



**City of Kingston
Report to Council
Report Number 16-049**

To: Mayor and Members of Council
From: Cynthia Beach, Commissioner, Corporate & Strategic Initiatives
Resource Staff: Peter Huigenbos, Manager, Real Estate & Land Development
Date of Meeting: January 12, 2016
Subject: Report on Delegated Authority By-law 2014-141 for Real Estate Transactions completed from July 2015 to December 2015

Executive Summary:

In August 2014, Council approved By-law 2014-141 to delegate authority for the approval of routine real estate transactions to the Commissioner of Corporate & Strategic Initiatives. The by-law requires that staff report to Council on the exercise of this authority no less than twice per year.

In accordance with Section 7 of the by-law, this report lists the transactions completed under the authority of this by-law from July 2015 to December 2015.

Recommendation:

This report is for information purposes only.

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Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

**Cynthia Beach, Commissioner,
Corporate & Strategic Initiatives**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

Gerard Hunt, Chief Administrative Officer

Consultation with the following Members of the Corporate Management Team:

Lanie Hurdle, Community Services	Not required
Denis Leger, Transportation, Facilities & Emergency Services	Not required
Jim Keech, President and CEO, Utilities Kingston	Not required
Desiree Kennedy, Chief Financial Officer & City Treasurer	Not required

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Options/Discussion:

In August 2014, Council approved By-law 2014-141 to delegate authority for the approval of routine real estate transactions to the Commissioner of Corporate & Strategic Initiatives. The transactions must be in accordance with Council approved policies for the acquisition, disposition, leasing and licensing of real property. The by-law requires that staff report to Council on the exercise of this authority no less than twice per year.

Eight (8) agreements were approved and fully executed under the authority of By-law 2014-141 during the period of July 1, 2015 and December 31, 2015.

Acquisition of Property less than \$100,000

- Easement over Innovation Park from Queen's University for a natural gas line for the purchase price of \$1.00. The transfer of easement corrected an oversight at the initial installation of the natural gas line at which time the easement should have been transferred.

Disposition of Property less than \$100,000

- None to report.

Lease or License less than \$150,000 not to exceed a 10 year term

City as Landlord - Renewals

- 23 Queen Street office space leased to Your Workplace Magazine for 2 years at an annual rate starting at \$9,000.00 and increasing to \$12,000 in the second year.;

City as Landlord – New and Amended Leases

- 183 Weller Avenue leased to the Salvation Army has been amended to exclude the portion of Headway Park located to the rear of the leased premises from the agreement in support of the Rideau Heights study for redevelopment.

City as Tenant – Renewals

- Anglin Parking Lot lease renewed with Transport Canada for four years for an annual rent of \$4,299.22 plus HST to be increased by 3% annually.
- Scenic walkway, located at the foot of King Street East to access the Anglin sea wall, license renewed with Transport Canada for three years for an annual fee of \$288.40 plus HST to be increased by 3% annually.
- Storm sewer overflow outlet, at the bottom of Barrack Street, license renewed with Transport Canada for three years for an annual fee of \$438.95 plus HST to be increased by 3% annually.

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- Storm sewer overflow outlet, at the bottom of West Street, license renewed with Transport Canada for three years for an annual fee of \$2,509.88 plus HST to be increased by 3% annually.
- Water intake pipe, serving the King Street Water Purification Plant, license renewed with Transport Canada for three years for an annual fee of \$3,719.80 plus HST to be increased by 3% annually.

City as Tenant – New and Amended Leases

- None to report.

Existing Policy/By-Law:

By-law 2014-141 – A By-law to Delegate Approval of Certain Administrative Real Estate Matters

Policy for the Acquisition of Real Property approved by Council August 12, 2014

Policy for the Disposition of Real Property approved by Council August 12, 2014

Revenue Leasing and Licensing Policy last revised by Council December 20, 2011

Notice Provisions:

None

Accessibility Considerations:

None

Financial Considerations:

None

Contacts:

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Other City of Kingston Staff Consulted:

None

Exhibits Attached:

None