhancing element. Fencing that is required should not only fulfill its role as an acoustic barrier or buffer but be aesthetically designed.

Lighting must be designed to promote pedestrian and vehicle safety while minimizing ambient light pollution. Any exterior lighting should be adequate for the site and be directed appropriately away from adjacent natural, residential and other sensitive adjacent areas. Reducing light trespass on adjacent properties is best accomplished by the use of full cut-off fixtures, low wattage fixtures and fixtures with optics designed for reduced glare.

Public security should be improved through enhanced lighting, clearly defined building entrances in well-traveled areas, visibility of public areas, and ease of accessibility for emergency personnel or vehicles. The creation of areas hidden from public view should be avoided.

7.1.4 Garbage and Recycling Storage Area

The City of Kingston provides recycling collection for all residential uses and garbage collection for all freehold residential buildings with less than 7 dwelling units. Multi-residential uses with 7 or more residential units and condominium complexes have the option of arranging for private garbage collection service or can pay to have the City collect garbage. All commercial, institutional and industrial uses must arrange for private garbage collection service except businesses in the Downtown Kingston Business Improvement Area (BIA) which can pay to have the City collect garbage.

The City will collect the garbage and recycling at curb side or within the site if a continuous, unobstructed route that does not require trucks to back up, is built and maintained to provide access for municipal trucks in a manner satisfactory to the City. A 15 metre turning radius is required for municipal trucks.

The location and construction of proposed garbage and recycling storage areas must be considerate of adjacent uses and detailed on the submitted plans. Outdoor garbage storage areas should be enclosed on all sides by a solid wall (masonry, wood or other durable material) not less than 1.5 metres in height. Such walls should contain an adequate door or gate which must be unlocked for collection crews. On-site garbage and recycling enclosures must have adequate lighting.

Garbage and recycling storage enclosures intended to contain large metal garbage bins requiring commercial pick-up are recommended to be constructed with doors with the hinge points outside the minimum specified width, posts with latch mechanisms to stop door swinging, and in accordance with the minimum dimensions shown in Table 1.

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7.2.2 Sidewalks

Municipal sidewalks are required as per By-Law Number 2003-31, "A By-Law to Provide for the Provision of Sidewalks in the City of Kingston". In general, municipal sidewalks are to be located along the frontage of local minor collectors, major collector and arterial roads. The specific location of the sidewalk is to be determined by the City. Municipal sidewalks are required to be designed and constructed by the owner, at the owner's cost. The requirement for a sidewalk on local roads in industrial parks will be established on a case-by-case basis.

Design Criteria

- a) Where private curbing is to be extended to the City sidewalk, a note is to be added to the drawing stating:
"All driveway curbing within 0.6 metres of a City sidewalk is to be depressed to the elevation of the City sidewalk."
- b) A minimum clearance of 0.6 metres is to be provided between all proposed above ground services and the City sidewalk and new/existing entrances.
- c) Heavy duty sidewalk is to be continuous through industrial/commercial site entrances using 150 millimeters x 150 millimeters steel mesh reinforcement.
- d) Sidewalk design and construction must conform with the City of Kingston standard, including accessibility standards for width, texture, curb cuts and warning markings.
- e) Once constructed, an inspection of the sidewalk will be done by City staff, at the expense of the owner.

7.2.3 Grading

Lot grading is to be in accordance with the overall approved subdivision lot grading plan, where applicable. Grades are to match the adjacent properties and approved subdivision lot grading plan unless otherwise noted. A note to this effect is requested on the drawings.

Grading of grassed areas must be a minimum of 2% and a maximum of 8%. On sites with steep slopes or extensive existing or proposed fill, there may be a need for the owner to submit a Geotechnical Report, prepared by a Professional Engineer, in support of the site plan control application.

Drainage Swales

The minimum depth of a drainage swale must be 0.15 metres to a maximum depth of 0.60 metres (0.3 metre maximum water depth). Drainage swales must have a minimum grade of 2% to a maximum grade of 8%. The minimum grade may be reduced for the purpose of providing an enhanced swale for quality control, subject to the review and approval of a Stormwater Management Plan. The maximum side slopes of a drainage swale must be 3:1. Swale inverts are required at all changes in grade.

A typical swale cross section detail is required with the engineering drawings.

Driveway and Parking Lot Grades

The minimum grade of a driveway and/or parking lot is 1% to a maximum grade of 5%. An absolute maximum of 10% grade may be considered in certain circumstances, however, not without de-icing elements. Parking lot ramps may be considered up to a maximum grade of 15% when indoor or heated, and up to a maximum of 10% when outdoor or unheated.

7.2.4 Stormwater Management Design and Criteria

All stormwater runoff is to be controlled to the specified run-off rate adopted for the original subdivision, or to the City's current Design Criteria.

If the City determines that a Stormwater Management Report is not required, then a Stormwater Brief is to be submitted. The Stormwater Brief is to justify that the post-development peak release rates (for all storm events up to and including the 1:100-year design storm) have been analyzed and the results indicate:

- a) that post development peak flow rates do not exceed pre-development peak flow rates, or other allowable rates as approved by the City, to each outlet location for all storm events;
- b) that there will not be an increase in flow to neighbouring properties;
- c) that the flow will not negatively impact neighbouring properties;
- d) discharge outlet location(s); and
- e) proposed quality control measures.

The proper use of erosion and sediment control measures during construction are to be discussed in the report or brief and illustrated on the grading plan, along with notes regarding the use of the measures. Appropriate measures are to be applied around all disturbed areas, such as:

- a) Silt fence barriers installed prior to commencement of any work must remain in place until the site has stabilized (i.e. vegetation or other cover), at which time they may be removed, along with any accumulated sediment;
- b) Straw bale or rock flow check dams in ditches and swales; and
- c) Double layer of geotextile material should be installed under catch basin lids during construction to help prevent the entry of sediment into storm sewers, structures and receiving water bodies.

The following OPSD illustrations may assist in the erosion and sediment control specifications:

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- 219.100 light-duty straw bale barrier
- 219.110 light duty silt fence barrier
- 219.130 heavy duty silt fence barrier
- 219.210 rock flow check dam, v-ditch
- 219.211 rock flow check dam, flat bottom ditch
- 810.010 Type 'B' rip-rap treatment for outlets, with geotextiles materials

Design Criteria

- The stormwater collection system is to be designed to accommodate rainfall intensity as set out in the following formulae:

$$Q = 2.78 AIR$$

Where: Q = Design flow in litres per second (L/s)

A = area in hectares

I = intensity in millimeters per hour (mm/h)

R = runoff coefficient

- For major events, the more conservative of the following IDF curves should be used:
 - [MTO Intensity-Duration-Frequency \(IDF\) Curve Online Lookup Tool](#), by placing a coordinate marker on the property location; or
 - [Environment Canada IDF Curves](#), by selecting the IDF curve for Kingston, Ontario closest to the project location.
- For minor events, rainfall intensity to be based on the City of Kingston standard intensity duration equation:

$$I = \frac{1778}{tc + 13}$$

Where: tc = time of concentration in minutes

- Minimum inlet time = 15 minutes. Where two drainage systems meet, the larger time of concentration is used to calculate the resultant downstream flow.
- Pre-development (existing) and post-development (proposed) catchment area maps must be included to support design calculations and illustrate delineated

drainage areas. All external catchment areas which drain onto the subject site must be accounted for in design calculations.

- Post-development stormwater peak flow rates to each outlet location must not exceed pre-development peak flow rates. However, in locations with sewer capacity constraints or historical flooding issues, or on sites with no existing stormwater controls, post-development peak flow rates to each outlet location must not exceed 80% of pre-development peak flow rates (i.e., 20% reduction). No quantity control is required for discharge directly to water bodies.
- At a minimum, a normal level of treatment is required, i.e., 70% total suspended solids (TSS) removal. For discharge directly to watercourses or water bodies an enhanced level of treatment (i.e., 80% TSS removal) is required. Cite sources and provide calculations to support stormwater quality control approach and include justification for design criteria utilized in selected treatment method (e.g., particle size distribution).
- Runoff coefficients must be based on the following:
 - Asphalt, concrete, roof areas: 0.90
 - Gravel areas (post-development, potential for future paving): 0.90
 - Gravel (pre-development): 0.70
 - Grassed area, parkland – 5 Year Event: 0.25
 - Residential:
 - single detached house, lot size greater than or equal to 400 square metres: 0.40
 - single detached house, lot size less than or equal to 400 square metres: 0.40
 - semi-detached house: 0.50
 - townhouses: 0.60
 - apartments: 0.60
 - Commercial: 0.80
 - Industrial: 0.70
 - Institutional: 0.55
- The owner's engineer must submit detailed design calculations for the major and minor flow paths, utilizing the storm sewer design.

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- All design methodology decisions and assumptions must be justified in the report with sources cited as applicable.
- Minimum pipe flow velocity is to be 0.75 metres/second however, the maximum pipe flow velocity must not exceed 6.0 metres/second.
- Stormwater storage/treatment facilities located within 1 metre of bedrock and the seasonal high-water table are susceptible to groundwater infiltration/exfiltration and contamination. Documentation will be required to confirm that there is at least 1 metre between the base of the facility and the top of bedrock or seasonal high-water table, and that the underlying soils are not swelling clays or contaminated soils. If infiltration-based stormwater management facilities are proposed, a Geotechnical and Hydrogeological Report may be required to support the design.

Where rainwater harvesting systems are proposed, the design and calculations may need to be adjusted and must be in accordance with the relevant provisions of the Ontario Building Code.

In areas which may be subject to the 1:100 year flooding, the maximum depth of flood water over the finished grade of walkway, parking and/or driveway areas is to be 250 millimeters, as greater depths may restrict the movement of pedestrians and most light passenger vehicles.

7.2.5 Snow Storage

The plans must indicate where snow will be stored. Snow storage should be in areas located as far away as possible from ditches, swales, or known groundwater discharge or recharge areas. Snow storage locations should be designed to drain away from ecologically sensitive features in order to help minimize contamination and should be separated from such features by a buffer of natural vegetation.

7.2.6 Retaining Walls

For any applications which will require retaining walls that are not connected to the building, the following are required:

- a) Appropriate construction details;
- b) Professional Engineer's certification on all retaining walls that exceed 1.0 metre in height;
- c) Provision of a handrail or fence on all retaining walls that exceed 1.0 metre in height; and
- d) Provision of a guard where there is a difference in elevation of more than 0.6 metres between the walking surface and the adjacent surface, where the public will have access to the space.

Retaining walls that are connected to the building or that retain more than 1.0 metre of earth must comply with the Ontario Building Code and will be reviewed by Building Services at the Building Permit stage.

7.2.7 Roof Drains

Roof drains or weeper drains are not to be connected to the sanitary sewer. Restricted flow roof drains will be required and should be identified on the drawings.

Roof downspout locations and direction of drainage are also to be identified on the drawings. Splash pads should be provided when appropriate.

7.2.8 Off-Site Works

Minor Off-Site Works

When minor off-site works are required for the construction of the works a separate submission will not be required and the works will be managed through a site plan control agreement. Additional provisions will be added to the associated site plan control agreement and securities will be taken for the off-site works at 100% of the cost of the works. A cost estimate prepared by a qualified person retained by the owner will be required to be submitted to determine the amount of financial securities for off-site construction works.

Examples of minor off-site works include:

- Replacement of sidewalk within the subject property's road frontage; and
- Unsignalized entrances i.e. Porkchops.

Major Off-Site Works

When the amount of off-site works is deemed to be major, an off-site works agreement with an additional drawing package will be required. Off-site works will be deemed major if one of the following apply:

- The works area is part of an intersection upgrade;
- The works are outside of the road frontage of the subject property;
- The works will majorly impact a driving lane for greater than 50% of the subject property's road frontage;
- The works will be subject to a cost sharing agreement; or
- As required by the Manager of Development Engineering.

If an off-site works agreement is required, securities will be taken at 100% of the costs associated with the works and a 1% design and review and a 1% inspection fee will be taken. A cost estimate prepared by a qualified person retained by the owner will be

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required to be submitted to determine the amount of financial securities for off-site construction works.

7.2.9 Subdivision Approvals

Where a site plan control application is being filed in conjunction with the review and approval of the design of subdivision services in which the site is situated, the site plan drawings must be approved by the subdivider's design engineer.

7.3 Utilities

These standards are written to provide guidelines for the design and construction of utility systems as part of "typical" developments and provide a basis for which the site plan control application will be reviewed. Deviations from these standards will be considered on a case-by-case basis for justifiable engineering reasons.

The following information will be required with the submission of a site plan control application:

- a) A water capacity assessment for the proposed development including required and available domestic and fire flows;
- b) A sanitary sewer assessment for the proposed development including an evaluation of available existing capacity at the street and estimated loading on the immediate downstream sewer;
- c) Calculations for the minimum capacity of feeder conductors and service entrance equipment as determined by the requirements of section 8 of the Ontario Electrical Safety Code;
- d) Details of Protection System including a detailed single-line diagram (SLD) and settings characteristics of any interface protection devices;
- e) A "Request for an Electricity Service Application"; and
- f) A Gas Load Summary for the proposed development using the Utilities Kingston Gas Load Summary form.

Utilities Kingston is not responsible for all utilities within the limits of the City of Kingston. Water and sanitary sewer services within the City of Kingston are the responsibility of Utilities Kingston, as well as natural gas and electricity servicing in the area of the former City of Kingston. Natural gas and electricity servicing in the former Township of Kingston and Township of Pittsburgh are the responsibility of either Enbridge Gas, Hydro One or Eastern Ontario Power. For the Utilities Kingston distribution area, visit utilitieskingston.com/Corporate/AboutUs/ServiceAreas.

7.3.1 General Requirements

- a) The property owner is responsible for maintenance of water and sanitary service laterals from the property line to the building face and for sewer laterals from the property line to the building face;

- b) It is the owner's responsibility to co-ordinate with privately owned utilities and to ensure that their servicing is in compliance with the standards set forth by those utilities. Maintenance of services connected to private utilities must be in accordance with the private utility agreements;
- c) Inspection personnel under the owner's engineer's supervision must be "on-site" at all times when underground infrastructure is being tested;
- d) Water and sewer services may be laid in the same trench subject to the provisions of the Ontario Building Code. In such cases the vertical separation between each service must be 0.5 metre and the horizontal separation must be 2.44 metres. All other utility services must be separated 2.5 metres from water and sewer services measured from edge of structure. Sanitary and storm service drains must be capped and clearly marked at the property line with a wooden 2x4 projecting a minimum of 1.0 metre above ground. Foundation drains should not be in the same trench;
- e) All buried water and sewer services must have an appropriate warning tape laid on top of the cover material or no closer than 300 millimeters of the top edge of the structure. Marking in the municipal right-of-way must conform to the requirements of the City of Kingston's Subdivision Development Guidelines and Technical Standards. Marking on private property must comply with the Ontario Building Code to the satisfaction of Building Services;
- f) All water mains and sanitary and storm sewers must be designed and installed in accordance with accepted good engineering practices and with Ministry of the Environment, Conservation and Parks guidelines for water distribution and sanitary sewage collection and constructed in accordance with applicable Ontario Provincial Standard Specifications (OPSS) and Ontario Provincial Standard Drawings (OPSD);
- g) Clearance between pipe or conduit crossings will normally be a minimum of 300 millimeters between the outside pipe barrels. Where a clearance of 300 millimeters or less cannot be avoided, there must be concrete encasement or non-shrink backfill of the crossing extending 1 metre in each direction on each pipe;
- h) Connections to any mains outside the development will only be permitted if directed or approved by the City;
- i) Any conflicts with existing services, and/or change in grade which impact existing services must be rectified at the owner's expense;
- j) Where on-site services and/or off-site services are within a plan of subdivision not yet assumed by the municipality, the site plan control applicant will be required to coordinate their off-site construction activities with the subdivision applicant and the municipality such that said servicing is not detrimental to the subdivision applicant's obligations to the municipality as they relate to the subdivision agreement; and
- k) For an electrical distribution system within a subdivision that is to be transferred to Kingston Hydro, a residential subdivision agreement will need to be entered into with Kingston Hydro.

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7.3.2 Manhole

For industrial, commercial and institutional developments, a control manhole must be provided inside the property line for the purpose of effluent sampling under the Municipal Industrial Strategy for Abatement (M.I.S.A.) to the satisfaction of the City and Utilities Kingston. The manhole is to be constructed to approved Ontario Provincial Standards Drawings (OPSD).

7.3.3 Storm Sewer Systems

Site storm drainage must be piped to existing storm sewers, where available. Where no storm sewer exists, Engineering Services must be consulted for direction.

The City's technical standards and specifications for storm sewer system design are available in the City of Kingston's Subdivision Development Guidelines & Technical Standards.

7.3.4 Sanitary Sewer Systems

The City's technical standards and specifications for sanitary sewer system design are available in the City of Kingston's Subdivision Development Guidelines & Technical Standards and should be referred to for sanitary sewer laterals within the municipal right-of-way.

