TO: Bert Meunier, Chief Administrative Officer

FROM: Terry Willing, Acting Commissioner, Planning & Development Services

PREPARED BY: Chris Sleeth, Traffic Supervisor, Engineering Division

DATE OF MEETING: April 20, 2004

SUBJECT: TEMPORARY STREET CLOSURE - MAY 29, 2004
CLERGY STREET BETWEEN BARRIE STREET AND EARL STREET (YARD SALE AND FUN FAIR)

RECOMMENDATION TO COUNCIL:

That a By-law be presented to City Council to provide for the temporary closure of Clergy Street, from Barrie Street to Earl Street on Saturday, May 29, 2004, from 8:00 a.m. to 2:30 p.m., for community purposes (Fun Fair) on the understanding that:

1. That the applicant shall pay for the cost of advertising the temporary street closure, as invoiced by the Council Support Division; and

2. That the applicant will be responsible for the acquiring/renting, placing and removal of all barricades necessary to fully close the roadway(s) affected and install advance signage to indicate the street closure and install detour signage; and

3. That the applicant agrees to take out sufficient public liability property damage insurance in the amount of $2,000,000.00 to cover all risks. The policy shall be in a form and in an amount satisfactory to the City of Kingston, and shall be kept in full force during the period of the proposed street closure. The City of Kingston shall be named as a party insured on the policy and the applicant shall provide the City of Kingston with a copy of the insurance policy.

ORIGIN/PURPOSE:

Sydenham Public School Council has requested permission to hold their 10th annual Yard Sale and Fun Fair in order to raise funds for the school.

OPTIONS/DISCUSSION:

A request has been received from the Sydenham Public School Council for permission to temporarily close a portion of Clergy Street, again this year, from Barrie Street to Earl Street, on Saturday, May 29, 2004, from 8:00 a.m. to 2:30 p.m. (See attached drawing)
OPTIONS/DISCUSSION (Cont'd):

Closing this portion of Clergy Street will not block access to any residents, since it only services the front entrance of Sydenham Public School and the side door of Chalmers United Church.

*Noise By-Law Consideration*

Noise By-Law No. 9309 "A By-Law of the Corporation of the City of Kingston to Control Noise", exempts special neighbourhood social events on streets or other lands authorized by City Council from the provisions of the by-law.

The Fun Fair is being held during the day and does not need to be exempt from the City of Kingston Noise By-Law.

*Impact on parking*

Parking will be eliminated during the closing

**EXISTING POLICY/BY-LAW:**

Ontario Municipal Act 2001, S.O. c. 25, Section 11(1)

**LINK TO STRATEGIC PLAN:**

Not applicable

**FINANCIAL CONSIDERATIONS:**

No financial implications are to be considered in this report.

**CONTACTS:**

Tina Roeder, 5 Clergy Street East, Kingston, ON., K7L 3H7, 549-6937
Terry Willing, Acting Commissioner, Planning & Development Services, 384-1770, ext. 3181
Speros Kanellos, P. Eng., Manager, Engineering Division, 384-1770, ext. 3133
Deanna Green, Traffic Engineer, Engineering Division, 384-1770, ext. 3170
Chris Sleeth, Traffic Coordinator, Engineering Division, 384-1770, ext. 3149

**DEPARTMENTS/OTHERS CONSULTED AND AFFECTED:**

Paula Nichols, Manager of Parking Services Division, 546-4291, ext. 1279
Kim Leonard, Acting Manager, Building & Licensing Division – 546-1770, ext. 3222

**NOTICE PROVISIONS:**

All street closures are advertised in the local paper prior to the closing.
APPENDICES:

Appendix A - Drawing - Street Closure

Terry Willing,
Acting Commissioner, Planning & Development Services

Bert Meunier
Chief Administrative Officer

K:\Public\2004\Reports To Council - Traffic\04-130 Fun Fair Closure Clergy Street 2004.DOC
TO: Bert Meunier, Chief Administrative Officer
FROM: Terry Willing, Acting Commissioner, Planning and Development Services
PREPARED BY: Wendy Tse, Senior Planner
DATE OF MEETING: April 20, 2004
SUBJECT: Application To Lift Part Lot Control
698-710 McLean Court, 110-131 Fireside Court, Pittsburgh Place
Dacon Construction Ltd.
Planning File No. D27-001-2004

RECOMMENDATION TO COUNCIL:

WHEREAS Dacon Construction Limited has submitted an application requesting that Part Lot Control be lifted from Blocks 1 and 2, inclusive, of Registered Plan No. 13M-48 in the Pittsburgh Place Subdivision, the subject lands being located on the west side of McLean Court, east of Highway 15 and south of Gore Road in Kingston East; and

WHEREAS the Owner has complied with the conditions for the Lifting of Part Lot Control:

THEREFORE BE IT RESOLVED that it be recommended to the Council of The Corporation of the City of Kingston that the application to Lift Part Lot Control (Planning File No. D27-001-2004) for the Pittsburgh Place Subdivision, BE APPROVED.

