



**City of Kingston
Report to Council
Report Number 21-170**

To: Mayor and Members of Council
From: Peter Huigenbos, Commissioner, Business, Environment & Projects
Resource Staff: Lacrocia Turner, Director, Recreation & Leisure Services
Date of Meeting: October 19, 2021
Subject: Queen's University 2021 - 2024 License Agreement

Council Strategic Plan Alignment:

Theme: Corporate business

Goal: See above

Executive Summary:

In 2015, Council approved a renewal of a License Agreement with Queen's University for the use of the Memorial Centre. That agreement expired on March 31, 2020. City staff have been working with Queen's University to renew the agreement on the same terms from 2021 to 2024, which would be effective September 2021.

Queen's University is still planning some of its future services and growth and has indicated that they require access to ice until at least 2024. Queen's University is subject to all City fees and charges related to the arena use. The 2021 - 2024 License Agreement will be similar to the previous License Agreement established in 2010, including access to other City-owned arenas such as the INVISTA Centre and the Cataraqi Community Centre as required.

Recommendation:

That the Mayor and Clerk be authorized to execute a License Agreement, in a form satisfactory to the Director of Legal Services, with Queen's University for the use of the Memorial Centre from 2021 to 2024, on the terms and conditions identified in this report, subject to final negotiation.

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Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

**Peter Huigenbos, Commissioner,
Business, Environment &
Projects**

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:

Paige Agnew, Commissioner, Community Services	Not required
Craig Desjardins, Acting Commissioner, Corporate Services	Not required
Jim Keech, President & CEO, Utilities Kingston	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required
Brad Joyce, Commissioner, Transportation & Public Works	Not required

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Options/Discussion:

Since 2007, the City of Kingston and Queen's University have had a License Agreement for the use of the Memorial Centre. Since then, Queen's University has been one of the main tenants of the Memorial Centre. The current term of this License Agreement expired in 2020. Queen's University expressed an interest in renewing the License Agreement with the City of Kingston for the use of the Memorial Centre. City staff have worked out an ice schedule that accommodates Queen's University ice time. Queen's University uses approximately 600 hours of ice time per year which generates approximately \$141,000 in revenue. Queen's University does not impact the ability for the Kingston District Fall Fair to operate in September of each year, and their schedule allows the City to accommodate other ice rentals including the Church Athletic League and drop in programming for the public. Typical use by Queen's University is early mornings and late evenings on weekdays, with games typically played on Friday or Saturday evenings.

Through the proposed License Agreement, Queen's University has access to appropriate change rooms and offices for coaches at the Memorial Centre only. This is in line with services the City provides to other partner groups which have access to office space, storage and change rooms. Queen's University is also treated the same as other partners groups through the City of Kingston's Ice Allocation Policy and the Fees and Charges By-Law.

Existing Policy/By-Law:

By-Law Number 2005-10 A By-Law to Establish Fees and Charges

Ice Allocation Policy

Revenue Leasing and Licensing Policy

Notice Provisions:

None

Accessibility Considerations:

None

Financial Considerations:

The annual revenues from this License Agreement are approximately \$141,000 and is based on user fees. Queen's University is subject to all City fees and charges related to the arena use. It is important to note that this revenue is included in the Recreation & Leisure Services operational budget.

Contacts:

Lacricia Turner, Director, Recreation & Leisure Services 613-546-4291 extension 1815

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Other City of Kingston Staff Consulted:

Steve Biro, Property Specialist, Business, Real Estate & Environment

Ryan Evoy, Acting Manager, Recreation Facilities, Recreation & Leisure Services Department

Exhibits Attached:

None