Building Sewers

All building sewers must be as follows:

- a) Building sewers from the building line to the main must be laid at a minimum of 2% from the building line to the sewer;
- b) The first 40 service lateral connected to a 200 millimetre main must be set above the spring line of the sewer main with proper "Y" fittings and with long radius bends. Building sewers connected to larger mains may be by tee connection with the side of the tee rotated at between 22 ½ degrees and 45 degrees above horizontal;
- c) Building services from adjacent properties must not be connected to each other;
- d) Building sewer services must be sized to meet the Ontario Building Code and must be a minimum of 100 millimeters;
- e) The colour must be green;
- f) The minimum cover for sanitary services will normally be a minimum of 1.5 metres from the finished grade;
- g) Services of less than 1.5 metres cover may be permitted, on a case-by-case basis, with frost protection to the equivalent of 1.5 metres of cover;
- h) Services with less than 1.2 metre of cover are not permitted unless designed to provide appropriate frost protection; and

- i) Sanitary services must not be connected to a storm main.

7.3.5 Water Services

Watermains

Water demands for industrial, commercial and institutional establishments vary greatly from the type of water using facilities and the population of facilities. Design must follow the recommended Ministry of the Environment, Conservation and Parks criteria unless more accurate information is available.

The City's technical standards and specifications for water distribution design are available in the City of Kingston's Subdivision Development Guidelines & Technical Standards and should be referred to for water service laterals within the municipal right-of-way.

Water Servicing Requirements

Water services must conform to the following:

a) General Requirements

- Watermain services (domestic and fire lines) to the building labelled with pipe material, diameters and obvert elevations at critical locations;
- Fire hydrants, valves, Siamese connections and service shutoffs (curb stops) identified on the plan;
- Hydrant flange elevations and adjacent finished ground elevations must be shown on all hydrants within or immediately adjacent to the site;
- Valve boxes and valve chambers indicated on drawings;
- A water capacity assessment for the proposed development, including fire flows available, design estimated loading and capacity evaluation is required to be submitted with the site plan control application;
- A valve must be provided at the property line for ALL service connections;
- "Y" services are not permitted where separate lots exist or are proposed; and
- The locations for sprinkler and standpipe system siamese connections are required to be adjacent to fire access routes or streets and no greater than 45 metres travel distance from a fire hydrant as per the Ontario Building Code.

b) Ductile Iron Pipe and Fittings

- Ductile Iron Pipe must be centrifugally cast, American Water Works Association (AWWA) C151-A21.51- 81 in 5.5 metre lengths, Pressure Class 350 for pipe up

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to 300 millimeters, Pressure Class 250 from 400 millimeters to 500 millimeters and Pressure Class 200 for larger pipes;

- All ductile iron pipes must be cement lined and must be polyethylene encased as per AWWA Standard C-105;
- All ductile iron fittings must be cement lined with mechanical joints;
- Every ductile iron pipe and special casting must be coated outside with coal tar pitch varnish using a hot dip method; and
- Wedges must be installed at ductile iron pipe joints to ensure electrical continuity.

c) Plastic Pipe and Fittings

- Plastic pipe must conform to AWWA C900-Poly (Vinyl Chloride) (PVC) Specification, SDR 18 for pipe up to 400 millimeters in diameter, for larger pipe sizes and subject to the owner's engineer's approval, a larger SDR number may be used, however the minimum wall thickness allowed will be 26 millimeters;
- The pipe must be homogeneous throughout, free from voids, cracks, inclusions, discolouration, and other defects;
- All pipe and fittings must be certified to CSA B137.3;
- Fitting must be ductile iron according to AWWA C153/A21.53 or injection moulded PVC plastic according to CSA B137.2 or prefabricated PVC plastic for pipe diameters 300 millimeters and larger according to CSA B137.3; and
- The colour for all PVC pipe and PVC fittings must be blue.

d) Concrete Pressure Pipe and Fittings

- Concrete Pressure Pipe must only be allowed if so stated in the tender form or on the contract drawings;
- Concrete pressure pipe must be laid according to the specifications outlined in the AWWA M9 Concrete Pipe Installation Manual;
- The internal joint gap must be checked to ensure the proper seating of the gasket, then be pointed with cement mortar using a hand trowel; and
- The joint exterior must be protected with a diaper filled with grout installed to the manufacturer's instructions.

Valves

Valves must be as follows:

- Valve boxes must be adjusted to finished grade;

- All property line valves must be clockwise opening with 50mm operating nut;
- The operation of all property line valves, curb stops and hydrants within the municipal right-of-way must be restricted to employees of Utilities Kingston;
- The placement of additional water valve(s) for the purpose of isolating the water service may be permitted on a case-by-case basis for such facilities as residential, commercial and industrial developments; and
- Any material and/or installation costs associated with the additional water valve(s) are to be paid by the owner.

Service Connections

Services on private property must be sized and designed in accordance with the Ontario Building Code (and not larger). For services 100 millimeters or larger and located within a municipal right-of-way, please refer to the City of Kingston's Subdivision Development Guidelines & Technical Standards for requirements, including specifications for connections, tracer wire, and cathodic protection.

Fire Hydrants

Requirements related to fire hydrants can be found in the City of Kingston's Subdivision Development Guidelines & Technical Standards and Ontario Building Code, as applicable.

7.3.6 Natural Gas

The supplier of natural gas within the former boundaries of the City of Kingston is Utilities Kingston. In other areas the supplier is Enbridge Gas. In those areas where Utilities Kingston has distribution rights for natural gas, Utilities Kingston is responsible for maintenance of gas services to the meter outlet.

All design and installation in the area in which Utilities Kingston has distribution rights are the responsibility of Utilities Kingston.

For those areas where the City does not have distribution rights, gas mains and servicing requirements must conform to the standards of the supplier. Regardless, in no case must a gas service or main be placed within 2 metres of other parallel-aligned water and sewer mains or services in accordance with the *Public Utilities Act*, unless prior approval is received from the owner of each utility.

Gas services must conform to the requirements of the Utility, CSA B149, Z662, Ontario Building Code, and all applicable standards.

7.3.7 Abandoned Services

For all existing services or stubs to be abandoned, a note must be included on the drawings stipulating that the services are to be abandoned at the main, as per Utilities

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Kingston requirements, unless prior written approval has been provided by Utilities Kingston.

7.3.8 Street Lighting

Any street lighting on the municipal right-of-way must be designed to meet the City of Kingston and Utilities Kingston standards. For more details regarding street lighting requirements and standards, please refer to the City of Kingston's Subdivision Development Guidelines and Technical Standards.

For site plan control applications that alter the existing lighting in the right-of-way, these current design guidelines will be followed for their replacement. All costs for the installation of new or replacement lighting in the right-of-way will be at the owner's expense.

7.3.9 Electricity and Other Wire Servicing

The supplier of electricity within the former boundaries of the City of Kingston and parts of Barriefield Village is Kingston Hydro Corporation. In other areas the supplier is Hydro One or Eastern Ontario Power.

In the areas where Kingston Hydro Corporation has distribution rights for electricity, maintenance responsibilities vary. In most situations, Utilities Kingston will maintain the primary electrical cables along with the transformers. Exceptions to this situation may occur and are described in the Conditions of Service document for Kingston Hydro Corporation.

In these areas, the following apply:

- a) The design must be approved by Utilities Kingston;
- b) Utilities Kingston will complete calculations according to a Capital Cost Recovery Model to determine allocation of costs (see <https://utilitieskingston.com/Electricity/NewServices/CapitalCostRecovery> for full details);
- c) The owner must install conduits, transformer pads and necessary grounding; and
- d) All electrical wiring must be in ducts including services to the meter base.

For those areas where Utilities Kingston does not have distribution rights, the electrical distribution and servicing requirements must conform to the standards of the supplier.

Regardless of ownership, all wire services under roads must be placed in conduit extending on either side of the road to the edge of the joint utility trench. If no joint utility trench exists, the duct must extend to a point 1.5 metres behind the back of curb in the case of urban roads and 0.5 metre behind the shoulder in the case of semi-urban roads.

Electrical Servicing Requirements

- Overhead and underground structures associated with electrical service entrances must be located on the site plan and include the proposed sizing and design connected load.
- All electric servicing manholes must be labelled.
- Light standards and fixtures locations must be shown.
- Utility structures, transformer boxes and Bell/cable poles, pedestals and guys must be indicated on the drawing.
- Traffic and pedestrian signals must be included where applicable.
- All electrical servicing must be done in accordance with the standards established by the electrical supply authority.

Overhead Clearance

The following minimum clearances are required for electrical wires above buildings:

- 1 metre for 750 Volt service or less;
- 3 metres for services greater than 750 Volt but less than 46 kilovolt (kV);
- 3.7 metres for services greater than 46 kV but less than 69 Kv; and
- Distances as per CAN/CSA-C22.3 Number 1 for voltages greater than 69 kV.

7.3.10 Fibre Optics

Utilities Kingston has fibre optic cables throughout the City of Kingston to make broadband networking and dedicated internet access available to single and multi-tenant residential, commercial and industrial sites through the city. Utilities Kingston may install a conduit to pull cable through in the future to provide service to building tenants, at no cost to the owner, in joint utility trenches. If there is not an opportunity to place new conduit, there may be an option to bring fibre optic cable to the building via an aerial attachment to the building. For more information please contact Utilities Kingston by emailing orders@utilitieskingston.com or calling 613-546-1181.

7.3.11 Utility Easements

Utility infrastructure that is to be assumed by the City of Kingston and services more than one property must be situated in either a road allowance or on property deeded to the City of Kingston by easement or ownership. Easement documents must be in the standard format prescribed by the City of Kingston.

Easements must be 5 metres wide for a single utility main or line. Where more than one utility main or line is in a single easement, the easement must extend to 3 metres beyond the outside edge of the outside mains or lines. Easements of less width will be

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considered for situations such as shallow rear yard catch basin connections, in which case the easement width must not be less than 3 metres.

Electrical infrastructure that is to be assumed by Kingston Hydro Corporation and services more than one property must be situated in either a road allowance or on property deeded to the Kingston Hydro Corporation by easement or ownership. Easement documents must be in the standard format prescribed by Kingston Hydro.

Easements must be 6 metres wide for underground electrical infrastructure and 10 metres wide for overhead electrical infrastructure. Easements of less width will be considered for certain situations.

All measurements are to be construed as being the perpendicular width.

Regardless, the separations as stated in the *Public Utilities Act* will not be compromised and sufficient width will be provided to allow for exposure of buried services using side slopes required by regulation and without the need for shoring.

7.3.12 Construction and Inspection

The owner's engineer is responsible for inspection and testing of utility infrastructure including but not limited to the following:

- a) Continuity testing on water services;
- b) Pressure testing of the sewer and water systems; and
- c) Disinfection and bacteriological testing of the water service.

Results of testing are to be supplied to Utilities Kingston and the City of Kingston Building Services Department using the most current version of the Testing Results for New Watermains and Large Services form. A Sewer Water Alteration Permit (SWAP) may be required for this connection. To obtain a SWAP, please contact a Utilities Kingston Service Advisor.

Water services smaller than 100 millimeters in diameter serving a single structure, and connected to an existing watermain, must be installed according to OPSS 701. Connections to water mains will be performed by a tapping sleeve and valve. The work will be completed by Utilities Kingston personnel, with all tapping materials to be supplied by Utilities Kingston at the owner's expense. Before final connection to the meter, the service must be flushed with all valves in the fully open position for a minimum of 5 minutes. Connection to follow immediately upon completion of the flushing.

Services 100 millimeters and larger must be treated as a water main or main extension for the purposes of leakage testing, backflow protection, flushing and disinfection. No connection to the City of Kingston water distribution system will take place without proof of the installation of an appropriate backflow prevention device.

Hydrostatic testing, disinfection, and microbiological sampling must be conducted under the supervision of the owner's engineer. Results are to be submitted to Utilities Kingston Engineering and City of Kingston Building Services Department for review and confirmation prior to final permanent connection and commissioning of the new works. Results must be submitted using the Utilities Kingston form "Testing Results for New Water Mains and Large Diameter Services".

- The applicant's Engineer must submit a Testing and Disinfection Plan for review and comment by Utilities Kingston, prior to any field activities.
- The Testing and Disinfection Plan must include all procedures required to complete the Plan, including but not limited to, proposed water connection locations, backflow prevention, flushing procedures, chlorination procedures, and sampling locations.
- Review of the Testing and Disinfection Plan by Utilities Kingston does not constitute approval of the plan.

Hydrostatic Testing

- Hydrostatic testing of pipes must conform to OPSS 441, as applicable.
- No water is to be introduced into the pipe section to be tested except through a backflow protected connection. Backflow preventers must be certified as installed by qualified personnel before any water may be introduced into the new pipe.
- No hydrostatic testing will commence until the owner's engineer is on site, has given permission to proceed, and all the connections to the existing distribution system have been severed.
- Hydrostatic testing must be conducted under the supervision of the owner's engineer upon completion of the watermain including services and backfilling.
- A test section must be either a section between valves or the completed watermain.

Flushing/Swabbing of Watermains

Flushing/Swabbing operations must be conducted under the supervision of the owner's engineer.

All watermains must be wet swabbed as follows:

- A minimum of three new foam swabs with a density of approximately 25 kilogram per cubic metre and a minimum diameter of 50 millimeters larger than the watermain must be used.
- Swabs must have a minimum length of 1.5 times the diameter.

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- Swabs must be propelled through the watermain using potable water and must be spaced a minimum of 1.5 metres between swabs.
- Gate valves must be left in the open position.
- Swabbing must continue until the discharge water runs clear within 10 seconds of the last swab exiting the discharge point.
- All fitting, taps, valves etc. required for the introduction, propelling and recovery of the swabs, as well as the swabs are to be supplied by the contractor. The removal of all of the above at the completion of the swabbing works is the responsibility of the contractor.
- Temporary swab launching as well as retrieval facilities must be constructed in accordance with drawings W03-03-120 and W03-03-121.

The firm conducting the swabbing must show proof that at least one on-site staff member is a qualified operator under O. Reg. 128/04 (minimum Class 1) and be approved by the owner's engineer in writing before work may begin.

All water discharged by the flushing/swabbing operations must be at an approved outlet location. The contractor will be responsible for collecting and/or disposing of all such water, ensuring that all erosion and sediment control and de-chlorination requirements of the Ministry of the Environment, Conservation and Parks, Cataraqui Conservation and various other authorities having jurisdiction are met.

Disinfection and Microbiological Sampling

- Disinfection and microbiological sampling must be completed per "Watermain Disinfection Procedure, Ministry of the Environment, Conservation and Parks (MECP) Safe Drinking Water Branch, as amended, and AWWA C651-14 Disinfecting Water Mains".
- After flushing/swabbing is completed, water from the existing distribution system must be allowed to flow at a controlled rate into the new pipeline. Liquid chlorine solution must be introduced at a controlled rate so that the chlorine dosage is consistent and is distributed throughout the section being disinfected. The chlorine must be applied so that the free chlorine (CL₂) concentration is 25 milligrams per litre (mg/L) minimum and 200 mg/L maximum throughout the section. The system must be left charged with the chlorine solution for 24 hours.
- The chlorine concentration will be tested in the section after 24 hours, by the owner's engineer. If tests indicate a chlorine residual in accordance with Table 1 of the MECP Watermain Disinfection Procedure, as amended, the section must be flushed completely and recharged with water normal to the operation of the system. If the test does not meet the requirements, the disinfection procedure must be repeated until satisfactory results are obtained.

- Immediately after the system has been recharged samples for microbiological testing must be collected by the owner's engineer. At each sampling location, a sample must be taken and tested for free CL2 residual prior to collecting the sample for microbiological testing. The free CL2 residual must be at least 0.20 mg/L. If it is less than this the chlorination procedure must be repeated until satisfactory results are obtained before proceeding with sampling for bacteriological testing.
- Immediately after confirming the presence of an acceptable CL2 residual the owner's engineer must collect a sample for microbiological testing.
- Two consecutive acceptable samples taken a minimum of 16 hours apart must be obtained.
- If there is indication of contamination, the disinfection procedure must be repeated in its entirety.
- Water service testing procedures and results are to be documented on Utilities Kingston Drinking Water Systems Testing Results of New Water Mains and Large Diameter Services 100mm and Larger form and by the applicant's Engineer. All test results are to be forwarded to Utilities Kingston for review and approval.
- The system must not be put into operation until clearance has been given by Utilities Kingston. A permanent meter and backflow preventer will be required within 30 days of final connection or the testing process may need to be repeated.

Water service testing procedures and results are to be certified by a Professional Engineer. All test results are to be forwarded to Utilities Kingston for review and approval. The system must not be put into operation until clearance has been given by Utilities Kingston.

Owners are advised that except in the case of an emergency shutdown, it is illegal to operate any municipal water valve in the City of Kingston. Only licensed personnel at Utilities Kingston are permitted to open, close or in any way operate a water valve that is part of the active/live water distribution system. Owners and contractors may not operate during the construction process any water valves and must contact Utilities Kingston where operation of the water system is required. Any evidence of unauthorized activity on the water valves near or adjacent to a construction site will be enforced to the fullest extent possible.

Additions or extensions to the water service will require the installation of a backflow preventor. Disinfection and bacteriological testing of the water service extension is required and the test results are to be forwarded to Utilities Kingston. The water line extension can only be charged by Utilities Kingston personnel.

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Connections to sanitary sewers and watermains will be witnessed and inspected by the owner's engineer and Utilities Kingston personnel as per the Sewer Water Alteration Permit.