AND BE IT FURTHER RESOLVED that a By-Law be passed to Lift Part Lot Control from Blocks 1 and 2 inclusive, Registered Plan 13M-48.

AND BE IT FURTHER RESOLVED that the By-Law be presented to receive all three readings from City Council.

(The Draft By-Law is appended to this report as Appendix No. 1 for Council’s review and consideration.)

ORIGIN/PURPOSE:

Dacon Construction Limited has submitted an Application for Part Lot Lift for Blocks 1 and 2 of Registered Plan 13M-48, which consists of the residential portion of the Pittsburgh Place Subdivision. The purpose of this report is to assess the merits of the request and to make a recommendation to Council on the Application to Lift Part Lot Control.
OPTIONS/DISCUSSION:

(a) Site Location and Description:
The lands that are the subject of this application constitute all of the residential blocks (Blocks 1 and 2) of the Pittsburgh Place Subdivision. The subject lands are located on the west side of McLean Court, south of Gore Road and east of Highway 15, in Kingston East.

The subject property comprises a total of 1.46 hectares (3.6 acres) of land. The subdivision consists of rowhouse dwellings for a total of 31 dwelling units. Construction is proceeding in one phase.

(b) Background:
City Council issued Draft Plan Approval on July 16, 2002 for the Pittsburgh Place Subdivision, subject to a number of conditions. The Subdivision received Final Approval on November 20, 2003. The Plan has been registered as Plan 13M-48.

The property was subject to rezoning to Modified Residential Type 5 ('R5-5') Zone and on July 16, 2002, City Council passed Amending Zoning By-Law No. 2002-182 to implement the zoning for Pittsburgh Place Subdivision.

(c) Procedural Information:
Applications to Lift Part Lot Control (Section 50 of the Planning Act) are generally submitted for plans of subdivision containing semi-detached lots or residential blocks and are not subject to the holding of a public meeting. The Planning Act provides that the Council of the Municipality may, by By-Law, provided that Section 50 (5) of the Planning Act does not apply to land that is within a registered Plan or Plans of Subdivision or parts thereof. The lifting of Part Lot Control allows for the separate ownership of lots or dwellings without the necessity of each owner having to apply to the Committee of Adjustment for a Consent to Conveyance. After the By-Law is passed by Council, it is registered on title and the process is complete. Applications for the lifting of Part Lot Control are generally submitted once the Subdivision Agreement has been signed and the final layout of the subdivision has been determined.

By-Laws to Lift Part Lot Control are typically technical in nature as the planning issues related to the development and use of the subject lands have been established as part of the initial rezoning process. Also, any technical issues and required clearance letters are generally addressed through the Subdivision Review process and the standard Subdivision Agreement. Pursuant to Council's adopted procedures (Clause 5, Report No. 7, Meeting No. 2, held on 1998-12-15), reports dealing with applications for the Lifting of Part Lot Control are referred directly to City Council by staff. This process was instituted as a customer service initiative to reduce the processing time for applications and in recognition of the fact that the key decisions with respect to land use and the physical form of development have been determined by the Planning Committee and City Council. This direct process was determined to be more efficient given the fact that such applications are generally submitted towards the end of the planning process when timing may be critical to the developer.

(d) Analysis:
The Final Plan for the Pittsburgh Place Subdivision divides the property into a total of two (2) residential Blocks (1 and 2) intended for rowhouse dwellings. The Plan also includes the necessary street, Fireside Court, to service the subdivision. The Plan has now been registered as Plan 13M-48.
OPTIONS/DISCUSSION (Cont’d):

(d) **Analysis (Cont’d):**
The Pittsburgh Place Subdivision is being developed as a residential infill development between existing residential development to the north, west and south and commercial development to the east. The two (2) residential blocks are currently being developed for 31 freehold units.

This subdivision is being developed in one stage. A Site Plan Control Application has been approved and the Agreement will be registered in the near future.

The lifting of Part Lot Control will allow for the development of the various Blocks without the necessity of the Owner/Subdivider or each purchaser having to apply to the Committee of Adjustment for a severance to create each lot.

The Lifting of Part Lot Control for the Pittsburgh Place Subdivision is considered to be appropriate for the following reasons:
- The Final Plan of Subdivision showing a total of two (2) Blocks has been approved by the Municipality and has been registered as Plan 13M-48;
- The Subdivision Agreement and all related conveyance documents have been executed by the Owner and registered on title;
- The approved zoning for the subject property provides for the construction of row dwellings; and
- The Owners have received Site Plan Control Approval, which plans include the detailed engineering drawings as well as the proposed lot configurations.

(e) **Conclusion:**
The Final Plan and Subdivision Agreement for the Pittsburgh Place Subdivision have now been registered. Site Plan Control Approval has been finalized and will be registered shortly. It is therefore recommended that City Council Lift Part Lot Control for the Pittsburgh Place Subdivision.

