



**City of Kingston  
Report to Council  
Report Number 26-072**

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**To:** Mayor and Members of Council  
**From:** Paige Agnew, Commissioner, Growth & Development Services  
**Resource Staff:** Brandon Forrest, Director, Business, Real Estate & Environment  
**Date of Meeting:** March 24, 2026  
**Subject:** Report on Real Estate Transactions Completed From July to December, 2025

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**Council Strategic Plan Alignment:**

Theme: Corporate business

Goal: See above

**Executive Summary:**

This information report provides Council with a list of real estate transactions completed under delegated authority from July 1, 2025 – December 31, 2025.

In August 2014, Council approved By-Law Number 2014-141 to delegate authority for the approval of low value and short-term real estate transactions to the Commissioner having responsibility for Real Estate services. This By-Law was subsequently included in By-Law Number 2016-189 'A By-Law to Consolidate the Delegation of Powers and Duties'. On July 8, 2025, the new updated 'By-Law Number 2025-157' was given its third reading and will be used going forward.

**Recommendation:**

This report is for information only.

March 24, 2026

Page 2 of 3

**Authorizing Signatures:**

ORIGINAL SIGNED BY COMMISSIONER

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

ORIGINAL SIGNED BY CHIEF

ADMINISTRATIVE OFFICER

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**Lanie Hurdle, Chief  
Administrative Officer**

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

Jennifer Campbell, Commissioner, Community Services	Not required
Neil Carbone, Commissioner, Corporate & Emergency Services	Not required
David Fell, President & CEO, Utilities Kingston	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required
Jenna Morley, City Solicitor	Not required
Ian Semple, Commissioner, Transportation & Infrastructure Services	Not required

March 24, 2026

Page 3 of 3

**Options/Discussion:**

In 2014, Council approved By-Law Number 2014-141 to delegate authority for approval of low value real estate transactions and short-term low value leasing and licencing agreements to the Commissioner having responsibility for real estate services. To further improve efficiencies in corporate accountability and transparency, Council approved By-Law Number 2016-189 'A By-Law to Consolidate the Delegation of Powers and Duties' which included approval for real estate transactions previously delegated under By-Law Number 2014-141. On July 8, 2025, the new updated 'By-Law Number 2025-157' was given its third reading and will be used going forward.

The by-law requires the Commissioner with authority for real estate transactions to report to Council no less than twice per year on the exercise of the delegation of authority.

Exhibit A lists the 19 land transactions completed by delegated authority from July 1, 2025 - December 31, 2025.

Transactions are summarized by category, which include:

- Revenue Leases and Licenses (City as Landlord) - 16
- Acquisition Leases and Licenses (City as Tenant) - 2
- Acquisition of Real Property - 0
- Disposition of Real Property - 1

**Existing Policy/By-Law**

By-Law Number 2025-157, Delegation of Authority By-Law.

**Financial Considerations**

None

**Contacts:**

Steve Biro, Property Specialist, Business, Real Estate & Environment, 613-546-4291 extension 3169

**Other City of Kingston Staff Consulted:**

Heather Scrannage, Manager, Real Estate, Business, Real Estate & Environment

**Exhibits Attached:**

Exhibit A Real Estate Transactions Completed Under Delegated Authority By-Law Number 2025-157 for the Period July 1, 2025 - December 31, 2025

**Real Estate Transactions Completed Under Delegated Authority By-Law Number 2025-157  
July 1, 2025, to December 31, 2025**

<b>Type of Real Estate Transaction</b>	<b>Property Affected</b>	<b>Individual/Organization</b>	<b>Amount</b>	<b>Reason for the Agreement</b>
Acquisition of lease or license less than \$300,000	Cataraqui Woods Drive	Hydro One Networks	\$1,500.00 for license term	Access to allow engineering investigations pertaining to the future extension of Cataraqui Woods Drive
Acquisition of lease or license less than \$300,000	1429 Highway #15	Ducks Unlimited	\$85,104.00 for lease term	Lease agreement for use of Ducks unlimited lands to offset SLBP lands
Disposition of Property less than \$300,000	Sunnyside Road	118501 Ontario Limited	\$1.00	Conveyance of road frontage to correct access
Revenue license less than \$300,000	Crawford Wharf	St. Lawrence Cruise Lines Inc.	\$1.00	Agreement providing drinking water access to cruise line operator and recovery of consumption expense
Revenue license less than \$300,000	Crawford Wharf	Kingston & The Islands Boat Lines Ltd.	\$188,732.42 for license term	License term extension agreement
Revenue license less than \$300,000	Crawford Wharf	MTO Marine Services	\$1,960.44/ month	Agreement allowing the Wolfe Islander III mooring access over winter months
Revenue license less than \$300,000	POH	Seniors Association Kingston Region	\$9,145.49 for license term	Use of Portsmouth Olympic Harbour building for senior's programming
Revenue license less than \$300,000	206 Concession Street	KNCLN (Kingston Native Centre and Language Nest)	\$1.00	Use of area for parking at 206 Concession Street
Revenue license less than \$300,000	677 Princess Street	Anglin Group Ltd.	\$1,000.00/ month	Use of area for parking at 677 Princess Street

Revenue license less than \$300,000	Invista Centre	KAMHA (Kingston Area Minor Hockey Association)	\$700.00/ month	Extension of office space at Invista Centre
Revenue license less than \$300,000	3250 Creekford Road	Residential Owner	\$50.00/ month	Short term license of garage space
Revenue license less than \$300,000	Rideau Heights Community Centre	Kingston Community Health Centre	\$1.00	Storage space for Kingston Community Health Centre
Revenue license less than \$300,000	10 Hyperion Court	Kingston Humane Society	\$1.00	Permission to enter and place sign on lands
Revenue license less than \$300,000	Kingston East Community Centre	Kingston Community Health Centre	\$1,287.50/ month	License agreement for space at Kingston East Community Centre
Revenue license less than \$300,000	Pittsburg Place Park	Rideau Town Plaza Inc.	\$3,900.00/ year	License of space in the park for pylon sign
Revenue license less than \$300,000	100 King Street West	Queen's University	\$205.50/ month	License of parking space at the Queen's Steam Plant
Revenue license less than \$300,000	2800 Clogg's Road	Kingston Health Sciences Centre	\$1.00	Due diligence and sign erected on property
Revenue lease less than \$300,000	414 Regent Street	Frontenac County Schools Museum Association	\$882.89/ month	Lease extension agreement for use of building at 414 Regent Street
Revenue lease less than \$300,000	175 Rideau Street	Allen Detweiller Nursery School	\$9,764.00/ year	Rent of space at Rideaucrest Long-Term Care for nursery school