By-Law Number 2006-122, Water By-Law, Section 8.1 provides that no person, except for City personnel authorized under the *Safe Drinking Water Act*, is permitted to operate a fire hydrant. Fire hydrants must not be used to provide a source of water for construction purposes. Any evidence of the illegal use of hydrants will result in the active enforcement of the provisions of By-Law Number 2006-122 regarding the illegal use of hydrants.

All electrical installations must be inspected and approved by the Electrical Safety Authority. In some instances, the electrical supply authority may inspect electrical service entrance cables, equipment meters and/or embedded installations where there is concern that the installations may impact the local distribution system of the supply authority.

All electrical installations within the City right-of-way or that are to be transferred to Kingston Hydro, must be inspected and approved by Kingston Hydro/Utilities Kingston.

7.4 Fire Access Route Design

Fire safety standards applicable to site plan design are provided, primarily, from provincial regulations such as the Ontario Building Code. In addition to these regulations, fire safety requirements with respect to site access and water supply provisions are detailed elsewhere within this document.

The access and vehicular movement within the site must be designed to the City's requirements, applicable zoning regulations and the approval of the Building Department. Fire access routes should include dimensions to indicate:

- a) minimum width of 6 metres;
- b) minimum 12 metres centre line turning radius;
- c) minimum 5 metres overhead clearance height;
- d) maximum 90 metres dead end length or suitable turn-around facilities; and
- e) maximum 15 metres distance from principal entrances and other required access openings.

7.4.1 Fire Alarm Systems

Where a fire alarm system is installed, the building must be provided with a security box mounted within three metres of the main entrance and at a height between 1.5 metres to 1.8 metres above the floor or at location acceptable to the Chief Fire Official. The security box is designed exclusively to hold building access keys such as, but not limited to, building entry, service rooms, common spaces, elevator operation and roof access. All keys are to be provided with metal or plastic identification tags.

Every building pursuant to Section 2.8 of the Ontario Fire Code that is required to maintain a Fire Safety Plan approved by the Chief Fire Official must install and maintain a Security Box containing a copy of the approved fire safety plan adjacent to the principal entrance to the building or part of the premise to which the Fire Safety Plan applies. Sections for on site or after hours contacts are to be completed and updated with contacts who can be reached and respond to site on a 24 hour basis when need be.

For further information regarding fire protection matters, please contact Building Services at 613-546-4291 ext. 3280.

7.5 Accessibility

The *Planning Act* identifies the accessibility for persons with disabilities to all facilities, services and matters to which the Act applies as a matter of provincial interest. There are specific accessibility requirements in the Ontario Building Code which should be considered at the time of the site design. Barrier free design applies to all buildings except single, semi-detached, duplexes, triplexes, townhouses, or boarding houses with less than eight residents.

The Municipal Accessibility Advisory Committee (MAAC) conducts a review of plans submitted with a site plan control application for accessibility/universal design. Plans will be reviewed and evaluated in terms of accessibility for persons with various types of disabilities.

7.5.1 General Design Considerations

Plans submitted for accessibility review are encouraged to:

- a) clearly indicate all specific accessibility considerations including, but not limited to, lighting, signage, parking, ramps, doorways, and safety features;
- b) indicate how persons with disabilities are considered in the development of the plan (e.g., mobility, visual disabilities);
- c) consider accessibility (universal design) in the development of the plan as indicated by stating the source or guidelines used as reference; and
- d) include the International Symbol of Access (ISA) to mark designed accessibility features.

7.5.2 Accessible Parking Spaces

The requirements associated with accessible parking spaces, including size, location and required number of accessible parking spaces, are governed by the applicable zoning by-law for the property.

Accessible parking spaces should be the spaces located closest to the nearest accessible entrance(s) of the building on an accessible route. If located in a separate building, the accessible parking spaces must be on the shortest accessible route to an accessible entrance of the parking facility. Care should be taken so that persons in

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wheelchairs and scooters or using braces and crutches are not compelled to wheel or walk behind parked cars. The location of accessible spaces at ground or underground levels that require users to cross traffic lanes should be avoided. If this is not possible, a high contrast painted crosswalk with tactile indicators should be provided.

All accessible parking spaces must be painted blue and be marked by an identifying marker consisting of the International Symbol of Access (ISA).

Accessible parking spaces should be level, preferably a 2% grade in all directions. Where this is not possible, the gradient should not exceed 5%.

The following features of accessible parking spaces must be shown on the site plan and/or parking structure floor plans:

- a) type of accessible parking space (Type A or Type B);
- b) location of access aisles;
- c) dimensions of accessible parking spaces and access aisles (width and length);
- d) vertical clearance dimensions when located within a parking structure;
- e) location of accessible parking signage at the top-center of the accessible space;
- f) diagram illustrating the signage for Type A “van accessible” parking spaces;
- g) required curb cuts and depressed curbs, including tactile indicators;
- h) slope and cross slope of accessible parking spaces; and
- i) presence of any surface drains proximate to accessible parking spaces.

7.5.3 Access To and Within Buildings

Entrances should be easily distinguishable. Canopies are a good feature to have above entrances to help identify the entrance and to provide shelter while entering.

All pedestrian entrances are required to be accessible under the Ontario Building Code and must connect to a barrier free path of travel to an open public thoroughfare. The type of entry control must also meet the specifications under the Ontario Building Code. Accessible building entrances should be noted on the site plan drawings and marked with the International Symbol of Access (ISA).

The main entrance to the building and all other entrances to outdoor open space or recreation areas, should be designed in accordance with the Ontario Building Code. The entrance to the building requires a 1.6 metre wide path of travel if level with the adjacent area to be delineated. Every path of travel less than 1.6 metre must be provided with an unobstructed space of 1.8 metre by 1.8 metre not more than 30 metres apart.

Where a change in level is necessary, either inside the building in areas where members of the public have access from streets, open spaces or interior walkways in adjacent buildings, or outside the building, a ramp should be provided in accordance with the Ontario Building Code. Sloped floors or ramps are required where a change in level exceeds 13 millimeters inside a building. A ramp is required where the gradient exceeds 1 in 20 exterior to a building. Where the difference in elevation of the exterior walk is not more than 200 millimeters, a curb ramp may be provided. The top and bottom of a ramp must be identified with tactile attention indicators in accordance with Sections 4.1.1. and 4.1.2. of International Standard ISO 23599. All ramps should be noted on the site plan drawings including the length and width of the ramp, along with any handrails or landings that may be required.

The sight lines from the entrances to the passenger loading area and parking lots should be uninterrupted. Lighting at the entrances, the passenger loading area and in the lobby should be sufficiently bright and non-glare. All portions of a barrier free path of travel must be equipped to provide a level of illumination not less than 50 lux for exits.

Provision should be made for the thorough and immediate removal of snow and ice from exterior ramps and a curb or guardrail should be provided to keep wheelchair and scooters from slipping over the edge of the ramp.

7.5.4 Interior Design

Although not part of the site plan control review process, consideration should be given to the following interior design principles as it could affect the layout or design of the building or the site:

- a) The lobby, main social and recreational facilities, mailboxes, laundry room, elevators, public washrooms, garbage deposit areas and indoor garage all should be accessible to persons with disabilities;
- b) Where required, at least one elevator should accommodate wheelchairs and scooters with the control buttons no lower than 0.9 metre and no higher than 1.1 metre above the floor, and with doors which close relatively slowly;
- c) Public washrooms or washrooms adjacent to lounges or recreational areas in apartment buildings should be designed in accordance with the Ontario Building Code;
- d) Mailboxes should be no lower than 900 millimeters and no higher than 1100 millimeters from the floor; and
- e) Laundry rooms require generous floor space to allow turning movements for wheelchair and scooters and at least one washer and dryer should have side hinged front loading doors for easy access by persons with disabilities.

7.5.5 Pathways

The surface should be firm, even and clear of obstacles such as trash cans or newspaper boxes. Paving blocks with large joints and gravel and soil should be

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avoided. Pathways should have a colour or texture that contrasts from their surroundings. The design of curb cuts should include flared edges and colours or tactile alerts to demarcate them. Pathways should be clear of obstacles such as garbage bins, planters, bicycle parking, bollards and columns. Grades should be gradual along a pathway. Long or steep ramps should have switchbacks with resting platforms.

A passenger loading area should be provided with a direct and level route to the main entrance of the building and, ideally, provided with a roof shelter. Where a passenger loading area is provided, an access aisle must be provided adjacent to the vehicle space measuring at least 2440 millimetres by 7400 millimetres with a vertical clearance of at least 3600 millimetres. Curb ramps, where required, must be provided to permit access from parking area to sidewalk.

Openings to the pathway should be perpendicular to the direction of travel. As a safety measure, wheel-stops help prevent vehicles from encroaching the pathway.

The following pathways should be shown on site plan drawings:

- a) Access from municipal sidewalks to the building(s);
- b) Access from passenger drop off and loading areas to proximate accessible entrances;
- c) Access to exterior amenity areas; and
- d) Access within the site including pathways between multiple buildings on the site.

The following pathway features should be shown on site plan drawings:

- a) Curb cuts and depressed curbs with tactile surface indicators are required for pathways and on any pedestrian crossing area(s);
- b) Width of pathways;
- c) Dimensions of turning spaces, if required;
- d) Slope of pathways (may be shown on site plan or grading plan); and
- e) Ramps, if required.

7.5.6 Universal Design Principles

In addition to the requirements of the Ontario Building Code, the City of Kingston's MAAC also applies Universal Design principles in its assessment of accessibility.

Universal Design is the design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design. The intent of the universal design concept is to simplify life for everyone by making products, communications, and the built environment more usable by more people at

little or no extra cost. The Universal Design concept targets all people of all ages, sizes, and abilities.

Further information on the Universal Design principles, can be found at <https://www.cmhc-schl.gc.ca/blog/2023/what-is-universal-design>.

7.5.7 Additional Reference Material

Applicants are encouraged to review the following documents at the design stage and incorporate as many features as possible in the building and site plan design:

- Illustrated Technical Guide to the Accessibility Standard for the Design of Public Spaces (DOPS);
- [Canada Standards Association, CAN/CSA – B651:23 – Accessible Design for the Built Environment, 2023](#);
- Standards for Barrier Free Design of Ontario Government Facilities, Management Board Secretariat, 2023; and
- Ontario Ministry of Municipal Affairs and Housing, Ontario Building Code, Section 3.8, Barrier Free Design, 2020.

7.6 Building Permit

Review and approval of a Building Permit is not part of the site plan control process. Any questions or submission of an application for Building Permit should be directed to Building Services which is responsible for the review and approval of Building Permit applications. Building Permit applications may be processed concurrently with an application for site plan control approval.

The Ontario Building Code requires that certain types of buildings be designed by an Architect or Engineer. This matter must be discussed with Building Services prior to filing a site plan control application, in order to determine if the proposed building fits into that category. In cases where the proposed building is subject to this requirement, the plans submitted for site plan control approval must be prepared by an Architect or Engineer and bear an Architect or Engineer stamp.

7.6.1 Spatial Separation

Spatial separation requirements of the Ontario Building Code should be taken into consideration when designing a site as they could impact the location of buildings and windows, as well as the type of exterior building material.

7.6.2 Signs

All ground and/or facia signs on the subject property must comply with the Ontario Building Code and the City of Kingston By-law Number 2009-140, “A By-Law to Regulate Signs in The City of Kingston”, and will be reviewed during the Building Permit application process. However, the location of all existing and proposed ground signs must be shown on the site plan drawing and all roof and/or facia signs must be shown

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on the Architectural Drawings that are included with the submission of the site plan control application.

8. Contacts and Related Documents

The following departments may be contacted regarding requirements for development within the City of Kingston:

8.1 Contacts

Department	Phone Number	Email
Building Services	613-546-4291, ext. 3280	buildingpermits@cityofkingston.ca
Engineering Services	613-546-4291, ext. 3130	engineering@cityofkingston.ca
Heritage Services	613-546-4291, ext. 1389	heritageplanning@cityofkingston.ca
Planning Services	613-546-4291, ext. 3180	planning@cityofkingston.ca
Transportation & Transit Services	613-546-4291, ext. 3299	transportation@cityofkingston.ca
Utilities Kingston	613-546-1181	info@utilitieskingston.com

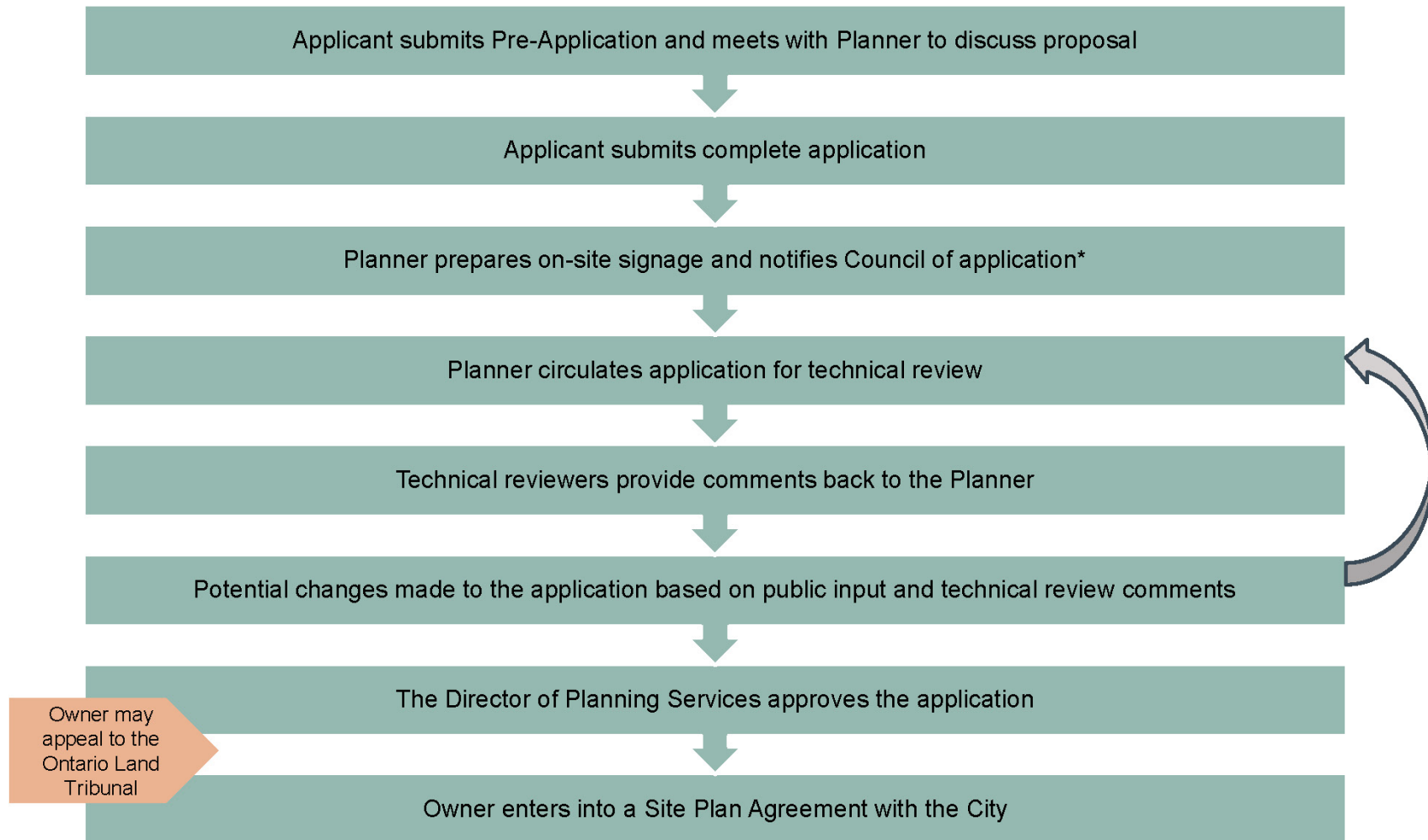
8.2 Related Documents

In addition to the documents referenced throughout these guidelines, the following documents should be consulted when designing a site and preparing a site plan control application submission:

- Ontario *Planning Act*
- Provincial Planning Statement, 2024
- City of Kingston Official Plan
- City of Kingston Zoning By-Law
- City of Kingston Site Plan Control By-Law Number 2025-XX
- City of Kingston Tree By-Law Number 2018-15

- City of Kingston Sign By-Law Number 2009-140
- City of Kingston Site Alteration By-Law Number 2008-128
- City of Kingston Archaeological Master Plan
- City of Kingston Subdivision Development Guidelines and Technical Standards
- Kingston Transportation Master Plan
- City of Kingston Active Transportation Master Plan
- City of Kingston Access Management Guidelines
- City of Kingston Downtown and Harbour Architectural Guidelines

Appendix A: Site Plan Control Process Flow Chart



*As per By-Law Number 2006-75, a member of Council may request that an application for Site Plan Control be referred to Planning Committee. If the application is referred to the Planning Committee, an Information Report is prepared by staff to obtain comments from the public and the Planning Committee.