**EXISTING POLICY/BY-LAW:**

The subject property is designated Village Centre in the Official Plan of the former Township of Pittsburgh. On July 16, 2002, Council passed By-Law 2002-182 to rezone the residential portion of the subject lands to ‘R5-5’ Modified Residential Type 5 in order to permit the proposed development.

**LINK TO STRATEGIC PLAN:**
The Strategic Plan promotes responsible new development.

**FINANCIAL CONSIDERATIONS:**
No financial implications are to be considered in this report.
CONTACTS:

Further information regarding this Application and the contents of this report may be obtained by contacting:

- Wendy Tse, Senior Planner, Development Approvals (384-1770, extension 3219);
- George Wallace, Supervisor-Development Approvals, (384-1770, extension 3252); or
- Bianca Bielski, Manager Planning Division (384-1770 extension 3250).

DEPARTMENTS/OTHERS CONSULTED AND AFFECTED:

The application was circulated to the following departments and no objections or concerns were identified:
- Engineering Services, Donald Brodie, Development Technologist;
- Building Division, Greg Whaley, Building Inspector;
- Utilities Kingston, Mark Doherty, Engineering Assistant; and
- Fire and Rescue, Robb Kidd; Assistant Fire Chief/Director of Fire Prevention.

NOTICE PROVISIONS:

No Notice requirements necessary.

APPENDICES:

Appendix No. 1 - Draft By-Law to Lift Part Lot Control
Terry Willing
Acting Commissioner, Planning and Development Services

Bert Meunier
Chief Administrative Officer
THE CORPORATION
OF THE
CITY OF KINGSTON

DRAFT BY-LAW
LIFTING OF PART LOT CONTROL

Dacon Construction Limited (Owner)
Pittsburgh Place Subdivision
Blocks 1 and 2, Registered Plan 13M-48

West side of McLean Court, Fireside Court

File No. D27-001-2004
Drafted: 2004-04-06

The Corporation of the City of Kingston
Planning Division,
Planning and Development Services
216 Ontario Street,
Kingston, Ontario
K7L 2Z3
BY-LAW NO. 2004-——

A BY-LAW TO EXEMPT CERTAIN LANDS ON REGISTERED PLAN 13M-48 FROM THE PROVISIONS OF SECTION 50 (5) OF THE PLANNING ACT, R.S.O. 1990, CHAPTER P.13, AND AMENDMENTS THERETO (Blocks 1 to 2 – Inclusive, Pittsburgh Place Subdivision).

WHEREAS Section 50 (5) of the Planning Act, R.S.O. 1990, as amended, provides that no owner may convey a part of any lot or block which is within a Registered Plan of Subdivision without the consent of the Committee of Adjustment or Land Division Committee, as the case may be, unless the land is being acquired or disposed of by the Federal or Provincial Government or by any Municipality or that is being acquired for the construction of a transmission line, and

WHEREAS Section 50 (7) of the Planning Act, R.S.O. 1990, as amended, provides that the Council of the Municipality may, by By-Law, provide that Section 50 (5) of the Planning Act does not apply to the land that is within a registered plan or plans of Subdivision or parts thereof, and

WHEREAS Dacon Construction Limited has requested an exemption from Part Lot Control for Blocks 1 – 2 inclusive of Registered Plan 13M-48, such exemption being for the purpose of allowing the sale of row dwellings as permitted by the ‘R5-5’ zoning provisions of Zoning By-Law No. 32-74, as amended:

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the City of Kingston hereby ENACTS as follows:

1. Subsection (5) of Section 50 of the Planning Act, R.S.O. 1990 as amended does not apply to Blocks 1 – 2 inclusive of Registered Plan 13M-48.

2. Schedule "A" is hereby declared to form part of this By-Law.

3. This By-Law shall come into force and take effect on the date of its passing.

GIVEN ALL THREE READINGS AND FINALLY PASSED ON THE ___ day of ________, 2004.

Mayor, Harvey Rosen

City Clerk, Carolyn Downs
Application to Lift Part Lot Control

Applicant: Dacon Construction Ltd.
File No.: D27-001-04
Address: 678-710 McLean Crt.
Plan No.: CON EGCR PT LOT 11 RP 13R385;PART 1
Lot/Conc.: Roll No.: 10110909017220

Schedule 'A'
to By-law No. ____________

Legend:

[Legend for lands subject to Part Lot Lift]

Certificate of Authentication
This is Schedule 'A' to By-law No. ____________
passed this ________ day of ____________ 2004.

Prepared by: P. Hailey

Date: K:\CAD\D27_PLL\2004\D27-001-04.DWG

Mayor ________________________  Clerk ________________________
TO: Bert Meunier, Chief Administrative Officer
FROM: Mark Segsworth, Commissioner of Operations
PREPARED BY: Lorraine Thibadeau, Properties Division
DATE OF MEETING: April 20, 2004
SUBJECT: Judith Pearse, Robert Wolsey, and James Wolsey – Request for Stop Up, Closure and Conveyance of Unopened Road Allowance between Lots 17 and 18, Concession 5, City of Kingston, Geographic Township of Kingston, Designated as Part 2 on Reference Plan 13R-17314

RECOMMENDATION TO COUNCIL:

It is recommended that:

City Council authorize and direct the City Clerk, in accordance with the Municipal Act 2001, c. 25, s. 34(1), and the City of Kingston Notice By-law 2003-015, to give notice of Council's intention to stop up and close the above-described road allowance.

