

**Council Meeting Number 2016-15**  
**Addeds**  
**Tuesday May 17, 2016**

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**Delegations**

The consent of Council is requested for the **addition** of the following Delegation:

1. Brett Christopher, Artistic Producer, Theatre Kingston, will appear before Council and speak to Clause c) of Report Number 55: Received from the Chief Administrative Officer (Consider) with respect to Municipal Support for the 2016 Kick & Push Festival.

**Reports**

**Report Number 55: Received from the Chief Administrative Officer (Consent)** The

consent of Council is requested for the **addition** of the following recommendation:

- e) **Partnerships between the City of Kingston, Correctional Service Canada and St. Lawrence Parks Commission – Temporary Tours at Kingston Penitentiary**

**That** the Mayor and Clerk be authorized to execute an agreement with Correctional Service Canada for the City of Kingston to have access to the Kingston Penitentiary property to provide public tours in a form satisfactory to the Director of Legal Services; and

**That** the Mayor and Clerk be authorized to execute an agreement with St. Lawrence Parks Commission for the delivery of public tours at the Kingston Penitentiary site in a form satisfactory to the Director of Legal Services.

(The Report of the Commissioner of Community Services (16-171) is attached as schedule pages 1-6)

(File Number CSU-R03-000-2016)



**City of Kingston  
Report to Council  
Report Number 16-171**

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**To:** Mayor and Members of Council  
**From:** Lanie Hurdle, Commissioner, Community Services  
**Resource Staff:** Same  
**Date of Meeting:** May 17, 2016  
**Subject:** Partnerships between the City of Kingston, Correctional Service Canada and St. Lawrence Parks Commission – Temporary Tours at Kingston Penitentiary

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**Executive Summary:**

In 2015, the City established a partnership with Correctional Service Canada (CSC), Fisheries and Oceans Canada and Canada Lands Company to complete a visioning exercise for both the Kingston Penitentiary and Portsmouth Olympic Harbour properties. Consultants have now been selected for this visioning exercise which will start prior to summer 2016.

Shortly after this partnership was established, 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 community visioning exercise process. The City has had discussions with CSC, owner of the property, to facilitate partnerships to enable the provision of public tours at the Kingston Penitentiary.

CSC, the City and St. Lawrence Parks Commission have identified a partnership through which the City would enter into an agreement to access the Kingston Penitentiary property and in turn, the City would contract St. Lawrence Parks Commission to market and offer the tours. These agreements will be cost neutral to the City and the primary goal is for the City to facilitate the partnership structure that will cover liabilities and enable public tours of the property. It is intended that proceeds from the public tours will be equally redirected to support both the United Way KFL&A and destination marketing efforts. This report is time sensitive as agreements are required to be in place before the public tours can start from June until October 2016.

These proposed partnerships with both CSC and St. Lawrence Parks Commission support the Tourism Strategy as identified in the Council Strategic Priorities. It is important to note that these

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public tours will be temporary and will not impact the time lines or process of the visioning exercise.

**Recommendation:**

**That** the Mayor and Clerk be authorized to execute an agreement with Correctional Service Canada for the City of Kingston to have access to the Kingston Penitentiary property to provide public tours in a form satisfactory to the Director of Legal Services; and

**That** the Mayor and Clerk be authorized to execute an agreement with St. Lawrence Parks Commission for the delivery of public tours at the Kingston Penitentiary site in a form satisfactory to the Director of Legal Services.

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**Authorizing Signatures:**

ORIGINAL SIGNED BY COMMISSIONER

**Lanie Hurdle, Commissioner, Community 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

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:****Background**

The Kingston Penitentiary ceased operation in 2013 and in 2014 CSC allowed the United Way KFL&A and Habitat for Humanity to conduct public tours for fundraising purposes. Approximately 18,000 available tours sold out.

In 2015, CSC, Fisheries and Oceans Canada, Canada Lands Corporation and the City of Kingston agreed to a partnership to complete a joint community visioning exercise for the Kingston Penitentiary and Portsmouth Olympic Harbour properties. As part of this partnership, it was agreed that no decisions would be made that would have permanent impacts on the outcome of the visioning exercise.