Appendix B: Recommended, Restricted and Nuisance Tree Species Lists

Table 1: Recommended Street Tree Species

Common Name	Latin Name
Sugar Maple	Acer Saccharum
Freeman Maple	Acer X Freeman
Emerald Queen Maple	Acer Plantanoides 'Emerald Queen'
Parkway Maple	Acer Plantanoides 'Parkway'
Red Maple	Acer Rubrum Var. Morgan/Red Sunset
Hackberry	Celtis Occidentalis
Honey Locust	Gleditsia Triacanthos Var. Shademaster/Skyline
Maidenhair Tree (Male Only)	Gingko Biloba
Oak (Red And Pin)	Quercus Rubur, Quercus Palustris
Linden	Tilia Var Cordata Glenleven/ Euchlora (Crimean)

Table 2: Cataraqui Conservation Recommended Tree and Shrub Species

The following species are native, non-cultivars that are recommended by Cataraqui Conservation based on [Planting Guidelines for the Cataraqui Region \(2015\)](#).

Common Name	Latin Name
Deciduous Trees	
Large Toothed Aspen	Populus Grandidentata
Trembling Aspen Michx.	Populus Tremuloides

Site Plan Control Guidelines

Common Name	Latin Name
American Basswood L.	Tilia Americana
American Beech Ehrh.	Fagus Grandifolia
White (Paper) Birch	Betula Papyrifera
Yellow Birch	Betula Alleghaniensis
Butternut	Juglans Cinerea
Black Cherry	Prunus Serotina
Pin Cherry	Prunus Pensylvanica
Shagbark Hickory	Carya Ovata
American Hop-Hornbeam/Ironwood	Ostrya Virginiana
Red Maple	Acer Rubrum
Sugar Maple	Acer Saccharum
Silver Maple	Acer Saccharinum
Mountain Maple	Acer Spicatum
Striped Maple	Acer Pensylvanicum
Bur Oak	Quercus Macrocarpa
Red Oak	Quercus Rubra
White Oak	Quercus Alba
Balsam Poplar	Populus Balsamifera
Canada Plum	Prunus Nigra

Common Name	Latin Name
Black Willow	Salix Nigra
Coniferous Trees	
Balsam Fir	Abies Balsamea
Eastern Hemlock	Tsuga Canadensis
Tamarack Or Eastern Larch	Larix Larcina
Eastern White Pine	Pinus Strobus
Red Pine	Pinus Resinosa
White Spruce	Picea Glauca
Black	Picea Mariana
Deciduous Shrubs	
Specked Alder	Alnus Incana
Choke Cherry	Prunus Virginiana
Alternate-Leaved Dogwood	Cornus Alternifolia
Hawthorne	Crataegus Chrysocarpa
Nannyberry	Viburnum Lentago
Serviceberry	Amelanchier
Bebb's Willow	Salix Bebbiana
Shining Willow	Salix Lucida
Pussy Willow	Salix Discolor

Common Name	Latin Name
Coniferous Shrubs	-
Red Cedar	Juniperus Virginiana
Eastern White Cedar	Thuja Occidentalis
Common Juniper	Juniperus Communis

Table 3: Recommended Street Trees for Small Lots, Cul-de-sacs, or where Servicing Limits Space

Common Name	Latin Name
Katsura Tree	Ceridiphyllum Japonicum
Amur Cork Tree	Phellodendron Amurense
Ornamental Pears/Bradford, Redspire	Pyrus Calleryana
Ivory Silk Tree	Syringa Amurensis Japonica 'Ivory Silk'
Serviceberry	Amelanchier Canadensis
Amur Maple	Acer Ginnala
Thornless Cockspur Hawthorn	Craetaegus Crusgalli 'Inermis'

Table 4: Restricted Species adjacent to Natural or Environmental Protection Areas and Alternatives

The following trees and shrubs are not recommended to be planted adjacent to natural areas or Environmental Protection Areas. Alternative species are provided for consideration. The alternative species are also good trees/shrubs to consider adjacent to stormwater retention pond sites.

Common Name	Effects On Natural Area	Alternatives
Norway Maple	Dominates Forest Canopy	Native Maples Species
Horsechestnut	Invades Forest, Tends To Dominate	Native Chestnut
Tree Of Heaven	Dominates Early Successional Forest	Black Walnut
Amur Maple	Competes With Early Successional Forest Species	Native Mountain Maple, Hop Tree
Russian Olive	Invades Meadows And Shrub Communities	Native Viburnums, Redbud, Native Pin Cherry, Chokecherry
White Mulberry	Hybridizes With Rare Mulberry	Native Witch-Hazel, Native Serviceberry, Pin Cherry, Chokecherry
Lilac	Dominates Forest Redge	Native Red Mulberry, Pin Cherry, Chokecherry
Burning Bush	Invades Forest Understorey	Native Serviceberry, Native Highbush Cranberry, Elderberry, Nannyberry, Native Euonymus
Scots Pine	Invades Meadows	White Pine, Red Pine, White Spruce

Table 5: Nuisance Species

Common Name	Latin Name	Rationale
Acer Negundo	Manitoba Maple	Low landscape value, heavy seed production and easily propagates into natural areas, fence lines via seed. Fast growing tree with weak wood structure that tends to fail frequently in high wind and ice events. Normally invite nuisance insect like Boxelder bug to landscapes that

Common Name	Latin Name	Rationale
		congregate in large populations on sides of houses and trees and will enter into buildings/structures if allowed.
Populus Species	Poplar Species	Low landscape value, cottonwood varieties create large cloud 'puffs' at flowering stage that cover roads, sidewalks, yards, roofs in white blanket of fluff, fast growing tree with weak wood structure prone to limb and trunk failures during high wind and winter events. High frequency of rot diseases in main stems (cankers, heart rot fungi, etc). Useful for wind rows and natural area rehabilitation plantings, but not in a formal landscape design
Salix Species	Willow Species	Similar concerns to Poplar species. Useful in high water, shoreline rehab and riparian settings but not within a formal landscape.
Ulmus Parvifolia	Chinese Elm	Common to self seed into fencelines, natural areas; commonly affected by wilt diseases, cankers and rot fungi; very fast growing with weak wood qualities and frequently loses limbs in high wind and ice events.
Rhamnus Species	Buckthorn Species	Highly invasive species that quickly overtakes native understory plantings within natural forest areas; propagates rapidly through seed dispersal and cuttings; rapid root spread with epicormic (watershoot) development; intensive management strategies required to eradicate these from both natural and formal landscapes.

Table 6: Problematic Invasive Species

The following species are identified as problematic invasive species that are not recommended in any development, based on [Planting Guidelines for the Cataraqui Region \(2015\)](#).

Common Name	Latin Name
Common Reed	Phragmites Australis

Common Name	Latin Name
Dog-Strangling Vine	Vincetoxicum Rossicum
Garlic Mustard	Alliaria Petiolate
Giant Hogweed	Heracleum Mantegazzianum
Norway Maple	Acer Platanoides
Purple Loosestrife	Lythrum Salicaria
Wild Parsnip	Pastinaca Sativa
European Buckthorn	Rhamnus Cathartica
Tartarian Honeysuckle	Lonicera Tatarica



**City of Kingston
Report to Council
Report Number 25-094**

To: Mayor and Members of Council
From: Lanie Hurdle, Chief Administrative Officer
Resource Staff: None
Date of Meeting: March 4, 2025
Subject: Quarterly Report: Kingston Economic Development Corporation
– Q4 2024

Council Strategic Plan Alignment:

Theme: Regulatory & compliance

Goal: See above

Executive Summary:

In accordance with the Service Level Agreement entered into between the City of Kingston and Kingston Economic Development Corporation ([Report Number 21-014](#)), the attached report (Exhibit A) provides detailed reporting on Q4 2024 for the Economic Development Organization (EDO). Section 2.0 “Transparency, Reporting and Accountability” of the Service Level Agreement indicates “The EDO will be accountable to the Council of the City of Kingston in the performance of the activities and services provided in accordance with the provisions of this Agreement and /or as determined in the approved annual operating budget.” Specific direction to EDO on reporting is included in Section 2.2 which reads in part:

“2.2 The EDO shall communicate with the City as follows:

- a) Annually, by way of the draft budget, annual work plan and the Integrated Economic Development Strategy as updated to reflect the priorities of City Council;*
- b) Annually, by way of the Annual Financial Report as required by Clause 4.6 of this Agreement;*

March 4, 2025

Page 2 of 4

c) Quarterly, by way of Activity Reports to demonstrate the progress of the EDO in achieving the Integrated Economic Development Strategy and the impact of the EDO's actions and programs on the key performance measures of economic development as set out in Appendix B of this Agreement. The Quarterly Reports shall form the basis of an Annual Year in Review Report to Council. All Activity Reports shall be publicly accessible;..."

The attached report is provided in fulfillment of the quarterly reporting requirement noted above.

Recommendation:

This report is for information only.

March 4, 2025

Page 3 of 4

Authorizing Signatures:

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 & Emergency Services	Not required
David Fell, President & CEO, Utilities Kingston	Not required
Ian Semple, Acting Commissioner, Transportation & Infrastructure Services	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required

March 4, 2025

Page 4 of 4

Options/Discussion:

Exhibit A to this report provides an activity report from Kingston Economic Development Corporation on results for Q4 2024.

The Integrated Economic Development Strategy was approved by Council on December 15, 2020 ([Report Number 21-012](#)). The key performance measures as set out in Appendix B of the Service Level Agreement, and as outlined in EDO's quarterly reports, demonstrate the progress of the EDO in achieving implementation of the Integrated Strategy.

Existing Policy/By-Law

Council [Report Number 21-014](#) dated December 15, 2020

Notice Provisions

None

Financial Considerations

Section 4 of the Service Level Agreement relates to financial operations and provides clear parameters on funding to EDO to undertake its core activities.

Contacts:

Lanie Hurdle, Chief Administrative Officer 613-546-4291 extension 1231

Other City of Kingston Staff Consulted:

None

Exhibits Attached:

Exhibit A – Kingston EcDev Q4 2024 Report

KINGSTON

— Economic Development —

February 11, 2025

Lanie Hurdle, Chief Administration Officer
City of Kingston
216 Ontario Street
Kingston, ON, K7L 2Z3

RE: Q4, 2024 Service Level Agreement Performance Measures

Dear Ms. Lanie Hurdle:

Please accept this summary report outlining Kingston Economic Development Corporation's activities in Q4 (October – December) 2024.

Kingston Economic Development closed the 2024 year with an active fourth quarter marked by efforts to further European trade, participation at international trade shows, and strategic partnerships with community organizations to strengthen support for local businesses.

In Q4, Kingston Economic Development engaged in several international initiatives, including joining His Excellency Mr. Michel Miraillet, French Ambassador to Canada, and the Canadian Chapter of the France International Trade Advisors during their annual economic retreat in Kingston. The Corporation welcomed Belgium's Wallonia Export & Investment Agency, facilitating visits to local businesses and organizations. Additionally, Kingston Economic Development hosted the Europe for Eastern Ontario Seminar in collaboration with the Consulates General of Hungary, Austria, Czech Republic, and the Polish Investment & Trade Agency, providing local companies with insight into European trade and investment opportunities. Investment attraction efforts were further strengthened through participation in international trade shows, including MedTech, Bio-Europe, the Global Affairs European Roadshow, and the Private Label Manufacturers Association Trade Show.

Kingston Economic Development engaged in collaborative efforts to further support local businesses, including partnering with the Community Foundation for Kingston & Area to deliver the Not-for-Profit Academy series, a monthly workshop series aimed at addressing common challenges faced by not-for-profit organizations. The Corporation and Smith School of Business at Queen's University revived the Annual Business Forecast Lunch, where attendees had the opportunity to learn about local, national, and global economic forecasts from expert economists. The Corporation also supported the launch of the Kingston Business Journal in partnership with the Ottawa Business Journal, a new print media initiative to report on local business news and achievements.

Should you require any additional information, please do not hesitate to contact me. We will be presenting an overview of our 2024 activities and audited financial statements at our Annual General Meeting in April, 2025.

Looking ahead to 2025, Kingston Economic Development remains well-positioned to support our business community as we face a rapidly changing economic landscape.

Sincerely,



Donna Gillespie
Chief Executive Officer

cc. Cathy Campbell-Wilson, Chair, Kingston Economic Development Board of Directors

KINGSTON

— Economic Development —

Q4 / 2024 Report

Kingston Economic Development Corporation

Corporate updates

2025 Board of Directors

After an extensive public campaign to recruit 2 new Board of Directors members in November, the Corporation announced the appointment of Jeffrey Downey, Materials and Application Development Manager at DuPont; Eric Davies, retired commercial and residential land developer and home builder; and Kingston City Councillor Gregory Ridge in December. The Board thanked Yafan Huang for his 6 years of service; Wanda Costen, for her 3-year term; and Councillor Connie Glenn for her 2 years on the Kingston Economic Development Board of Directors. Along with the new appointments, the Board confirmed the 2025 Executive positions: Cathy Campbell-Wilson as Board Chair, Peng-Sang Cau as Vice Chair, Shan Jhamandas as Treasurer, Sanjay Jain as Secretary, and Anne Vivian-Scott as Past Chair. The Corporation looks forward to the valuable expertise and leadership these individuals will bring in shaping Kingston's continued economic growth.

Kingston Business Journal

In October, the Ottawa Business Journal, with the support of Kingston Economic Development, launched the Kingston Business Journal. This new publication aims to inform, connect, and inspire the Kingston business community by sharing local business news and insights. During the launch event, 2 Kingston companies were recognized for the Eastern Ontario 2024 Fastest Growing Companies Awards: Blue Collar Marketing, with 619% revenue growth, and Cloud Metric, who secured second place with 239.6% revenue growth. The Kingston Business Journal will continue to recognize local business achievements and their contributions to the region.

North America's Top 50 Economic Developer Award

Donna Gillespie received North America's Top 50 Economic Developer Award from Consultant Connect on November 21 at the ECONOMIX 2024 conference. This prestigious award recognized 50 economic developers across North America for their dedication, innovation, and effectiveness in fostering economic growth in their communities. Donna was one of 2 Canadians to receive this honour. Her achievement highlighted Kingston, the region, and Eastern Ontario on a national stage, showcasing the area's leadership in economic development.



▲ AI for economic development panel with Patrick Egbunonu, Claire Bouvier, Dr. Evan Steeg, and Norman Musengimana. (left to right)

EDCO Regional meeting

On October 10, Kingston hosted the Economic Developers Council of Ontario (EDCO) Regional Event. The event featured panel discussions on key topics, including destination branding presented by Tourism Kingston's Allison Migneault, Chief Marketing Officer; diversity, equity, and inclusion (D.E.I.) in a fireside-style discussion led by Nour Mazloum, Executive Director of Peterborough Downtown BIA, and Yu Jier Kou, Kingston Immigration Partnership Program Coordinator; business succession planning with Judith Pineault, Business Advisor and Exit Planner; and AI for economic development with panelists Claire Bouvier, AI Educator, Patrick Egbunonu, President & Chief AI Officer at Informanos, and Dr. Evan Steeg, AI & Innovation Consultant and Executive. Kingston Economic Development staff members Daniel Solorio, Rob Tamblyn, and Norman Musengimana acted as moderators during the presentations. Attendees had valuable opportunities to network and gain insights into current trends in economic development.

Community Involvement

The Corporation proudly held 100% staff participation in the annual KFL&A United Way fundraising campaign, raising \$3,820 and contributing to the charity's total of \$4,050,000 in donations. Kingston Economic Development values the lasting impact the organization has on more than 70,000 individuals through its community programs.

In October, the Kingston Economic Development team collected waste from the St. Lawrence Business Park as part of Sustainable Kingston's annual fall Pitch-In Day.

On October 31, members of the Kingston Economic Development team donated blood at Canadian Blood Services. In June 2024, Canadian Blood Services reported a shortage of blood donors, with approximately 4,500 donation appointments going unfulfilled each week. With the increased need for blood donors, Kingston Economic Development has pledged to organize quarterly blood drives to help meet the ongoing demand for life-saving donations.

Fireside Chat with Brent Toderian

In November, Kingston Economic Development, in partnership with Tourism Kingston, Kingston Accommodation Partners, the City of Kingston, Downtown Kingston BIA, and the Greater Kingston Chamber of Commerce, was pleased to host the Fireside Chat with Brent Toderian of UrbanWORKS event. Attendees listened to insights from Brent Toderian, an internationally respected "urbanist," who shared strategies on placemaking—creating public spaces that enhance a city's appeal by fostering more welcoming and inviting environments.



▲ Cher Powers, OCI, and Donna Gillespie welcome attendees to the second networking event, Women in STEAM.

Women in STEAM

Kingston Economic Development Corporation, in partnership with the Ontario Centre for Innovation (OCI), hosted the second Women in STEAM event in October. The event facilitated reciprocity, collaboration, and networking between women in science, technology, engineering, and mathematics (STEM) and the arts. Women in STEAM seeks to build lasting professional networks and encourage cross-disciplinary collaboration between fields often viewed as distinct, fostering innovation and strengthening industry connections.

EDCO Queen's Park Day

In November, Abdul Razak Jendi represented Kingston Economic Development Corporation at EDCO's Queen's Park Day, engaging in productive discussions with elected officials on priorities in economic development. Conversations at the event ranged from supporting small businesses to strategies for large-scale manufacturing, all focused on driving economic resilience and ensuring long-term stability for the region. This engagement is significant for Kingston, as it reinforces strong provincial support and partnerships.