ORIGIN/PURPOSE:

This report originates from an application by Judith Pearse on behalf of herself and Robert Wolsey and James Wolsey, the owners of Parts 1 and 3, Plan 13R-17314, to stop and up and close the unopened road allowance and to transfer ownership of the property to them.

OPTIONS/DISCUSSION:

The request for stop up and closure of the road allowance has been circulated to the appropriate departments and no concerns have been raised. The owners have received an Offer to Purchase the property, conditional upon the road closure, with the sale to be completed on May 28, 2004.

The portion of the road allowance which divided the property directly to the north of this applicant’s land was recently closed and ownership was transferred for consideration of $1.00, and the applicant paid for costs incurred by the City. It is proposed that this application be conducted in the same manner. The Application for Road Allowance signed by the applicants requires them to pay the costs associated with the closure.
Once proper Notice has been given in accordance with By-Law 2003-015, and provided that no objections are aired, the matter will be returned to Council with a request for a by-law to stop up and close the road allowance.

EXISTING POLICY/BY-LAW:

The Municipal Act, 2001, c. 25, s. 34(1) requires that before passing a by-law for permanently closing a highway, a municipality shall give public notice of its intention to pass the by-law.

LINK TO STRATEGIC PLAN:

N/A

FINANCIAL CONSIDERATIONS:

No financial implications are to be considered with this report.

CONTACTS:
Lorraine Thibadeau, Properties Division, Ext. 1602

DEPARTMENTS/OTHERS CONSULTED AND AFFECTED:
Hal Linscott, Director, Legal Services, Ext. 1296
Kim Brown, Engineering Division, 384-1770, Ext. 3132.

NOTICE PROVISIONS:

Notice to the public is required pursuant to provisions of the Municipal Act, 2001, S.O. 2201, c. 25, s. 34 (1), and pursuant to City of Kingston Notice By-law No. 2003-015.

Mark Segsworth
Commissioner of Operations

Bert Meunier
Chief Administrative Officer
TO: Bert Meunier, Chief Administrative Officer
FROM: Mark Segsworth, Commissioner of Operations
PREPARED BY: Lorraine Thibadeau, Properties Division
DATE OF MEETING: April 20, 2004
SUBJECT: Sharon Shibley – Request for Stop Up, Closure and Conveyance of Unopened Road Allowance between Lots 17 and 18, Concession 5, City of Kingston, Geographic Township of Kingston, Designated as Part 2 on Reference Plan 13R-5754

RECOMMENDATION TO COUNCIL:
It is recommended that:

City Council authorize and direct the City Clerk, in accordance with the Municipal Act 2001, c. 25, s. 34(1), and the City of Kingston Notice By-law 2003-015, to give notice of Council’s intention to stop up and close the above-described road allowance.

ORIGIN/PURPOSE:
This report originates from an application by Sharon Shibley, the owner of Parts 1 and 3, Plan 13R-5754, to stop and up and close the unopened road allowance and to transfer ownership of the property to them.

OPTIONS/DISCUSSION:
This road closure will not adversely affect access to other property, provided that the application now before Council by Judith Pearse is also granted.

The request for stop up and closure of the road allowance has been circulated to the appropriate departments and no concerns have been raised. The owner’s house, built in 1954, is situate on a portion of the road allowance with the encroachment being allowed by way of a Licence of Occupation. The owner is requesting the road closure since the current situation is no longer acceptable to financial institutions.
The land owners immediately to the north of this applicant’s land also have an application before Council for the closure and transfer of ownership for a portion of the road allowance which intersects their lands. Ownership to a third section of the road allowance was transferred for consideration of $1.00, and the applicant paid for costs incurred by the City. It is proposed that the subject application be conducted in the same manner. The Application for Road Allowance signed by the applicant requires her to pay the costs associated with the closure.

Once proper Notice has been given in accordance with By-Law 2003-015, and provided that no objections are aired, the matter will be returned to Council with a request for a by-law to stop up and close the road allowance.

EXISTING POLICY/BY-LAW:

The Municipal Act, 2001, c. 25, s. 34(1) requires that before passing a by-law for permanently closing a highway, a municipality shall give public notice of its intention to pass the by-law.

LINK TO STRATEGIC PLAN: N/A

FINANCIAL CONSIDERATIONS:

No financial implications are to be considered with this report.

CONTACTS:

Lorraine Thibadeau, Properties Division, Ext. 1602

DEPARTMENTS/OTHERS CONSULTED AND AFFECTED:

Hal Linscott, Director, Legal Services, Ext. 1296
Kim Brown, Engineering Division, 384-1770, Ext. 3132.

