



**City of Kingston  
Report to Council  
Report Number 15-407**

---

**To:** Mayor and Members of Council  
**From:** Denis Leger, Commissioner of Transportation, Facilities & Emergency Services  
**Resource Staff:** Sheila Kidd, Director of Transportation Services  
**Date of Meeting:** October 20, 2015  
**Subject:** Kingston Gospel Temple – Kingston Transit Park & Ride – Amendment to Existing Land Use Agreement

---

**Executive Summary:**

In September 2013, the City entered into a land use agreement with the Kingston Gospel Temple, located at 2295 Princess Street, to use a portion of their parking lot as a designated Kingston Transit Park & Ride facility.

The purpose of this report is to obtain approval to amend the existing agreement to increase the number of designated Park & Ride parking spaces from 10 to 70 spaces, and to address winter control activities. The report also seeks Council approval to directly appoint James Built Custom Homes and Renovations for winter control activities for the 2015/16 winter season.

**Recommendation:**

**That** Council authorize the Mayor and Clerk to execute an amended land use agreement with Kingston Gospel Temple for the purposes of expanding the Kingston Transit Park & Ride facility and assuming the associated costs of winter control, in a form satisfactory to the Director of Legal Services; and

**That** Council approve the direct, single-source appointment of James Built Custom Homes and Renovations for winter control in the designated Park & Ride area shown in Exhibit B of Report 15-407, at a cost of \$1,700/month plus applicable taxes, in a form satisfactory to the Director of Legal Services.

October 20, 2015

Page 2 of 4

**Authorizing Signatures:**

ORIGINAL SIGNED BY COMMISSIONER

**Denis Leger, Commissioner,  
Transportation, Facilities, &  
Emergency Services**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

**Gerard Hunt, Chief Administrative Officer**

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

Cynthia Beach, Corporate & Strategic Initiatives	Not required
Lanie Hurdle, Community Services	Not required
Jim Keech, President and CEO, Utilities Kingston	Not required
Desiree Kennedy, Chief Financial Officer & City Treasurer	Not required

**October 20, 2015**

Page 3 of 4

**Options/Discussion:**

In 2013, Kingston Transit entered into a legal agreement with Kingston Gospel Temple (KGT), located at 2295 Princess Street, to use a portion of their parking lot as a designated Park & Ride facility. Under the existing agreement, KGT provides a maximum of 10 parking spaces located adjacent to the Route 501 Express bus stop on Princess Street for use as a designated Park & Ride for transit users, at no cost to the City. The designated parking spaces are identified in Exhibit A.

The utilization of the Park & Ride at KGT has proven to be far greater than initially anticipated. Staff conduct vehicle counts at KGT on a regular basis. On a typical weekday, more than 30 vehicles are using KGT for the purpose of Park & Ride. KGT has agreed to amend the existing agreement to increase the number of designated Park & Ride spaces. The larger designated Park & Ride area is identified in Exhibit B. The increased parking area represents approximately 70 parking spaces to accommodate current usage and future growth.

Representatives of KGT value the partnership they have with the City of Kingston and Kingston Transit. However, KGT has raised concerns that the use of the parking area for the purposes of a Park & Ride facility has resulted in a greater burden than would otherwise exist, especially as it relates to winter control. A higher and more frequent level of service for winter control is required to support transit operations. To address the concerns raised by KGT, staff is recommending that the terms of the agreement be amended to transfer responsibility for winter control activities and costs within the designated Park & Ride area from KGT to the City.

For the 2015/16 winter season, KGT has contracted James Built Custom Homes & Renovations for winter control activities. There is a preference for the City to use the same winter control contractor as KGT to prevent conflicts with multiple contractors on the same site. Staff is recommending the direct appointment of James Built Custom Homes and Renovations for winter control at a cost of \$1,700/month plus applicable taxes for the 2015/16 winter season. Staff reviewed the costs for winter control at other City sites previously awarded under Request for Proposal F31-FS-PS-2014-9 (Winter Control for Municipal Parking Lots, Buildings, and Facilities). Based on that review, and in consideration of actual costs for similar sized lots and the service level requirements for the parking spaces and walkway at the Park & Ride, staff is satisfied that \$1,700/month represents fair market value. Staff will review this arrangement after the 2015/2016 winter season to ensure competitive pricing is maintained. Council approval is required to authorize a single-source procurement in accordance with By-Law No. 2000-134.

**Existing Policy/By Law:**

By-Law No. 2000-134 – A By-Law to Establish Purchasing Policies and Procedures

October 20, 2015

Page 4 of 4

**Notice Provisions:**

Not applicable.

**Accessibility Considerations:**

An accessible sidewalk connection between the bus stop and the Park & Ride designated area was constructed by the City when the facility was established in 2013.

**Financial Considerations:**

There is sufficient funding in the 2015 transit operating budget for winter control activities recommended in this report. The 2016 transit operating budget submission includes funds to support the 2016 winter control activities.

**Contacts:**

Sheila Kidd, Director Transportation Services, 613-546-4291, Ext. 2221  
Jeremy DaCosta, Transit Manager, 613-546-4291, Ext. 1310

**Other City of Kingston Staff Consulted:**

Alan McLeod, Senior Legal Counsel  
Janis Morrison, Purchasing Coordinator

**Exhibits Attached:**

Exhibit A – Existing Park & Ride Area  
Exhibit B – Proposed Park & Ride Area

**Existing Park & Ride Area  
(10 Parking Spaces)**



**Proposed Park & Ride Area  
(Approximately 70 Parking Spaces)**