Attraction and aftercare

International Investment Opportunities

Kingston Economic Development had the privilege of joining His Excellency Mr. Michel Miraillet, French Ambassador to Canada, and the Canadian Chapter of the France International Trade Advisors (CCEF) in Kingston during their annual economic committee retreat. The delegation included business leaders from industries such as aerospace, textiles, mining, pharmaceuticals, water treatment, Information and Communication Technology (ICT), and banking. During the event, Kingston Economic Development presented an overview of the city and its leading sectors, including sustainable manufacturing and life sciences. The team also highlighted opportunities for French companies and newcomers, fostering dialogue on investment and collaboration within Kingston's growing business community.

In November, Kingston welcomed Belgium's Wallonia Export & Investment Agency to the City. Christophe Van Overstraeten, Trade and Investment Counsellor, visited several Kingston businesses and organizations to explore opportunities for international growth and trade. The visit highlighted Kingston's strong potential for global partnerships and advancing trade relations.

Kingston collaborated with the Consulates General of Hungary, Austria, the Czech Republic, and the Polish Investment & Trade Agency (PAIH) to host the Opportunities in Europe for Eastern Ontario Seminar at Queen's University in December. This seminar provided a unique platform for companies in Eastern Ontario to explore the advantages of trade and investment opportunities in the four dynamic European markets which hold key sectors such as mechanical engineering and automotive manufacturing.

Kingston Economic Development was invited to attend a reception in Ottawa hosted by the Embassy of the State of Qatar in celebration of the National Day of the State of Qatar. The Corporation has fostered a strong relationship with the Ambassador of Qatar, who has supported Kingston's business retention and expansion (BRE) and investment attraction initiatives. This collaboration has provided support to companies seeking funding and exploring opportunities to expand into the Middle East market through Qatar.

▼ Mr. Michel Miraillet, French Ambassador to Ottawa and the delegation of business leaders.



Tradeshows

The Battery Show, Detroit, Mi

In October, Shelley Hirstwood and Abdul Razak Jendi attended The Battery Show in Detroit, Michigan, to promote Kingston as an investment destination. While there, they supported local companies such as IPG Photonics, Cyclic Materials, DuPont, and Celanese. The Battery Show demonstrated continued North American interest in the sector and provided an opportunity for Kingston Economic Development to engage with industry leaders.

MedTech Conference, Toronto

In October, Ben McIlquham and Shelley Hirstwood attended the MedTech Conference in Toronto. The conference showcased leaders and innovators in the medical technology sector and their medical breakthroughs that have the potential to transform healthcare. This was the first time the MedTech Conference was held in Canada, with a strong presence of Ontario based companies. A Kingston reception was hosted at the Smith School of Business Trades Office and included delegates and dignitaries who attended the conference. Kingston Economic Development's participation provided the Corporation with an opportunity to showcase Kingston as a leading location for medical technology companies.

Bio-Europe 2024, Stockholm, Sweden

In November, Ben McIlquham attended Bio-Europe 2024 in Stockholm, Sweden. As Europe's largest international conference in the life sciences sector, it brought together key players, including pharmaceutical and biotechnology companies. Kingston Economic Development's presence promoted Kingston as a prime location for life sciences investment. Ben connected with partners such as the Mayo Clinic, Global Affairs Canada, and Invest in Canada, and met with companies to discuss how Kingston can support their growth plans. Following the conference, Ben toured the Karolinska Institutet, Sweden's largest academic medical research university, further exploring new advancements in health innovation.

Global Affairs Road Show, Spain and Italy

At the end of October, Shelley Hirstwood represented Kingston Economic Development Corporation at the Global Affairs Road Show in Spain and Italy. This event highlighted Kingston as a leading investment destination alongside other major Canadian cities. Kingston Economic Development's participation was supported by CanExport, a federal initiative that assists small to medium-sized enterprises expand into global markets. The event offered a valuable platform to present Kingston's competitive advantages and assets to international investors and build key global partnerships.

Private Label Manufacturers Association Trade Show, Chicago, IL

In November, Abdul Razak Jendi attended the Private Label Manufacturers Association Trade Show in Chicago, IL. While attending, he networked alongside Ontario's Ministry of Agriculture, Food and Rural Affairs (OMAFRA). This trade show supports community growth and professional development within the retail industry and provided Kingston Economic Development with a platform to promote investment opportunities and build relationships in the food and retail sectors. **Page 198 of 234**

Business retention and expansion



▲ Left to right: Charles Zhang, Dr. Tracy Jenkin, Dr. Elspeth Murray, Dr. David Detomasi, Donna Gillespie, Ken Wong.

Annual Business Forecast Lunch

Kingston Economic Development Corporation, in partnership with Queen's University Smith School of Business, hosted the 37th Annual Business Forecast Lunch on November 28. The event featured insights into global, national, and local economic forecasts from leading economists and Smith School of Business speakers including Dr. David Detomasi, Charles Zhang, Dr. Tracy Jenkin, and Justine Janssen. Attendees gained valuable perspectives to inform their strategic business planning and economic outlooks for the coming year.

Best Places to Work Career Expo, Ottawa

In October, Rob Tamblyn attended the Best Places to Work Career Expo in Ottawa alongside the Ontario East Economic Development Commission to promote Kingston businesses with current job openings to recent graduates and mid-career professionals. Participants had the opportunity to explore new job prospects, network with industry leaders and mentors, and discover training programs designed to enhance their skills. The event provided a platform to connect job seekers with potential employers and support career development within the Kingston region.

The Next Stages of Business Growth Workshop

Hosted by Rogers & Trainor and featuring BDC, Kingston Economic Development Corporation, and Frontenac Business Services, the event Welcome to Navigating: The Next Stages of Business Growth was held in November. Participants gained valuable insights and expert guidance on growing, financing, and leasing a business from local economic leaders. Rob Tamblyn represented Kingston Economic Development and spoke to business owners interested in exploring key aspects of business growth and development.

Funding for Clean Tech Commercialization

GreenCentre Canada secured \$2 million in funding from the Federal Economic Development Agency for Southern Ontario to continue the Advance-ON program. This initiative supports small and medium-sized enterprises (SMEs) in southern Ontario by facilitating the development and commercialization of cleantech products. Kingston's growing cleantech industry plays a pivotal role in innovation and advancing commercialization efforts for startups, SMEs, and multinational companies. As Ontario's first city to declare a climate emergency, Kingston Economic Development Corporation remains dedicated to supporting cleantech companies with sustainable solutions for the future.



▲ Kingston Mayor Bryan Paterson and George Jacob with the Kingston Economic Development team.

Recognizing Leadership

Kingston Economic Development bid farewell to George Jacob, DuPont Kingston Technology Site Leader and DuPont Canada Innovation Leader, while recognizing his contributions to Kingston's economy at a reception held in December. During the event, Mayor Bryan Paterson highlighted George's lasting impact on the region and presented him with a plaque of recognition for his 6 years of dedication to the community.

Umicore Extends Pause on Construction

Umicore announced an extended pause in construction activities at their Loyalist Township facility, following their decision in July to pause non-critical spending. While this decision has impacted staffing, Umicore will maintain a core team on-site, reaffirming their commitment to the project and their investment in Canada. Kingston Economic Development values their strong relationship with Umicore and has extended ongoing support, including connecting Umicore with KEYS Employment Services to provide assistance to those impacted.

OCI Critical Industrial Technologies

In December, Shelley Hirstwood and Abdul Razak Jendi met with senior leaders from the Ontario Centre of Innovation's (OCI) Critical Industrial Technologies team during their visit to Kingston. OCI is collaborating with Kingston Economic Development to explore opportunities for 2 technology demonstration sites in Kingston, with a focus on the construction sector as well as AI and computing projects. During their visit, OCI toured innovation sites, including 945 Princess Street, the RXNHub and Queen's Centre for Advanced Computing.



▲ Promotional materials for the first Not-for-Profit Academy workshop.

New Not-for-Profit Academy

Kingston Economic Development, in partnership with The Community Foundation for Kingston & Area, launched a new workshop series for not-for-profit organizations looking to address common business challenges. The Not-for-Profit Academy workshops offer expert-led training and networking opportunities. The first 2 workshops in the series focused on marketing strategies, particularly audience mapping, key messaging, and strategic communications planning. This initiative will play a critical role in supporting Kingston's charitable sector, which has a significant impact on the local economy, contributes to employment, and provides essential services to the community.

SBEC Regional Meeting

At the beginning of November, Rob Tamblin and Norman Musengimana attended the Eastern Ontario SBEC Regional Meeting in Northumberland County. The regional meeting provided attendees with updates to Small Business Enterprise Centres, including new programs and services, best practices, and future programming. During their visit, they toured the Ontario Agri-food Venture Centre, a local food production facility and workspace that helps food entrepreneurs and farmers bring Ontario made products to market. At the meeting, Norman delivered a presentation on leveraging AI technology for business development and taught participants how to create their own ChatGPT bot.

AI Adoption Funding

Kingston Economic Development partnered with the 1000 Islands Community Development Corporation (TICDC) on their FedDev funding application for the Regional Artificial Intelligence Initiative. This initiative seeks to address the challenges faced by small and medium-sized businesses in adopting and applying AI technologies. Both TICDC and Kingston Economic Development recognize the need for comprehensive education to support businesses integrate AI tools into their operations. This initiative marks an important step in empowering local business owners to stay competitive and succeed in the digital economy.

Start-ups and entrepreneurship

RXNHub Innovation Summit

In October, Donna Gillespie, Abdul Razak Jendi, Simon Denford, and Norman Musengimana attended the RXNHub Innovation Summit, where Canadian stakeholders gathered to discuss strategies for scaling clean technologies. The summit highlighted key innovators, ecosystem members, and industry leaders collaborating on multi-stakeholder projects for a more sustainable future. Attendees had the opportunity to tour the newly renovated facility and learn about the latest advancements in sustainable chemistry and innovation. Following the Summit, a ribbon cutting ceremony was held to mark the official opening of Modern Niagara's \$70M retrofit of the facility at 945 Princess Street.

FedDev Ecosystem Fund

Kingston Economic Development is partnering with the Dunin-Deshpande Innovation Centre at Queen's University (DDQIC) on their FedDev Ecosystem Fund application. The proposed initiative will support entrepreneurs across Southeastern Ontario in forming ventures and accessing incubation programming. Kingston Economic Development has committed to a supportive role by enhancing its current business advisory services and workshop offerings with a dedicated Founder Series, helping Kingston's startup ecosystem establish long-term roots in the region.

Food Products to Market

The City of Kingston and the Township of South Frontenac hosted Scaling Up: Getting Your Food Products to Market, a bi-annual training event for food entrepreneurs held each spring and fall. The full-day session at Portsmouth Olympic Harbour educated food producers on how to start and scale their businesses, with tips on selling to larger retailers, marketing strategies, food regulations, and utilizing local commercial kitchens. Featuring speakers from Kingston Economic Development, Frontenac Business Services, and OMAFRA, the event provided valuable resources for food entrepreneurs. Norman Musengimana presented on the services and supports available through Kingston Economic Development to help food producers grow their businesses.

PhD Community Initiative

Kingston Economic Development Corporation is participating in the Queen's University PhD Community Initiative, mentoring a multidisciplinary group of PhD students as they explore solutions to support senior entrepreneurs and generate strategies to assist mature adults interested in launching a business venture, start a side hustle, or rejoin the workforce after retirement. This initiative supports community organizations using interdisciplinary and analytical approaches. Kingston Economic Development Corporation has participated in the PhD Community Initiative since 2019, contributing to innovative solutions and community growth in areas such as student retention and newcomer entrepreneurship.

SBEC Regional Meeting

At the beginning of November, Rob Tamblyn and Norman Musengimana attended the Eastern Ontario SBEC Regional Meeting in Northumberland County. The regional meeting provided attendees with updates to Small Business Enterprise Centres, including new programs and services, best practices, and future programming. During their visit, they toured the Ontario Agri-food Venture Centre, a local food production facility and workspace that helps food entrepreneurs and farmers bring Ontario made products to market. At the meeting, Norman delivered a presentation on leveraging AI technology for business development and taught participants how to create their own ChatGPT bot.

Starter Company Plus

At the end of 2024, Kingston Economic Development announced the recipients of the fall 2024 Starter Company Plus grant, each participant was awarded up to \$5,000 in funding to support their business ventures. The recipients included Visually Speaking Inc., an online educational platform providing accessible resources for all learning styles; Drivisa, an MTO-approved driving instructor school designed to streamline the process of obtaining a driver's license; Giving Space, a provider of life enhancement services, including coaching, productivity, and organizing solutions; Acoshia, a stylish line of office tools that blend fashion with organization; CB Butterlicious, a cosmetics company specializing in high-quality, all-natural skincare products; Dessert of the Deyo, a bakery renowned for its tarts, cupcakes, and cookie kits; Credence Homehealth, a provider of in-home care services for seniors; Tourny, a tournament management software platform; Vulnscanner AI, an AI-powered cybersecurity platform for individuals, small businesses, and non-profits; and Brightminds, a play-based STEM learning approach designed to prepare children for the future. This cohort of entrepreneurs reflect the diverse industries and innovative ideas that strengthen the city's business community.

▼ Participants of Starter Company Plus Fall 2024.



Marketing and communications

The Marketing & Communications department supports investment and business development managers by creating sector-specific messaging and business collateral tailored to their target audiences. The communication strategy emphasizes digital marketing to increase visibility, engage relevant sectors, and amplify Kingston's economic initiatives.

The Marketing & Communications department shares information for Kingston's business community, showcasing events and new investments. They also boost lead generation through paid campaigns and Search Engine Optimization (SEO) techniques to strengthen Kingston's position in economic development.

investkingston.ca

Top visiting countries



Website analytics

Users	9,300	▲ 50% Y/Y
Sessions	13,300	▲ 33% Y/Y
Pageviews	28,200	▲ 19% Y/Y

Top pages

Home	11,185
Events	1,177
Meet the team	922
Major employers	819
Starter Company Plus	597

Pageviews







The Kingston Economic Development website, investkingston.ca, realized a 49.5 % increase in new visitors when compared with Q4 2023.







In this quarter the webpage Starter Company Plus climbed to the 5th spot in line with the intake of applications for this business program.

Social media

Kingston Economic Development manages a mix of organic and paid social media campaigns on the digital platforms X, Facebook, Instagram, LinkedIn, and YouTube with the social media handle @investkingston. Each platform engages different stakeholder segments.

@InvestKingston		Change Q/Q
Combined Users/Followers	50,679	▲ 2%
Total Impressions	185,749	▲ 33%
Total Engagement	15,442	-

@InvestKingston						
Followers/Likes [Q3]	11,470	14,049	15,755	-	361	9,044
Followers/Likes [Q4]	11,481	14,276	15,800	-	361	8,745
% change over previous quarter	▼ 0.10%	▼ 1.59%	▼ 0.28%	-	0.0%	▲ 3.42%
Organic impressions	-	91,186	-	-	-	70,162
Organic reach	16,931	-	72,290	-	-	-
Paid impression	25,575	-	-	-	-	-
Actions (visit web, request directions, call)	-	-	-	358	-	-
Searches	-	-	-	2,214	-	-
Video views	-	-	-	-	58,371	-

Demographics (most popular)						
Age	55-64	-	35-44	-	-	-
Gender	Women	-	Women	-	-	-
Location	Kingston	-	Kingston	-	-	Kingston

Media coverage

[GreenCentre Canada continues its Advance-ON program with Government of Canada support](#)

// Government of Canada, September 3

[Federal Government Invests in Kingston's GreenCentre Canada](#)

// Kingston Herald, September 3

[GreenCentre Canada continues Advance-ON program with federal government support](#)

// Canadian Manufacturing, September 4

[Launch of Kingston Business Journal](#)

// Ottawa Business Journal (Podcast),
October 22

[Kingston's new Not-For-Profit Academy set to tackle common challenges](#)

// Kingston Daily, October 23

[2024 Frontenac Business Awards recognize local business operators in Frontenac County](#)

// Kingstonist, November 6

[Umicore extends halt on Kingston-area EV plant, lays off workers](#)

// The Whig, November 13

[Pause of Loyalist Umicore plant to continue as part of cost saving measures](#)

// Kingstonist, November 15

[Meet North America's Top 50 Economic Developers](#)

// Consultant Connect

Media releases

[New Not-for-Profit Academy to Support Kingston Organizations](#)

[BEESEO to Celebrate Black Business Excellence in 2024](#)

2024 Measurements

Attraction and aftercare	Q1 2024	Q2 2024	Q3 2024	Q4 2024	2024 Totals	Q4 2023	2023 Totals
Investment inquiries	12	11	5	12	40	17	79
// Health innovation inquiries	1	0	0	1	2	4	13
// Sustainable manufacturing inquiries	6	10	5	7	28	8	27
Leads generated	38	65	21	90	214	17	168
// Health innovation	23	46	8	68	145	3	86
// Sustainable manufacturing	14	12	11	19	56	10	41
Site visits	3	4	14	7	28	-	-
Familiarization tours	2	1	7	2	12	-	-
Business attraction active opportunities	71	74	75	77	-	84	-
// Health innovation	22	22	29	29	-	56	-
// Sustainable manufacturing	46	47	45	45	-	22	-