NOTICE PROVISIONS:

Notice to the public is required pursuant to provisions of the Municipal Act, 2001, S.O. 2201, c. 25, s. 34 (1), and pursuant to City of Kingston Notice By-law No. 2003-015.

Mark Segsworth
Commissioner of Operations

Bert Meunier
Chief Administrative Officer
TO: Bert Meunier, Chief Administrative Officer
FROM: Lance Thurston, Commissioner, Department of Community Services
PREPARED BY: Cheryl Mastantuono, Manager, Policy & Support Services
DATE OF MEETING: 2004-04-20
SUBJECT: Kingston Entitlement Access Program (KEAP)

RECOMMENDATION TO COUNCIL:
WHEREAS in May 2001, City Council resolved that all funds accumulated through the National Child Benefit Reinvestment Fund beginning in 2001 should be used to support the Kingston Entitlement Access Program (KEAP);

AND WHEREAS the North Kingston Community Health Centre continues to provide excellent administration of this program;

THEREFORE BE IT RESOLVED THAT a Purchase of Service Agreement be established with North Kingston Community Health Centre for the period of April 1, 2004 - March 31, 2005 in a manner acceptable to our Legal Services Division;

AND FURTHER THAT North Kingston continues to provide the City with detailed operational and financial information on a monthly basis;

AND FURTHER THAT the KEAP Advisory Committee continue to meet at least quarterly to monitor the program and make recommendations to Council when appropriate.

ORIGIN/PURPOSE:
The purpose of this report is to provide a financial overview and recommendations regarding the Kingston Entitlement Access Program (KEAP).

OPTIONS/DISCUSSION:
Background
In May 2001, Council resolved that all funds accumulated through the National Child Benefit Reinvestment Program should be used to support the Kingston Entitlement Access Program (KEAP). Subsequently, it was determined that the North Kingston Community Health Centre would administer the funds.
Following some preparation time, the KEAP program was officially started in November 2001. Clients wishing to access KEAP make an appointment with one of the KEAP workers at North Kingston who assess their eligibility for the program. The basic eligibility criteria are:

- Live in the City of Kingston
- Receiving benefits from Ontario Works or the Ontario Disability Support Program (ODSP)
- Have children under the age of 18 living with you
- Have the National Child Benefit portion taken off your social assistance cheque for at least the past 3 months

Once eligibility is confirmed they receive payment based on the number of dependent children in the family (see table below). They are entitled to receive this amount once in a twelve month period. Payment is made in the form of a personal cheque, 3rd party cheque, gift certificates or cash.

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<th># OF DEPENDANTS</th>
<th>MAX ANNUAL LEVELS FOR KEAP</th>
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<tr>
<td>1</td>
<td>$225</td>
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<td>2</td>
<td>$400</td>
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<td>7</td>
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Appendix “A” contains a chart showing the utilization of this fund since KEAP began. As indicated the highest utilization is in November and December. This is due, in part, to the fact that this is the time the program began operating, as well as the perception by some that this is a “Christmas” fund. Workers at North Kingston continue to try to dispel this perception in an effort to balance the utilization across the year.

**Financial Status**

When the N.C.B. Reinvestment Program was introduced in late 1998 and 1999, the City did not immediately start flowing funds into projects but decided to wait closer to year-end to have a better grasp of what the actual accumulated funds would total. This left unspent funds to carry forward into 2000. In 2000, funds were directed at community projects as per the Province’s direction. At the beginning of each year, we are given projections as to what the NCB Reinvestment total will be for the coming year and we budget based on that dollar amount. However, by the end of 2000 there was still a balance of unexpended funds.

As indicated, in 2001 Council determined that all funds from 2001 forward should be used for the KEAP program, but it took until very late that year to get the program fully implemented, again leaving unspent funds going into 2002. The following chart summarizes this accumulation of funds. The fourth column shows the balance of funds brought forward from previous year added to the funds received during the year less the expenditures, to give a “running total” of available funds.
In April of 2003, Council agreed with a recommendation of directing the unspent NCB on three initiatives: Dental Fund, Grocery Gift Certificates and P.R.O. Kids. Only clients who met the KEAP eligibility criteria were eligible for assistance in any of these programs. It is important to emphasize that these were structured to be “one time only” initiatives. Although there is currently a carry-over from 2003, it is anticipated that there will be greater utilization of the KEAP program by ODSP recipients. In March 2004, with the co-operation and assistance of MCSS, information was mailed to all ODSP clients in the City and as a result there has been a sudden increase in the number of ODSP clients accessing the program. This is evident in the utilization number for March 2004 over March 2003 (Appendix “A”). In the second or third quarter of 2004, the KEAP committee will review the expenditures to date and if unspent 2004 NCB funds are anticipated, the committee will make recommendations to Council on an appropriate use for the funds.

**Summary**

Since its inception, the KEAP program has processed over 1.2 million dollars to eligible social service recipient families. Appendix “B” contains a complementary report received from North Kingston that illustrates the impact that KEAP is having on families in our community.