Shortly after the visioning partnership was endorsed by Council, the City was approached by various community organizations that were supportive of temporary public tours as this would support the Tourism Strategy as endorsed in the Council Strategic Priorities. The City has been working with both CSC and St. Lawrence Parks Commission to establish a partnership that could enable temporary public tours of the Kingston Penitentiary.

The St. Lawrence Parks Commission, an agency of the government of Ontario, operates facilities in 16 municipalities stretching from Kingston to the Quebec border, including Upper Canada Village, Fort Henry National Historic Site of Canada – now designated as part of a UNESCO World Heritage Site, Chrysler Park Marina, Upper Canada Golf Course, Upper Canada Migratory Bird Sanctuary and 12 campgrounds and day-use areas including the Long Sault and 1000 Islands Parkways. With 100,000 visitors annually, Fort Henry employs 80 college and university students and is renowned for its high quality heritage programs, including the internationally recognized Sunset Ceremonies performances and daily interpretive programs.

**Proposed Partnership & Community Benefit**

All partners recognize that public tours will increase the social value of the Kingston community by driving tourism to the area, increasing opportunities for student employment and dispersing total net revenue between the United Way KFL&A and destination marketing efforts. From a tourism perspective, this endeavor will contribute to the tourism economy and related commerce, which currently has an economic impact of over \$840 million on the Kingston community and provides more than 7,400 jobs.

The St. Lawrence Parks Commission intends to operate public tours out of the Kingston Penitentiary from June 14<sup>th</sup> to September 5<sup>th</sup>, Tuesday through Sunday. Tuesday tours throughout the main season will provide an opportunity for Kingston residents to visit KP at a discounted price. The intent is then to operate tours from September 22<sup>nd</sup> to October 29<sup>th</sup>, Friday through Sunday.

Tours and facility management will be coordinated by St. Lawrence Parks Commission staff and will be led by trained tour guides. The tour route offers the public temporary access via

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organized tours of select Kingston Penitentiary areas. The tour route and historical notes are based on information provided by CSC. Tickets will only be available on-line.

The City of Kingston plays an important role in facilitating this initiative. The City will license portions of the Kingston Penitentiary from CSC for \$1 for the provision of public tours and, in turn, the City will establish an agreement with St. Lawrence Parks Commission for the delivery of public tours. The City's role is to facilitate this process through the two agreements, including coordinating insurance and liability with the two upper level bodies in a manner which reflects past practice, but allows the tours to proceed on schedule.

To ensure site readiness, St. Lawrence Parks Commission, Tourism Kingston and CSC conducted an operation safety tour. St. Lawrence Parks Commission also secured a public safety engineering firm to inspect, assess and commission a full public safety report.

St. Lawrence Parks Commission will provide professional security and first aid services during operation hours. A detailed Evacuation Plan is under development with input from the Kingston Fire Department and the St Lawrence Parks Commission's Occupational Health and Safety Officer. Tour leaders will be trained in evacuation and emergency procedures.

**Existing Policy/By-Law:**

By-Law Number 2000-134      A By-Law to Establish Purchasing Policies and Procedures

**Notice Provisions:**

Not applicable

**Accessibility Considerations:**

All tours will be conducted in English. To ensure quality, as many tour guides as possible will be bilingual to cater to both of Canada's official languages. Prior to the commencement of the tour, staff will describe the tour plan (patrons will receive a copy of the aerial site plan map) and describe the prescribed route of buildings, communications, emergency procedures, washroom locations, potential hazards and safety precautions. Kingston Penitentiary is partially accessible, and reasonable steps will be taken to ensure full accessibility along the tour route. However, visitors with mobility challenges may still require special tour staff assistance. This will be a prearranged tour requirement. Benches will be strategically placed along the tour route as rest stops.

**Financial Considerations:**

These agreements and partnerships are anticipated to be cost neutral to the City. Net profit from public tours will be equally distributed between United Way KFL&A and marketing efforts.

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**Contacts:**

Lanie Hurdle, Commissioner, Community Services 613-546-4291 extension 1231

**Other City of Kingston Staff Consulted:**

Alan McLeod, Senior Legal Counsel, Legal Services Department

**Others Consulted:**

Darren Dalglish, General Manager/CEO, St. Lawrence Parks Commission

Liette Dumas-Sluyter, Assistant Commissioner, Corporate Services, Correctional Service Canada

**Exhibits Attached:**

Not applicable