Business retention and expansion	Q1 2024	Q2 2024	Q3 2024	Q4 2024	2024 Totals	Q4 2023	2023 Totals
Inquiries	175	110	157	30	472	53	322
// Health innovation inquiries	1	0	0	0	1	0	3
// Sustainable manufacturing inquiries	5	6	3	1	15	7	10
Small businesses supported with grants	37	38	36	71	182	17	113
Value of grants to businesses	\$87,046	\$78,777	\$75,579	\$156,693	\$398,095	\$41,775	\$264,234
Company site visits	11	6	18	16	53	-	-
Active opportunities	20	22	15	13	-	28	-
// Health innovation	12	13	6	6	-	15	-
// Sustainable manufacturing	8	9	9	7	-	12	-



Start-ups and entrepreneurs	Q1 2024	Q2 2024	Q3 2024	Q4 2024	2024 Totals	Q4 2023	2023 Totals
Inquiries for support	113	62	66	47	288	17	285
Consultations provided	293	215	282	102	892	125	738
// Health innovation	61	6	14	6	87	31	139
// Sustainable manufacturing	16	11	18	6	51	24	97
Events and activities hosted	36	25	19	32	112	40	196
Persons attending programs and events	125	638	628	993	2,384	636	2,094

KINGSTON

— *Economic Development* —

Kingston Economic Development Corporation

366 King Street East, Suite 420
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 @investkingston

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 @investkingston

KINGSTON

— Economic Development —

December 2024 YTD Financial Summary

For the Twelfth Month Ending
Tuesday, December 31, 2024

	Actuals	Approved Budget	Amended Budget	100% Through Year % To Date
Revenues:				
City Funding	\$ 1,538,757	\$ 1,538,757	\$ 1,538,757	100.00%
Provincial Funding	\$ 411,155	\$ 427,685	\$ 361,582	113.71%
Federal Funding	\$ 347,937	\$ 1,359,802	\$ 827,165	42.06%
Investment & Bank Interest	\$ 30,464	\$ 40,000	\$ 40,000	76.16%
Other	\$ 100,746	\$ 160,000	\$ 108,089	93.21%
Total Revenue	\$ 2,429,059	\$ 3,526,244	\$ 2,875,593	84.47%
Expenditures:				
Salaries & Wages	\$ 1,174,225	\$ 1,251,044	\$ 1,241,044	94.62%
Overhead				
Administration	\$ 222,330	\$ 222,500	\$ 250,000	88.93%
Boards & Committees	\$ 4,281	\$ 7,500	\$ 7,500	57.08%
Human Resources	\$ 25,725	\$ 10,000	\$ 25,000	102.90%
Marketing Communications	\$ 63,783	\$ 65,000	\$ 80,000	79.73%
Projects				
Attraction & Aftercare	\$ 178,701	\$ 150,000	\$ 218,600	81.75%
Business Retention & Expansion	\$ 259,909	\$ 255,000	\$ 255,000	101.93%
Start Ups & Youth Business	\$ 154,269	\$ 150,000	\$ 150,000	102.85%
Funding Programs	\$ 406,451	\$ 1,415,200	\$ 648,449	62.68%
Total Expenditures	\$ 2,489,674	\$ 3,526,244	\$ 2,875,593	86.58%
Annual Surplus/(Deficit)	-\$ 60,615	\$ -	\$ -	-

* Not reflective of final adjustments

**As presented to the Finance & Audit Committee on February 4, 2025



**City of Kingston
Report to Council
Report Number 25-093**

To: Mayor and Members of Council
From: Lanie Hurdle, Chief Administrative Officer
Resource Staff: None
Date of Meeting: March 4, 2025
Subject: Kingston Penitentiary Potential Disposition and Securing
Community Interests

Council Strategic Plan Alignment:

Theme: 5. Drive Inclusive Economic Growth

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

Executive Summary:

The intent of this report is to provide the public with information on all the City's efforts and attempts to secure the Kingston Penitentiary property for community access since 2016. In light of the federal government's recent decision to add Kingston Penitentiary to the Canada Public Land Bank Inventory of federally owned properties identified for long-term leasing to support new housing development, Council has consented to releasing information related to Kingston Penitentiary previously provided in closed session on November 21, 2023 and February 18, 2025.

There have been public tours and filming activities at the Kingston Penitentiary site since 2016. This has been possible based on partnerships with St. Lawrence Parks Commission, Tourism Kingston, United Way KFL&A and with strong support from Correctional Services Canada Regional Directors.

Kingston Penitentiary is the oldest penitentiary in Canada, and it currently has federal heritage protection as designated a National Historic Site of Canada. It has not yet been designated by the municipality under the Ontario Heritage Act which will provide the property with heritage protection should the federal government dispose of the property to another entity.

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The details in this report clearly outline the multiple attempts, and the associated funds that the City and partners invested in the last ten years, to protect and secure access to the Kingston Penitentiary property; a site which is now at risk of potential private redevelopment.

City staff recognize the importance of creating new housing in the community and are recommending that the federal government consider one of its multiple other properties that are not sites with significant heritage resources for housing redevelopment.

Recommendation:

This report is for information only.

March 4, 2025

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Authorizing Signatures:

ORIGINAL SIGNED BY CHIEF

ADMINISTRATIVE OFFICER

**Lanie Hurdle, Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

Paige Agnew, Commissioner, Growth & Development Services

Jennifer Campbell, Commissioner, Community Services

Neil Carbone, Commissioner, Corporate & Emergency Services Not required

David Fell, President & CEO, Utilities Kingston Not required

Ian Semple, Acting Commissioner, Transportation & Infrastructure Services Not required

Desirée Kennedy, Chief Financial Officer & City Treasurer Not required

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Options/Discussion:**Background**

Kingston Penitentiary was constructed from 1833 to 1834 and opened on June 1, 1835, as the "Provincial Penitentiary of the Province of Upper Canada". It was one of the oldest prisons in continuous use in the world at the time of its closure in 2013. Kingston Penitentiary was one of nine prisons in the Kingston area, which ranged from low-security facilities to maximum-security facilities.

2015 – 2017 Visioning Exercise

In the spring of 2015, Correctional Service Canada (CSC) approached the City of Kingston to discuss the future disposal of the Kingston Penitentiary property. CSC informed the City of its intent to proceed with a strategic disposal process which would involve Canada Lands Company (CLC), an arms-length, self-financing federal Crown Corporation responsible for the development and disposal of strategic surplus federal properties. This opportunity was presented to the City as a mechanism, most likely the only mechanism, for the City and the community to have input on the potential future use and development of the Kingston Penitentiary property.

That same year, City Council approved a partnership with CSC, CLC and the Department of Fisheries and Oceans Canada (DFO) to complete a visioning exercise for the Portsmouth Olympic Harbour (POH) property, the former Kingston Penitentiary (KP) property and harbour property owned by DFO. The intent was to give the City and residents an opportunity to be involved in the future redevelopment of the property prior to the federal disposal process. CLC, responsible for the development and disposal of strategic surplus federal properties, played a leadership role on behalf of CSC and DFO throughout the visioning process. The City invested \$100,000, funded through municipal property taxes, into this process.

In 2017, City Council endorsed a high-level vision for the properties that included the development of a complete neighbourhood composed of residential, commercial, office space, open space and a destination site with tourism and commemorative components. There was a significant amount of residential development proposed in the form of low-density townhouses along the DFO property as well as on the southern portion and on the eastern edge of the KP property. Townhouses were proposed along the Alwington neighbourhood to provide an appropriate development transition. There were three (3) high density buildings proposed on the central/southern portion of the KP property. The public noted concerns with the height and density of those buildings, especially the one located near the tourism/commemorative components of the site. The form of development and its density was entirely based on financial viability for the overall development of the site. The central/southern portion of the KP property was also intended to accommodate commercial and office space within the existing heritage structures to be preserved, or within new construction on site.

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CLC, as the lead federal agency on this visioning process, had the mandate to make the redevelopment proposal financially viable. The overall site has multiple constraints to achieve financial viability including the preservation and rehabilitation of heritage structures, environmental conditions, servicing and road infrastructure. Any changes to the vision, including changes to residential densities, could have impacted the future development of the site.

City staff had meetings with CLC following the endorsement of the vision and identified significant concerns with the ability to support the required planning framework, particularly the density of the proposed residential development. No additional steps were undertaken to advance the land use amendments required to support the redevelopment and CLC put this initiative on hold while focusing on other developments across the country.

Kingston Penitentiary Tours and Filming 2016 – 2025

In 2016, following the approval of the partnership for the KP/POH visioning exercise, the City was approached by various members of the community with the idea and interest to facilitate temporary public tours of the Kingston Penitentiary property, during the visioning process. The City and partners have been able to facilitate public tours and filming activities at the Kingston Penitentiary property since 2016 with unwavering support from the CSC Regional Director's office. The operation of these tours has not required property tax contributions and have contributed to local charities.

2016 Kingston Penitentiary Public Tours

In May 2016, Council approved partnerships with CSC and the St. Lawrence Parks Commission (SLPC) to operate public tours at the KP property. The SLPC operated public tours out of KP from June to October 2016. The tour season was shorter during this first year of operations.

During this period of time, close to 60,000 visitors came to see what was behind the historic walls of KP. KP Tours added a one-of-a-kind tourism asset to Kingston's tourism portfolio. The estimated economic impact to the region was \$4.7 million as calculated through the Tourism Regional Economic Impact Model (TREIM). This model estimates the induced economic impact of tourism related activities in areas such as overnight accommodations, food and beverage, transportation, retail and entertainment. These tours provided full time seasonal employment for 40 college and university students as well as record visitation to partner museums including Canada's Penitentiary Museum.

The net profit generated in the first year was approximately \$644,000. Half of this amount was allocated to destination marketing for Kingston and the other half to the United Way of KFL&A for re-investment in youth programming.

2017 Kingston Penitentiary Public Tours

Tours ran from May until the end of October 2017. Tours were conducted in both of Canada's official languages to cater to the needs of visitors. Ticket prices increased from \$25 in 2016 to \$35 in 2017. Tuesday continued to be dedicated as "Kingston Days" with a discount on tours.

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In 2017, the public tours attracted 105,000 visitors and generated close to \$4.3M in total revenues and \$2.4M in net profit which was split 50/50 between the United Way of KFL&A and destination marketing which is managed by Tourism Kingston (TK) and the SLPC. The economic impact as calculated by TREIM was \$8.4 million.

2018 Kingston Penitentiary Public Tours

Tours ran from May until the end of October 2018, attracting 68,000 visitors and generating a net profit of \$1.47M which continued to be split 50/50 between destination market (TK) and the United Way of KFL&A. The decrease from 2017 to 2018 was related to reduction in pent up demand to access the site as well as increased tourism in Canada during the sesquicentennial celebrations in 2017. KP remained one of the most significant tourism assets in Kingston and was identified as a priority in the Integrated Destination Strategy endorsed by Council in 2019.

The City of Kingston continued to play an important role in facilitating this initiative. As per the previous agreements, the City continued to license portions of KP from CSC for the provision of public tours and, in turn, the City extended its agreement with the SLPC for the delivery of public tours.

2019 Kingston Penitentiary Public Tours

As part of the review of the 2019 partnership for KP, access during civic holidays and for filming was added to the agreement. There were filming production activities at KP in 2019, including a Netflix series. The number of visitors in 2019 was 72,500, a slight increase from 2018's numbers. The total net profit was about \$1.625M with an estimated tourism regional economic impact of about \$6.31M.

The 2019 proposal introduced ticket pricing to make tours more affordable for families as well as to be more attractive to group tour operators and continued to provide accommodations for individuals with specific needs on all tours. The net profits from operations continued to be allocated 50/50 between the United Way of KFL&A and destination marketing. As per the previous agreements, the City continued to license portions of KP from CSC for the provision of public tours and, in turn, the City extended its agreement with the SLPC for the delivery of public tours.

2020 and 2021 Kingston Penitentiary Public Tours

In 2020 and in light of COVID-19 restrictions, SLPC decided to contract directly with CSC for the use of the KP property through a licensed agreement with limited access and focus on public tours. A shorter public tour season with smaller groups was offered in 2020 with a total number of 19,201 visitors and an estimated economic impact of \$1.5M. That same year, film production companies also rented the KP property directly from CSC.

In 2021, SLPC decided to continue its 2020 rental arrangements with CSC since there was still a lot of instability and uncertainty related to pandemic restrictions. During 2021, SLPC had 35,000 visitors through public tours with an estimated economic impact of \$3.05M. Although

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there was a significant increase from 2020, these numbers were still much lower than 2019 which saw 72,487 visitors and with an estimated economic impact of \$6M. Film production companies were also renting KP directly from CSC. The total estimated direct spend from filming in 2021 was about at \$5M.

2022 Kingston Penitentiary Public Tours

Following the hold placed on the City's lease of KP in 2020 and 2021, discussions resumed in early 2022 between the City and CSC to see if the implementation of the lease could still be considered. CSC indicated that per its policy, it is required to lease the property at cost and cannot reduce the lease amount as it would be considered bonusing.

Considering that SLPC and TK have distinct roles in terms of services on the site, it made sense to have the City act as the leaseholder and work directly with its partners to deliver tourism and community activities at KP in 2022. The City and its partners recognized that even though COVID-19 restrictions were gradually being lifted, it would take time for the tourism industry to recover and therefore, a full-year lease was not financially feasible as revenue generation opportunities between November and April are usually limited. The City worked with CSC and its partners to establish a lease from May 1 until the end of October 2022 for a total of seven (7) months. This lease could be renewed annually for four (4) additional 7-month periods.

The cost of the lease was based on the federal government's Payments in Lieu of Taxes (PILT) to the municipality, estimated at \$286,400 per year (and therefore \$23,866 per month, or \$143,200 for the lease period). The total City cost of operations in 2022 was \$237,477 which included the lease, utilities and day-to-day maintenance. As per previous years, the City continued to partner with SLPC and TK to deliver public tours, filming and various tourism and community activities. This short-term lease did not limit the number of for-profit and tourism activities operating on the KP site. The City broke even in 2022, as it recovered its costs from the operational revenues at the site, while the KP tours generated a net profit of about \$1M for SLPC.

2023 Kingston Penitentiary Public Tours

In 2023, the City extended the lease from April until the end of November. Total operating costs were approximately \$440,000 due to the extended time frame and significant heating costs during the month of November. City staff worked with SLPC to ensure that all costs were covered by KP operational revenues and did not have any impact on the property taxes. The operations of KP tours continued until the end of November and had over 100,000 visits on the property between tours and Pumpkinferno.

2024 Kingston Penitentiary Public Tours

In 2024, the lease agreement was established from April until the end of October. The public tours took place in 2024 and activities on the property wrapped up in late Fall with Pumpkinferno. SLPC has reported a total of 86,033 visitors in 2024.

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From a City lease perspective, the actual operating costs were approximately \$420,000 which resulted in a small surplus of about \$8,000 for the City in 2024. This does not include the net profit from tours generated by SLPC. These numbers have not yet been provided to City staff.

2025 Kingston Penitentiary Public Tours

The City has secured a lease with CSC to operate tours from April until the end of October 2025. The City operating budget has been established at about \$440,000 due to the rising cost of utilities and increased fee in PILT. It is anticipated that the costs will be covered by revenues from SLPC and filming.

Lease Options and Political Advocacy

As previously indicated, CLC chose not to advance work on the next steps of land use amendments following the approval of the visioning exercise in 2017. At that time, City staff and the Mayor's Office approached representatives from Parks Canada to understand if the Kingston Penitentiary property, a National Historic Site, had been discussed as a potential future site operated by Parks Canada. There were two meetings with Parks Canada representatives who indicated that they had not been engaged in the disposal conversations and recognized the historical significance of Kingston Penitentiary.

In 2018, the MP's Office helped the City to set up two meetings with Prime Minister's Office staff and with Minister Joly, who was overseeing the Canadian Heritage portfolio at the time. The discussions were focused on options to transfer the property to Parks Canada and a potential lease agreement between the City and the federal government to support ongoing public access to the Kingston Penitentiary. At the time, the City was verbally informed that Parks Canada was not interested in taking on the property.

Discussions about a potential lease continued during 2019 as the City identified an interest in more lease consistency that would enable partners to do more long-term planning. In early March 2020, prior to the pandemic, City Council approved a multi-year lease with CSC to access the KP property for a total cost of up to \$1,124,000 per year. This lease was intended to allow the City and its partners, SLPC and TK, to deliver public tours, film production and other limited community activities.

It was proposed that the City would pay the Federal Department of Public Safety and Emergency Preparedness (PSEP) a lease payment of \$100,000 per year with a 2% annual increase. While leasing the property, the City would no longer have received the PILT in the amount of \$474,000 (2019). Although this was not a direct payment to PSEP, it would have been a loss in property tax revenues for the City and therefore, staff were proposing that net surpluses from the operations be utilized in part to reimburse this loss in PILT revenue to ensure that there were no impacts to property taxpayers.

The City would have also been responsible for paying up to \$550,000 per year in utilities and maintenance costs. Based on past expenditures, the combined expenditure was as high as \$850,000 per year. In order to minimize the risk and control costs, the City's contribution would

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have been up to \$550,000 annually. City staff put the multi-year lease on hold in late March 2020 due to the COVID-19 pandemic.