**EXISTING POLICY/BY-LAW:**

Current contract with North Kingston expired March 31, 2004. A new contract will be drafted pending approval of the recommendations in this report to cover period from April 1, 2004 - March 31, 2005.

**LINK TO STRATEGIC PLAN:**

Affordable Housing

**FINANCIAL CONSIDERATIONS:**

Proposed Budget is based on the approved 2004 City of Kingston Municipal Budget.

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<th>Description</th>
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<td>Projected NCB Reinvestment for City of Kingston for 2004</td>
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**CONTACTS:**

Cheryl Mastantuono, Manager, Policy & Support Services

**DEPARTMENTS/OTHERS CONSULTED AND AFFECTED:**

Adèle Lafrance, Manager, Administration, Ontario Works
Hersh Sehdev, Executive Director, North Kingston Community Health Centre
KEAP Advisory Committee

**NOTICE PROVISIONS:**

No notice requirements

**APPENDICES:**

Appendix “A” - KEAP Utilization November 2001 to present
Appendix “B” – Complementary Report on KEAP from North Kingston Community Health Centre
Lance Thurston
Commissioner, Department of Community Services

Bert Meunier
Chief Administrative Officer

W:\cao (no purge)\2004 Reports\Community Services\Office of the Commissioner\04-125 KEAP.doc
# APPENDIX “A”

## KEAP STATISTICS

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The Kingston Entitlement Access Program (KEAP) was established in September 2002. Since then almost 1600 families have benefited directly with the funds distributed through the KEAP each year. The city receives information on how the funds are distributed on a regular basis. The purpose of this short report is to share some of the other benefits of KEAP that cannot be captured in numbers.

When a person comes to meet the KEAP workers to access the KEAP funds they often share the struggles they face, the KEAP workers inadvertently end up providing information on other community resources and often making the calls and navigating the system for the person. From September to February the KEAP workers make lot of connections between the different referral programs, some of these include:

- Clothes for Kids
- Operation Warm Feet
- Pro-kids
- School Supplies
- Emergency Dental Funds
- KEAP dental Funds
- All programs of the health centre

The connections made by the KEAP workers make a real difference in the lives of the individuals and their families. The following are some real cases; the names have been changed to protect the identity of the individuals.

1. Lori Hamilton has two children living with her; she called on Jan 8, asking for her KEAP check. She was very upset, she was behind in her rent payments and she needed the money the same day. The KEAP worker tried to explain that it takes at least a week from processing of the application to having the check ready. Lori was afraid that she would be evicted. The KEAP worker saw her the same day, assessed the eligibility and called the landlord and was able to convince him to allow some grace period. Lori had the check the next day and was able to keep housing.

2. Sharon Smith is a diabetic and legally blind trying to make the ends meet for her and her three children on a small pension. She has three children. She came to the centre to apply for clothes for kids. The workers while filling the referral form realized that she was eligible for ODSP. She was connected to the Kingston ODSP office. She now has a guide dog, travel allowances and the KEAP funds for her children.

3. Debbie Walker is new to this town and has had six difficult months. She came out of an abusive relationship and spent the first month at Interval House. The shelter workers helped her find housing however since she was reestablishing her life and apartment she had little money left to pay the utilities. For the last two weeks there has been no food she is dependant on the various food programs. She heard about KEAP from her neighbors. She called and KEAP funds helped avoid the PUC cut off.

4. Jim Woods is 45 years old but looks as if he is seventy. He was involved in an accident that kept him disabled for over a year. He not only lost all his teeth but also the ability to get another job. He has been on OW ever since the accident. Since he has three children, he was able to access the newly created dental funds (made possible by the unused NCB funds). He now has a complete set of dentures, and is relearning how to eat.

5. Monica Brown’s 14-year-old son Matt is eager to learn but facing difficulties in the newly compressed high school curriculum. Monica accessed the KEAP funds and was able to get a tutor Matt overcome his challenges.

I hope these real stories assist in gaining an understanding of the total impact of the KEAP program. The important difference is that individuals can decide how to best use the dollars. I also would encourage the city to share the information on KEAP with other municipalities so that more communities can benefit from this innovative program.

Hersh Sehdev
Executive Director
North Kingston Community Health Centre
TO: Bert Meunier, Chief Administrative Officer
FROM: Mark Segsworth, Commissioner of Operations
PREPARED BY: Gina MacArthur, Public Education & Promotions Coordinator
Judy Brick, Operations Administrator
DATE OF MEETING: April 20, 2004
SUBJECT: National Public Works Week 2004

RECOMMENDATION TO COUNCIL:

WHEREAS public works services such as the maintenance of water, sewer, streets and highways, public buildings, solid waste collection and transit services are vital to the health, safety and quality of life of our citizens and;

WHEREAS the quality and reliability of these essential public works services are ensured through the skills and efforts of our public works staff and;

WHEREAS the dedicated public works staff are influenced by and appreciative of the recognition of the citizens for the services that they provide;

NOW THEREFORE BE IT RESOLVED THAT the Council of the City of Kingston proclaims May 15 – 21, 2004 as PUBLIC WORKS WEEK in the City of Kingston, and calls upon all citizens and civic organizations to acquaint themselves with the issues involved in providing our public works and to recognize the contributions which public works employees make every day to our health, safety and quality of life.

ORIGIN/PURPOSE:
To provide an opportunity to increase the public’s awareness and understanding of the role public works employees play in the day to day provision of municipal works services.
OPTIONS/DISCUSSION:
National Public Works Week is a North American observance organized by the American Public Works Association. The theme for 2004 is 24/7 Focused on Our Community and is designed to raise public awareness and appreciation of public works employees.

Locally, the intent is to start small in 2004, with a one day event, namely an open house and equipment ‘show and tell’ at the City of Kingston Works Garage at 701 Division Street on May 15, 2004. In addition to Mayor and Council, Kingston and the Islands MP Peter Milliken and Kingston MPP John Gerretsen have been invited to attend and participate in this event.

A series of articles profiling local public works employees will also be provided to the media for publication throughout the week.

Local celebration of National Public Works Week may be expanded in the future to include a full week of events, such as city-wide open houses, bus and truck rodeos, elementary and high school poster and essay contests and mall displays. Some of these events could potentially become fundraisers for local charities. National Public Works Week is also an excellent opportunity to recognize staff internally through the presentation of long service awards and other recognition awards.

EXISTING POLICY/BY-LAW:
There are no existing Policies/By-laws concerning this subject, on record, to date.

LINK TO STRATEGIC PLAN:
n/a

FINANCIAL CONSIDERATIONS:
Associated costs for the activities listed in the Draft Action Plan, estimated at approximately $2,500, will be accommodated through the Public Education and Promotions budget of the Operations Department.

CONTACTS:
Judy Brick, Operations Administrator, 546-4291 extension 2349
Gina MacArthur, Public Education & Promotions Coordinator 546-4291 extension 2287

DEPARTMENTS/OTHERS CONSULTED AND AFFECTED:
Strategic Initiatives and Corporate Communications
Planning and Development
Utilities Kingston

NOTICE PROVISIONS:
There are no notice requirements under the Municipal Act.
APPENDICES:

Mark Segsworth, P.Eng.
Commissioner of Operations

Bert Meunier
Chief Administrative Officer
National Public Works Week
Action Plan
Prepared by Gina MacArthur, Operations Public Ed. and Promotions Coordinator
Revised April 13, 2004

Background

National Public Works Week is a celebration of the tens of thousands of men and women who provide and maintain the infrastructure and services collectively known as Public Works. Instituted as a public education campaign by the American Public Works Association in 1960, NPWW calls attention to the importance of public works in community life. The week seeks to enhance the prestige of the often-unsung heroes of our society – the professionals who serve the public good every day with quiet dedication.

Public Works Week in Kingston

An initial meeting to discuss establishing a local celebration of National Public Works Week was held March 29. In attendance were Mark Segsworth, Commissioner of Operations; Judy Brick, Operations Administrator; Speros Kanellos, Manager of Engineering Services; Damon Wells, Roads Manager; John Giles, Solid Waste Manager and Gina MacArthur, Public Education and Promotions Coordinator. Representatives from other departments will be invited to the next meeting.

A report to Council will request the proclamation of May 15 to 21 as Public Works Week in Kingston and approval for the committee to move ahead with planning this year’s events.

Locally, we will be recognizing Roads, Solid Waste, Transit, Fleet, Properties, Airport, Utilities Kingston, Planning and Development and Parks and Arenas employees.

Target Audience

This event is an opportunity to invite the general public to see what we do, with a view to helping them understand the crucial role we play. It is also an opportunity for us to recognize our own employees and increase internal awareness of the services other departments provide.

External events will be designed to attract the general public, including parents with children of all ages.

Internal events will be designed to recognize employee accomplishments (i.e. safe driving, long service awards) and educate ourselves about the work our colleagues do.

Events for 2004
Public – Main Event
Open House and Vehicle Show and Tell at City Yard – Sat. May 15th, 10 a.m. – 2 p.m.:
- Various vehicles on display, with operators in attendance to demonstrate/provide information. Public invited to 'sit in the driver’s seat'.
- Information displays by all affected departments/divisions.
- Special Guests to include Mayor and Council, MP and MPP.
- Activity centres for children, including coloring, face painting.
- Refreshments (coffee, pop, juice, cookies, doughnuts).
- Takeaways: Balloons, promotional items.
- Utilities Kingston may plan tours of facilities

**Media Coverage/ Advertising:**
- Public Works Profiles: A series of articles, profiling public works employees, will be provided to the media for use during the week. Managers and/or supervisors will be asked to put forward names of employees who make a contribution above and beyond their jobs, or in the community in general
- Media invited to attend Open House.
- Portable temporary signs may be placed at the city yard and other strategic locations around the city.