After the pandemic, the City identified its interest in re-initiating discussions about a multi-year lease. In the spring of 2024, City staff and the district Councillor met with the Minister of Public Safety, the local MP and CSC staff at the KP property to discuss potential long-term lease options. At that meeting, the Minister indicated his interest in securing a 10-year lease with the City for the use of KP and directed their staff to work with City staff to develop a draft 10-year lease agreement by the fall 2024.

The Minister indicated that the lease would require Treasury Board approval since the terms of the lease would fall outside of federal leasing policies. City staff provided financial information which demonstrated that the City could contribute a value of \$1M per year through a lease agreement. This included the waiving of PILT and was based on net revenues from tours and filming from previous years. This assumed that there would be no property tax contribution to the operations of the property. The document provided to CSC staff is attached as Exhibit A. City staff indicated that, while interested in a long-term lease, they were doubtful that the City could afford the acquisition and maintenance of the property.

Over 6 months, City staff followed up with CSC staff and the MP's office to offer support to develop a draft lease. In January 2025, CSC notified City staff that they would not be moving forward with a long-term lease and would provide a 2025 lease agreement under the same terms and conditions as previously approved by Council for filming and tourism activities.

Potential Disposition of Kingston Penitentiary

In early 2023, City staff were notified of the federal government's intent to re-initiate the KP disposal process. Based on information received, the federal government was hoping to proceed with disposal of the property in 2024 and would not renew the one-year lease with the City in 2024 unless they received a formal property acquisition proposal from the City.

City staff worked with N. Barry Lyon Consultants as well as Tourism Kingston (TK) and Twenty 31 to develop a business case for the property and report back to Council. Twenty 31, retained by TK, produced a tourism and entertainment concept which reviewed similar best practices across Canada and the United States. The Twenty 31 concept proposed a model which included past and existing uses such as tours and filming as well as some potential commercial uses like restaurant and potential artists live/work spaces. It is important to note that any additional uses on the property would be incorporated over time and would require additional capital investment from the City or the private sector.

The Twenty 31 concept was reviewed and utilized by N. Barry Lyon Consultants who produced a preliminary business case for the KP acquisition (business case). The consultants and staff had limited information to develop a business case and indicated that more research and analysis, including a full building/structure condition assessment, would be required as part of due diligence work.

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On November 21, 2023, in Closed Report Number 23-279, Council provided staff with direction to continue negotiations with CSC and submit a formal \$1 offer with a due diligence period of 12 months and an initial federal capital contribution; while staff secured the 2024 lease agreement, under the same terms and conditions as previously approved by Council. City and partners spent approximately \$82,000 for this business plan. City staff shared the business plan information with CSC.

The overall site is complex, and additional due diligence period was required to complete a building and structure condition assessment, any environmental assessments, review of additional operational strategic opportunities and additional financial analysis as well as a heritage assessment of buildings and structures that would require municipal designation/heritage protections under different ownership. High level estimates from staff and the consultant indicated that there would be a minimum initial capital investment of \$6.5M.

In December 2023, the City submitted a conditional offer of purchase, the Kingston Penitentiary lands, part of Portsmouth Olympic Harbour and part of the water lot fronting Kingston Penitentiary from CSC and the DFO respectively. After multiple follow ups, the City finally received a response to its December 2023 offer on February 17, 2025. This response is attached as Exhibit B to this report and indicates that CSC is following its prescribed disposal process which is to transfer the land to CLC. The CSC response also indicates discussions with Parks Canada can be facilitated if the City's intent is to continue to operate the site for tourism purpose.

Heritage Designation

In 1990, Kingston Penitentiary was designated a National Historic Site of Canada by the federal government, but this alone does not provide specific heritage protection should the property be disposed of or transferred. It does not currently have a municipal heritage designation or Heritage Easement Agreement.

Currently, 560 King Street West (the former Kingston Penitentiary) is a "Listed" heritage property for the municipality. Section 27 of the *Ontario Heritage Act* allows municipalities to list properties with cultural heritage value, even if they are not officially designated under the Act. These listed properties have less protection than a designated property. With the changes enacted to the Ontario Heritage Act introduced through Bill 23, municipalities have until December 31, 2026, to designate properties currently listed, or else see those properties lose their listed status and will be restricted from being relisted or advanced for designation for a period of 5 years.

With CSC's notice of their intention to move forward with the leasing process on the public market, City staff are initiating the municipal heritage designation process to protect the cultural value of the property prior to KP's potential disposition. The intent is to submit a municipal heritage designation by-law to the Kingston Heritage Properties Committee for consideration at its March meeting and then to City Council on April 1, 2025. As with all designations, the property has been made aware of this intent.

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Other Federally Owned Properties

To date three federally owned properties in Kingston have been identified for disposal with the purpose of enabling housing development. In addition to KP, located at 560 King Street West, there is also the St Helen's Complex, designated under Part IV of the Ontario Heritage Act and located at 460 King Street West, as well as 525 King Street West, currently listed under the Ontario Heritage Act. These properties can be viewed using the [Public Lands mapping tool](#). City staff appreciates the federal government's efforts to make properties available for housing development, but all of the properties that have been made available in Kingston are identified heritage resources, which require creative approaches to adaptive reuse and given the condition of some of these properties introduce significant barriers to their restoration to accommodate even at market housing development, let alone much needed affordable housing

City staff did a review of federally owned properties in Kingston and identified over 340 hectares of vacant and fairly unencumbered land that could be considered in whole or in part for housing development. Staff would recommend that putting even a portion of those lands up for disposal would be more conducive and beneficial to rapid and impactful housing development rather than putting the Kingston Penitentiary, a National Historic Site, at risk.

Financial Considerations

The City and partners have spent approximately \$182,000 on various plans and studies to secure a multi-year lease.

Contacts:

Lanie Hurdle, Chief Administrative Officer, 613-546-4291 extension 1231

Other City of Kingston Staff Consulted:

Brandon Forrest, Director, Business, Real Estate and Environment

Exhibits Attached:

Exhibit A – City of Kingston proposal to CSC, May 2024

Exhibit B – CSC response letter (received by email February 17, 2024)

City of Kingston - Kingston Penitentiary Proposal

Intent – To continue to provide tourism opportunities on the property at a City of Kingston breakeven point while generating substantive revenues for CSC to maintain its property (Kingston Penitentiary).

The City retained N. Barry Lyon Consultants to complete a preliminary business case. Draft financial projections are attached. The City of Kingston believes that Option 1 is the only financially feasible option.

Option 1 – Long-Term Lease

Establishing a long-term lease between the City and the Federal government. The lease would be based on value for a period of 10 years with full access and no operational restrictions.

The lease would not include utilities and day to day maintenance which would be the City’s responsibility. This model essentially removes all financial day to day responsibilities from CSC and provides a revenue of \$700,000 per year, plus escalation, which can be reinvested in the property infrastructure. The City could also consider waiving of the PILT (\$300,000) which could bring the **net value to about \$1M to CSC per year for federal reinvestments into the property**. This would more than triple the value that CSC receives under the current lease structure.

The short-term financial projections for this operation are assuming that the City could generate approximately \$1.2M in net operating profit. Estimates for this are included in the N. Barry Lyon Consultants report attached. Essentially, the net revenues are estimated at \$2,637,000 and programming operating expenses at \$1,431,000 not including utilities and site maintenance, leaving a net profit of about \$1.2M. These numbers are estimated based on past revenue generation and programming as well as known site expenditures.

In addition, the City is open to an escalation clause and a shared net profit, if applicable. Below is the proposed budget for this option.

Expenses	
CSC lease	700,000
Utilities	350,000
Grass Cutting & Snow clearing/ recycling	70,000
Day to day maintenance & custodial	85,000
Total	1,205,000

Option 2 – Property Acquisition

City submits a conditional offer to acquire the property for \$1 with 12-month due diligence to complete a full building and structural condition assessment. This conditional offer also includes a one-time initial federal contribution for the maintenance backlog which is currently estimated at \$6M but would need to be finalized through the building condition assessment.

Based on current incomplete financial information, it is anticipated that the yearly operating financials for the City could vary between a potential small surplus of \$180,000 to a deficit of \$2.8M starting the second year (after an initial federal capital investment). This does not account for all the potential capital investment that may be required.

Although due diligence would provide clearer information, it is unlikely that the City would be able to own and operate this site at a break even point due to ongoing capital investments.

Kingston Penitentiary Tours - Background

2016 Kingston Penitentiary Public Tours

In 2016, City established a license agreement with CSC to access KP for \$1 per year to provide public tours. Net profits were to be split between United Way and destination marketing. The City did not collect any revenues. Close to 60,000 visitors came to see what was behind the historic walls of KP. The estimated economic impact to the region was \$4.7 million as calculated through the Tourism Regional Economic Impact Model (TREIM).

2017 Kingston Penitentiary Public Tours

In 2017, the public tours attracted 105,000 visitors and generated close to \$4.3M in total revenues and \$2.4M in net profit which was split 50/50 between the United Way of KFL&A and destination marketing which is managed by Tourism Kingston (TK) and the SLPC. The economic impact as calculated by TREIM was \$8.4 million.

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As part of the review of the 2019 partnership for KP, access during civic holidays and for filming was added to the agreement. There were filming production activities at KP in 2019, including a Netflix series. The number of visitors in 2019 was 72,500, a slight increase from 2018's numbers. The total net profit was about \$1.625M with an estimated tourism regional economic impact of about \$6.31M.

The net profits from operations continued to be allocated 50/50 between the United Way of KFL&A and destination marketing.

2020 and 2021 Kingston Penitentiary Public Tours

In 2020, in light of COVID-19 restrictions, St. Lawrence Parks Commission (SLPC) decided to contract directly with CSC for the use of the KP property through a licensed agreement with limited access and focus on public tours. A shorter public tour season with smaller groups was offered in 2020 with a total number of 19,201 visitors and an estimated economic impact of \$1,545,475. That same year, film production companies also rented the KP property directly from CSC.

In 2021, SLPC decided to continue its 2020 rental arrangements with CSC since there was still a lot of instability and uncertainty related to pandemic restrictions. During 2021, SLPC had 35,000 visitors through public tours with an estimated economic impact of \$3,055,063. Film production companies were also renting KP directly from CSC. The total estimated direct spend from filming in 2021 was about at \$5M.

2022 Kingston Penitentiary Public Tours

Discussions resumed in early 2022 between the City and CSC to see if the implementation of the lease could still be considered. CSC indicated that per its policy, it is required to lease the property at cost and cannot reduce the lease amount as it would be considered bonusing.

The City and its partners recognized that even though COVID-19 restrictions were gradually being lifted, it would take time for the tourism industry to recover and therefore, a full-year lease was not financially feasible as revenue generation opportunities between November and April are usually limited. The City worked with CSC and its partners to establish a lease from May 1, 2022, until the end of October 2022 for a total of seven (7) months. This lease could be renewed annually for four (4) additional 7-month periods.

The cost of the lease was based on the PILT, estimated at \$286,400 per year (and therefore \$23,866 per month, or \$143,200 for the lease period). The total City cost of operations in 2022 was \$237,477 which included the lease, utilities and day to day maintenance. As per previous years, the City continued to partner with SLPC and TK to deliver public tours, filming and various tourism and community activities. This short-term lease did not limit the number of for-profit and tourism activities operating on the

KP site. The City broke even in 2022 but the actual KP tours generated a net profit of about \$1M for SLPC.

2023 Kingston Penitentiary Public Tours

In 2023, the City extended the lease from April until the end of November 2023. The financials were also adjusted to expect an operating cost of about \$354,000 and operating revenues of \$361,000. The operations of KP tours are continuing until the end of November and so far over 100,000 visits have taken place on the property between tours and Pumpkinferno. It is anticipated that the tours will generate significant profits again this year and that SLPC will cover any City operating deficits, if applicable.

The average net profit generated from tours and filming since 2016 is slightly higher than \$1M per year. This includes minimal payments to CSC (primarily the value of PILT and Utilities).

Tourism in Kingston

In 2019, there were 7,000 tourism-related businesses in South Eastern Ontario. There are approximately 15,000 tourism jobs in Kingston (2020: 14,997). Hospitality and accommodation jobs represent nearly 9% of Kingston's workforce.

Pre-pandemic, Kingston welcomed 2.7 M visitors a year and tourism generated an economic impact of \$480 M. The sector continues to recover, welcoming 1.7 M visitors in 2022 and generating an impact of \$493 M. 52% of visitors to Kingston stay overnight.

No other census metropolitan area in Canada attracts more domestic visitors than Kingston, relative to population size.

Kingston Pen

Kingston Penitentiary is an anchor attraction for leisure and travel trade tourism. Since launching in 2016, Kingston Pen Tours have attracted nearly half a million visitors and generated an economic impact of nearly \$30 million for the local economy.

Example 1 : The Mayor of Kingstown in 2022

A Paramount+ production starring Jeremy Renner, filmed in Kingston Penitentiary three times in 2022 with more than \$2,000,000 directly spent in the community. 500 members of the cast and crew stayed in Kingston for nearly two months and 30 residents were employed on the production.

Example 2: Chucky in 2023

- 80+ local hires to fill LSP, PA and background actor positions
- 225+ hotel rooms booked. Length of stay for each room ranged from 3 – 7 nights
- Local restaurants provided catering for 300+ cast and crew each day of production

- Local vendors hired for services on set including electricians, garbage removal, port-o-potty and sanitation equipment and services, generator and air conditioner equipment rentals, 24-hour security, rental car service, seamstress services,
- Economic impact \$350k+, less than one full week



Brandon Forrest
Director, Business, Real Estate & Environment
City of Kingston
British Whig Building,
310 King St. East
Kingston, ON K7L 3B4

Dear Mr. Forrest:

Thank you for your correspondence of December 21, 2023, regarding your proposed purchase of the Kingston Penitentiary, part of Portsmouth Olympic Harbour, and part of the water lot fronting Kingston Penitentiary and 1 Yonge Street.

We understand that your proposal is for discussion purposes only and our response is on the same basis.

First, only the lots for which Correctional Service Canada (CSC) is the custodian will be the subject of our response. You can refer to the enclosed plan. To acquire or to indicate your interest in acquiring a part of Portsmouth Olympic Harbour and 1 Yonge Street, please contact the site custodian, Fisheries and Oceans Canada (DFO).

CSC is proceeding with the disposal of the site in accordance with the Treasury Board [Directive on the Management of Real Property](#), and is currently conducting due diligence activities to complete this process. In this spirit of continued discussions and cooperation, we have listed below our responses and explanations to your proposal:

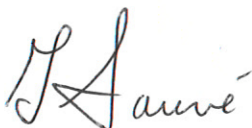
- In accordance with the Minister's approval, we are working to transfer the property to Canada Lands Company (CLC). If CLC elects not to acquire the site, the City can exercise its priority (following federal departments, Crown corporations and the province of Ontario), with the provisos that the property can only be used for public purposes and the constraints linked to heritage preservation must be maintained. Should the City of Kingston wish to redevelop the site for non-public purposes, two options are available: work with CLC to revitalize the site or acquire the property on the open market.
- To support your due diligence activities, we have shared various documents such as environmental assessments, 2019 building conditions report, financial data, etc. If more documents are required, we will be pleased to share them with you (title, heritage value, etc.).

.../2

- The Canadian Coast Guard (CCG) facility that resides on CSC property will remain; consequently, an agreement to regulate CCG access will be needed should the city become the owner of the surrounding lands.
- To dispose of the site at nominal value, CSC must obtain Treasury Board's approval. It is therefore impossible for us, at this time to accept your offer. A complete business case would need to be presented with all the supporting facts and information, confirming public purpose use of the site.
- In your additional terms and conditions, you mentioned a monetary contribution from CSC to meet deferred capital requirements of the facilities, subject to the outcome of a building/structural condition assessment. The site was decommissioned and closed in 2014 because it no longer met our operational requirements and since that time, CSC has undertaken only essential maintenance. CSC has no plans to invest in deferred maintenance as part of the disposal process; the sale price would reflect the current condition of the site.
- If the City's vision for the site is to remain a heritage site with limited commercial uses, CSC could start discussions with Parks Canada to assess their interest in acquiring the site, as it aligns with their mandate to protect and preserve nationally significant examples of Canada's cultural heritage.
- A long-term lease of the site to the City of Kingston for non-public purpose use would face similar restrictions, constraints, and approval levels as for an outright sale.

Lastly, the addition of Kingston Penitentiary to the federal government's [Public Lands for Homes Program \(PLHP\)](#) in January 2025 may restrict the disposal options for CSC for the site. The PLHP aims to transfer surplus or underutilized federal properties to CLC and for them to work with municipalities, community partners and developers to propose redevelopment projects for each site.

We look forward to the continued collaboration between CSC, the City of Kingston and CLC.