**Internal:**
2002 Safe Driving Awards to be presented to employees – Date, location to be determined

**Budget**

Estimated at $2,500: Minimal costs will be incurred for advertising, refreshments and balloons. Staff will be asked to volunteer their time.

**Future Considerations**

Depending on the success of, and employee participation rate in 2004's events, future events could be added, including but not limited to:
- Vehicle roadeos for Transit, Roads, Utilities
- Additional open houses (i.e. KARC, Transit, Greenhouse)
- Fundraising events
- Celebrity Roadeo/Obstacle Course
- Mall displays
- School poster/essay contests
- Newspaper supplements
APPLICATION BY STARBUCKS COFFEE COMPANY FOR LEASE OF CITY SIDEWALK FOR THE PURPOSE OF A NON-SERVING PATIO LOCATED AT 95 PRINCESS STREET

RECOMMENDATION TO COUNCIL:

That Council, on behalf of the City of Kingston, enter into a License Agreement with the owners of "Starbucks Coffee Company" for the lease of City property for the purpose of operating a Non-Serving Outdoor Patio, and that such License Agreement be in a form acceptable to the City Solicitor.

ORIGIN/PURPOSE:

The applicant has brought forward an application to the Engineering Division of Planning and Development Services for the assignment of a patio license for the purpose of operating a non-serving outdoor patio. The patio will provide seating accommodation for their customers as defined in the regulations established in By-Law No. 87-136, "A By-Law to Authorize the Adoption of Regulations Established for the Purpose of Dealing with Applications for the Extended Use of Sidewalks."

OPTIONS/DISCUSSION:

The owners of "Starbucks Coffee Company" wish to retain a patio for the purpose of providing seating accommodation for their customers as an extension of their business located at 95 Princess Street. The application is for a non-serving outdoor patio as outlined in By-Law No. 87-136. The applicant has supplied the Engineering Division with a successor to re-establish the previously approved patio on the Wellington Street flankage of their establishment.
The applicant has supplied the Engineering Division with a formal application and site plan. The proposal for consideration is to re-establish the previously approved patio (by the former tenant of the property) on the Wellington Street frontage of their establishment.

Engineering has circulated to relative Divisions within the City and outside agencies.
1. Operations Department
2. Building & By-Law Enforcement
3. Parks Department
4. Kingston Fire & Rescue
5. Utilities Kingston
6. The Kingston Frontenac Lennox & Addington Health Unit
7. Taxation Division

No special conditions or objections were received.

On March 10, 2004 the Engineering Division issued 124 public notices to all property owners within a sixty (60) meter radius of the proposed outdoor patio site. In addition, the required advertisement was placed in the Whig Standard on Saturday March 6, 2004 and again on Wednesday March 10, 2004. As per By-Law No. 87-136, Engineering Services provided fifteen (15) days for the public to express any concerns. Engineering received two communications from the public. Both of the emails were expressing interest in ensuring that the patio did not create a negative impact on public accessibility in the area of the patio. By-Law No. 87-136, specifically addresses the issue of accessibility around the patio as well as to and on the patio. The design submitted incorporates the requirements of maintaining a free and clear 1.5 meter pedestrian walk around the patio. As well, the patio is utilizing the current extension of the sidewalk with no alteration to the grade. Finally the design guidelines require appropriate marking of the railing and curb for the benefit of the visually impaired, which is also being provided by the applicant.

EXISTING POLICY/BY-LAW:

By-Law No. 87-136, "A By-Law to Authorize the Adoption of Regulations Established for the Purpose of Dealing with Applications for the Extended Use of Sidewalks."

LINK TO STRATEGIC PLAN:

There is no link to the strategic plan.

FINANCIAL CONSIDERATIONS:

The applicant has met the requirements for application as outlined in By-Law No. 87-136. The applicant agrees to enter into a License Agreement to be renewable annually based on past performance. The applicant is aware that there is an annual License fee to be paid to the City, which rate shall be adjusted annually in accordance with the C.P.I. The license rate, as described in By-Law No. 87-136 for 2004, has been established as One Hundred and Seventeen Dollars and Sixty Cents ($117.60) plus GST.
CONTACTS:

Speros Kanellos, Manager, Engineering Division, 384-1770 ext. 3133
Kimberley Brown, Infrastructure Engineer, Engineering Division, 384-1770 ext. 3132

DEPARTMENTS/OTHERS CONSULTED AND AFFECTED:

Building & By-Law Enforcement - Steve Murphy, Acting Manager, Building & Licensing Division.
Parks Department – Ann Pappert, Manager, Cultural Services.
Operations Department – Damon Wells, Manager, Roads.
The Kingston Frontenac Lennox & Addington Health Unit – Peter Moccio, Director of Environmental Services.
Taxation and Revenue Division – Pat Carrol, Manager, Taxation & Revenue.

NOTICE PROVISIONS:

There are no further notice requirements.

APPENDICES:

Patio Design Drawings (originals available at Engineering, Midland Office)
Key Plan

Terry Willing
Acting Commissioner, Planning & Development Services

Bert Meunier
Chief Administrative Officer