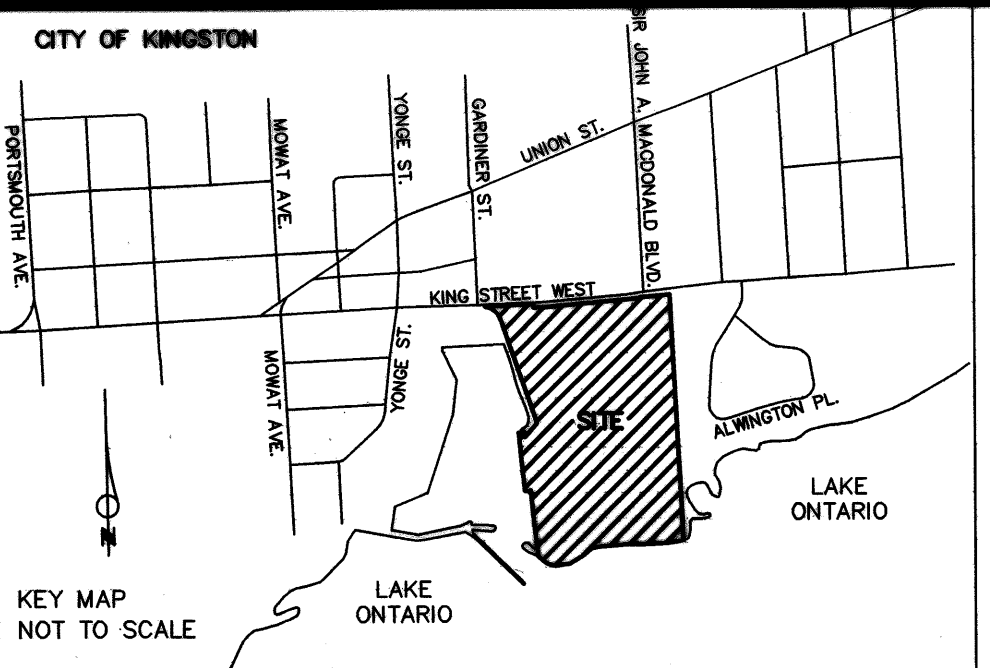


Ghislain Sauvé
Director General, Technical Services and Facilities

Enclosure (1) Surveyor plan

c.c.

Chris Vandyk, Canada Lands Company
Lanie Hurdle, City of Kingston
Kevin Snedden, CSC Ontario Regional Deputy Commissioner
Guylaine Poirier, CSC Senior Manager, Real Property and Accommodation



SCHEDULE				
PART	LOT/BLOCK	CON/PLAN	PIN	AREA(ha)
1	183,184,192		BEING ALL OF PIN 36264-0231(L1)	8.5231
2	183,184			0.0420
3		RP 54	BEING PART OF PIN 36264-0374(L1)	1.4881
4			BEING PART OF PIN 36264-0374(L1)	0.0699
5	PART OF THE BED OF KINGSTON HARBOUR		BEING PART OF PIN 36264-0069(L1)	0.2138
6			BEING PART OF PIN 36264-0069(L1)	0.0008
7			BEING PART OF PIN 36264-0069(L1)	0.1364

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT.

PLAN 13R 21056

RECEIVED AND DEPOSITED

DATE: MARCH 26, 2015

DATE: March 26, 2015

Leslie M. Higginson O.L.S.

REPRESENTATIVE FOR LAND-REGISTRAR FOR THE LAND TITLES DIVISION OF FRONTENAC NO. 13

PLAN SHOWING SURVEY OF PART OF BLOCKS 184 & 192 AND ALL OF BLOCK 183, REGISTERED PLAN No. 54 AND PART OF THE BED OF KINGSTON HARBOUR REGISTERED PLAN No. 54 VILLAGE OF PORTSMOUTH CITY OF KINGSTON COUNTY OF FRONTENAC

SCALE: 1 : 750

20m 0 25 50 metres

METRIC DISTANCES & COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

LESLIE M. HIGGINSON SURVEYING LTD. 2015

SURVEYOR'S CERTIFICATE:

I CERTIFY THAT:

- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEY ACT, THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
- THE SURVEY WAS COMPLETED ON THE 4TH DAY OF MARCH, 2015.

LESLIE M. HIGGINSON SURVEYING LTD. ONTARIO LAND SURVEYOR KINGSTON, ONTARIO

MARCH 26, 2015

DATE

LESLIE M. HIGGINSON ONTARIO LAND SURVEYOR

NOTE:

BEARINGS SHOWN HEREON ARE GRID BEARINGS REFERRED TO THE CENTRAL MERIDIAN, 75° WEST, ZONE 18, OF NAD 83 (1989 ADJUSTMENT), 6° UTM COORDINATE SYSTEM (GRS80 ELLIPSOID) AND ARE DERIVED FROM HORIZONTAL CONTROL MONUMENTS 0101990201, 0081980016 & 01019840003

COMPARISONS SHOWN IN BRACKETS ARE TO ASTRONOMIC BEARINGS

NAD 83 UTM COORDINATES (ZONE 18)		
POINT No.	NORTHING (M)	EASTING (M)
0101990201	4897364.995	375546.430
0081980016	4908851.683	393861.806
0101984003	4904874.771	394057.750

COMBINED SCALE FACTOR : 0.999782961

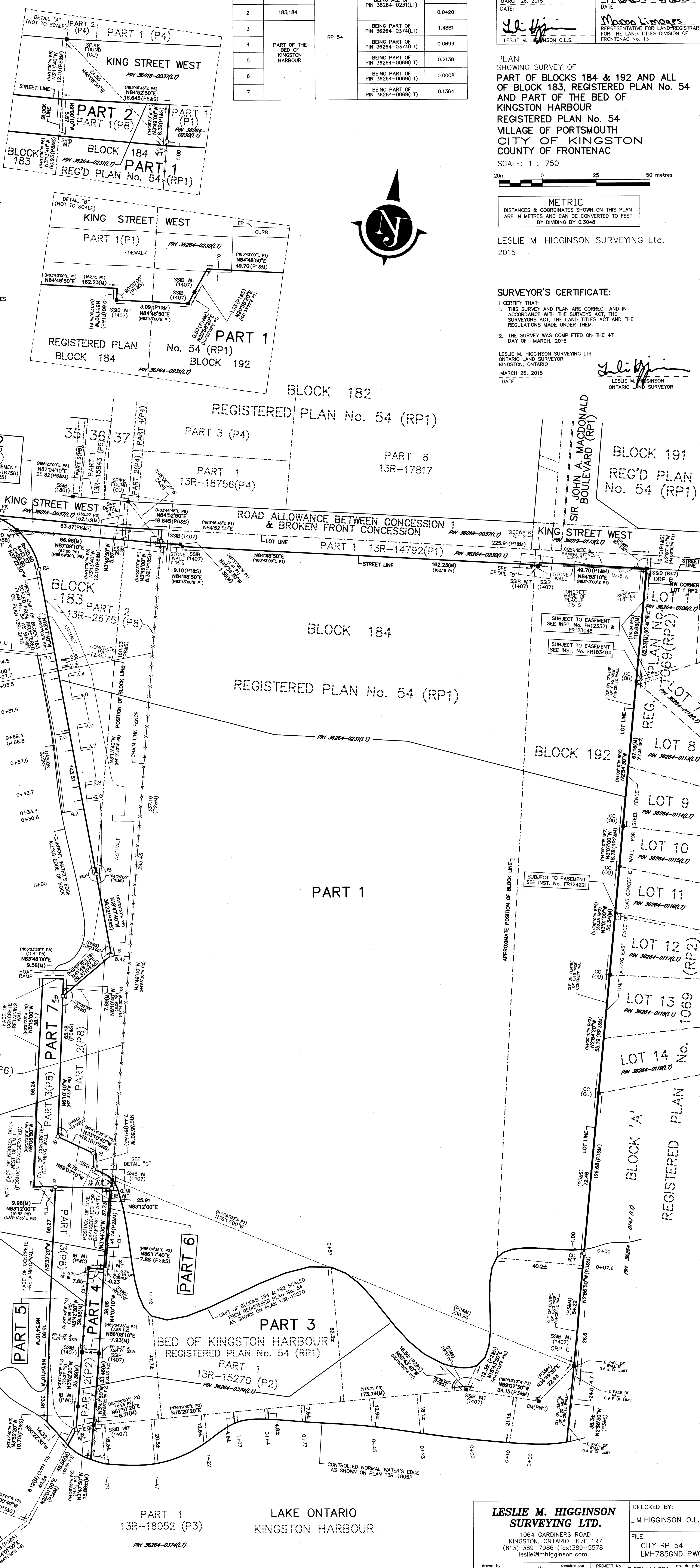
ALL DISTANCES SHOWN HEREON ARE HORIZONTAL GROUND DISTANCES. GRID DISTANCES CAN BE CALCULATED BY MULTIPLYING THE GROUND DISTANCES SHOWN ON THE PLAN BY THE COMBINED SCALE FACTOR OF 0.999782961.

INTEGRATION COORDINATE TABLE

OBSERVED REFERENCE POINTS(ORPs) DERIVED FROM GPS OBSERVATIONS USING REAL TIME KINEMATIC(RTK) BASE AND ROVER BASELINES COORDINATES TO URBAN ACCURACY PER SEC. 14 (2) OF O.REG. 216/10

POINT ID	NORTHING (M)	EASTING (M)
ORP A	4897519.02	378936.83
ORP B	4897542.73	379228.56
ORP C	4897172.63	379247.60

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.



LEGEND:

SYMBOL	DENOTES	DESCRIPTION
□	SURVEY MONUMENT PLANTED	SURVEY MONUMENT PLANTED
■	SURVEY MONUMENT FOUND	SURVEY MONUMENT FOUND
○	SHORT STANDARD IRON BAR	SHORT STANDARD IRON BAR
□	STANDARD IRON BAR	STANDARD IRON BAR
○	IRON BAR	IRON BAR
○	ROCK POST	ROCK POST
○	PLASTIC BAR	PLASTIC BAR
○	CUT CROSS	CUT CROSS
○	ROCK BAR	ROCK BAR
○	IRON PIPE	IRON PIPE
○	CONCRETE PIN	CONCRETE PIN
○	WITNESS	WITNESS
○	CALCULATED SET	CALCULATED SET
○	MEASURED	MEASURED
N/E/S/W	NORTH/EAST/SOUTH/WEST	NORTH/EAST/SOUTH/WEST
1596	LESLIE M. HIGGINSON O.L.S.	LESLIE M. HIGGINSON O.L.S.
1407	M. PETER ALLEN O.L.S.	M. PETER ALLEN O.L.S.
H&B	HUMPHRIES & BURGHAM LTD.	HUMPHRIES & BURGHAM LTD.
1296	RONALD H. SMITH O.L.S.	RONALD H. SMITH O.L.S.
1801	DAN J. CORMIER O.L.S.	DAN J. CORMIER O.L.S.
847	W. STUART ESDON O.L.S.	W. STUART ESDON O.L.S.
688	CHARLES D. COPELAND O.L.S.	CHARLES D. COPELAND O.L.S.
S&K	SMITH & SMITH KINGSTON, O.L.S.	SMITH & SMITH KINGSTON, O.L.S.
PWC	PUBLIC WORKS CANADA	PUBLIC WORKS CANADA
OU	ORIGIN UNKNOWN	ORIGIN UNKNOWN
RP1	REGISTERED PLAN No. 54	REGISTERED PLAN No. 54
RP2	REGISTERED PLAN No. 1069	REGISTERED PLAN No. 1069
P1	PLAN 13R-14792	PLAN 13R-14792
P2	PLAN 13R-15270	PLAN 13R-15270
P3	PLAN 13R-18052	PLAN 13R-18052
P4	PLAN 13R-18756	PLAN 13R-18756
P5	PLAN 13R-15843	PLAN 13R-15843
P6	PLAN 13R-3004	PLAN 13R-3004
P7	PLAN 13R-14815	PLAN 13R-14815
P8	PLAN 13R-2675	PLAN 13R-2675
P9	EXPROPRIATION PLAN No. 247596	EXPROPRIATION PLAN No. 247596

SSIB'S WERE PLANTED WHERE OVERBURDEN WAS INSUFFICIENT TO SET SIB'S

LESLIE M. HIGGINSON SURVEYING LTD.

1064 GARDINERS ROAD KINGSTON, ONTARIO K7P 1R7 (613) 389-7986 (fax) 389-5578 leslie@lmhigginson.com

CHECKED BY: L.M.HIGGINSON O.L.S.

FILE: CITY RP 54 LMH785GND PWC

drawn by: JN design por PROJECT No. R.071444.001 no. du projet

Public Works and Government Services Canada Real Property Services Real Property Geomatics Services

Trouvaux publics et Services gouvernementaux du Canada Services immobiliers Services géomatiques immobilières

S.C.C. 10-011 C.G.T. Item no. 14-008 Item no.

Tuesday, February 18, 2025

Proclamation Request Form

Contact Info

Name Tahseen Ali

Address

Unit #

City Toronto

Province Ontario

Postal Code

Phone #

Email

Organization Information

Organization Name Autism Ontario

Address

Is your organization a non-profit? Yes

Proclamation Information

Proclamation Name A Proclamation on World Autism Day 2025

Start Date Wednesday, April 2, 2025

End Date Wednesday, April 2, 2025

How is your proclamation is of interest and/or benefit to the citizens of Kingston?

Autism Ontario is a charitable organization founded in 1973, and we are privileged to support the autism community of Kingston. We have more than 50 years of supporting, representing, and advocating for all autistic individuals across the province regardless of race, ethnicity, income, religion, gender identity, or sexual orientation. Join Autism Ontario as we Celebrate the Spectrum this upcoming World Autism Day by formally proclaiming April 2, 2025, as World Autism Day. This is an excellent opportunity for your municipality to show support for autistic individuals across Ontario and in your communities.

Will this proclamation be presented at an event?

No

Include the proclamation in an ad under the City of Kingston banner in the Kingston Whig Standard? (Additional cost applies)

No

Notice of Collection

Personal Information, as defined by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), is collected on this form in accordance with MFIPPA. Your personal information will be used by City staff to process your proclamation request and to contact you if required. Questions about the collection, use, or disclosure of your personal information should be directed to the Deputy City Clerk, dochej@cityofkingston.ca, or by phone at 613-546-4291, extension 1252.

CITY COUNCIL MEETING OF:

March 4, 2025

COMMUNICATION No: 2025-08-12

Name

2025-08-01 Resolution received from Town of Newmarket regarding Land Transfer Tax and GST, dated February 11, 2025.

2025-08-02 Kingston Police Service Board Meeting Agenda - This meeting is scheduled for Thursday February 20, 2025.

2025-08-03 Kingston Police Service Board Draft Minutes from Meeting Number 2025-02 held January 16, 2025.

2025-08-04 Association of Municipalities Ontario AMO Watchfile, dated February 13, 2025.

2025-08-05 Resolution received from Fort Francis with respect to Sovereignty of Canada.

2025-08-06 Correspondence received from Dennis Williams regarding soccer stadium, dated February 14, 2025.

2025-08-07 Correspondence received from Jeffrey McGilton regarding Memorial Centre Public Space, dated February 14, 2025.

2025-08-08 Correspondence received from Jean Pfeleiderer regarding Memorial Centre proposal, dated February 18, 2025.

2025-08-09 Correspondence received from Allison Rutter regarding Victory Grounds Ventures, dated February 17, 2025.

2025-08-10 Proclamation Request received from Lynda Colgan requesting Council proclaim May 10 as Science Rendezvous Kingston Day.

2025-08-11 Proclamation Request received from Nancy Galaski requesting May 2025 be proclaimed GBS & CIDP Awareness Month.

2025-08-12 Proclamation Request received from Tahseen Ali - Proclaim April 2 as World Autism Day in Kingston.

2025-08-13 KPSB Addendum 25-03- Meeting scheduled for February 20.

2025-08-14 Resolution received from Township of McGarry regarding Affordable Housing Crisis, dated February 18, 2025.

2025-08-15 AMO Watchfile, dated February 20, 2025.

2025-08-16 Resolution received from City of Brampton regarding Driver Training Examinations Auditor General Report, dated February 20, 2025.

2025-08-17 Correspondence received from Tim Lyon regarding report 25-040 language problem, dated February 23, 2025.

2025-08-18 Additional signatures received for Adequate Temperature Motion petition.

2025-08-19 Resolution received from the Township of The Archipelago regarding Response to Tariff Threats, dated February 21, 2025.

2025-08-20 Resolution received from Town of Goderich regarding rideshare companies, dated January 20, 2025.

2025-08-21 Correspondence received from Annette Burfoot regarding an invitation to all Councillors and Mayor, dated February 25, 2025.

By-Law Number xxxxxx

A By-Law to Establish Parts 5 and 6, Reference Plan 13R-23127 as Part of the Public Highways known as Division Street in the City of Kingston, in Accordance with Section 31(4) of the Municipal Act, Chapter 25, S.O. 2001

Passed: xxxxxxxx

Whereas Section 31, of the Municipal Act, Chapter 25, S.O. 2001, as amended, provides for the establishing and laying out of the lands as public highways;

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

1. That Parts 5 and 6 on Reference Plan 13R-23127 be dedicated as Part of the Public Highway known as Division Street in the City of Kingston in accordance with Section 31, of the Municipal Act, Chapter 25, S.O. 2001, as amended.
2. This By-Law shall come into force and take effect when registered in the Land Registry Office by the Clerk of the Municipality.

Given all Three Readings and Passed:

Janet Jaynes
City Clerk

Bryan Paterson
Mayor