



**City of Kingston
Report to Council
Report Number 24-047**

To: Mayor and Members of Council
From: Lanie Hurdle, Chief Administrative Officer
Resource Staff: Craig Desjardins, Director, Office of Strategy, Innovation & Partnerships
Date of Meeting: January 23, 2024
Subject: Supporting Social Enterprises in the Food Ecosystem:
Renewal of KEYS Lease at Portsmouth Olympic Harbour

Council Strategic Plan Alignment:

Theme: 4. Foster a Caring and Inclusive Community

Goal: 4.2 Help address food insecurity and sustainability.

Executive Summary:

The purpose of this report is to provide Council with an update on the partnership with KEYS Employment and Newcomer Services (KEYS) to support an innovative food entrepreneurship program called Harbour Community Kitchen for women from a variety of inclusion groups (racialized, persons with disabilities, Indigenous, newcomer women), all with low income and limited or no access to credit.

Staff are recommending that KEYS' current lease on the 2nd floor space in Portsmouth Olympic Harbour (POH) (formerly The Harbour Restaurant) be extended for an additional two years.

The project's primary goal is to facilitate access to a safe, clean, operational, and KFL&A Public Health-approved kitchen and thereby reduce one of the main barriers that early start-ups face when starting a food-based business. Background on this partnership and its alignment to one of Council previous strategic goals: Support Social Enterprises, can be found in Council [Report Number 22-051](#). The project also aligns with the City's current strategic priorities "to help address food insecurity and sustainability" and "diversify Kingston's economic base".

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The Harbour Community Kitchen has secured funding to continue to support additional women to be trained to be food entrepreneurs and to access the kitchen. The grant requires that monthly rent in the amount of \$1,500 be paid to the City for the use of POH. KEYS has indicated that, depending on funding and program costs, there may be some financial challenges to sustain the program over the 2 year period. Based on that, staff are recommending that the \$1,500 per month revenue be set into a separate account and that program needs be reviewed at year end and that the Chief Administrative Officer (CAO) be provided with delegated authority to reallocate funds to KEYS as necessary to ensure that the program continues to remain sustainable over the 2 year period.

Recommendation:

That Council direct staff to continue to partner with KEYS Employment and Newcomer Services and associated community agencies, to operate a social enterprise kitchen at Portsmouth Olympic Harbour in the former Harbour Restaurant kitchen and event space; and

That Council direct the Mayor and Clerk to enter into any agreements or documents as required to extend the lease with KEYS Employment and Newcomer Services to access the former Harbour restaurant and event space at Portsmouth Olympic Harbour for 2 years (January 2023 to December 2025) at a rate of \$1,500 per month, in a form satisfactory to the Director of Legal Services; and

That Council authorize the Chief Administrative Officer to reallocate funds from the lease revenues to KEYS Employment and Newcomer Services at the end of 2024 and during 2025, as necessary to ensure that the Harbour Community Kitchen program remains financially sustainable over the 2 year period.

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Authorizing Signatures:

ORIGINAL SIGNED BY CHIEF

ADMINISTRATIVE OFFICER

**Lanie Hurdle, Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

Paige Agnew, Commissioner, Growth & Development Services

Jennifer Campbell, Commissioner, Community Services

Neil Carbone, Commissioner, Corporate Services Not required

David Fell, President & CEO, Utilities Kingston Not required

Peter Huigenbos, Commissioner, Major Projects & Strategic Initiatives Not required

Brad Joyce, Commissioner, Infrastructure, Transportation
& Emergency Services Not required

Desirée Kennedy, Chief Financial Officer & City Treasurer

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Options/Discussion:**Harbour Community Kitchen**

The Harbour Community Kitchen (HCK) provides access to low or no cost commercial kitchen space at Portsmouth Olympic Harbour in the former Harbour Restaurant. The primary goal is to facilitate access to a safe, clean, operational, and KFLA Public Health-approved kitchen and thereby reduce one of the main barrier's early start-ups face when starting a food-based business. As participants are onboarded, businesses are offered support and mentoring; and referrals to appropriate community services.

Participants in the Harbour Community Kitchen are women with various intersectional identities (racialized, persons with disabilities, Indigenous, newcomer women) and all with low income and limited or no access to credit. These women face significant barriers in their daily lives and without the HCK initiative and the wraparound supports it offers, their dream of owning a business would not be possible.

The HCK initiative began in 2022 and the first year was spent getting the kitchen fully operational and in compliance with Public Health Standards. Refrigeration and fire suppression units were overhauled, and kitchen equipment purchased.

The previous lease established between the City and KEYS to operate the HCK program was based on a \$1 contribution.

Funding

In 2022, KEYS funded staff and operating costs for the initiative. This was in keeping with 'bootstrapping' a small start-up, but it was not sustainable in the longer-term. In January 2023, KEYS received a grant of \$25,000 from the Kinsmen to directly support 15 participants and in April 2023, KEYS was successful in obtaining 2-year funding from the Ontario Trillium Foundation to support the operational costs and capacity building for the initiative. This grant includes a rental contribution of \$1,500 per month to lease POH from the City but KEYS has expressed concerns with the overall financial sustainability of the program over the 2 years. Staff are recommending the CAO be authorized to reallocate lease revenue to KEYS at the end of 2024 and during 2025 to ensure the program sustainability over the 2 year period.

Funds to the City

Over the past two (2) years, KEYS has managed to pay funds to the City to defray some of the costs for repairs and infrastructure. This includes \$8,000 in 2022 to rebuild the fire suppression system and \$12,000 in 2023 to support other capital costs at POH.

Events

Since August 2022, the Harbour Community Kitchen has hosted 35 events supporting mainly newcomer and youth focused projects and organizations. Over 1,700 members of the

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community have attended an event/meeting/seminar/training at Harbour Community Kitchen event space.

Community Organizations Engaged

HCK have been or regularly work with the following organizations:

- Kingston Community Health Centre (KCHC); Immigrant Services of Kingston and Area (ISKA)
- Our Livable Solutions – cabins at POH
- City of Kingston Business Services
- Kingston Economic Development Corporation
- RISE Asset Development
- PARO
- Powwowpitch.org

Food Businesses Using Harbour Community Kitchen

The Harbour Community Kitchen currently has 10 registered and licensed women-led businesses using the kitchen and 5 more women in the process of business registration and onboarding with Public Health.

Monthly sessions are delivered on topics filling gaps in local food-based entrepreneurial training and offering on-going support and direction for registered participants. New businesses will continue to be onboarded until capacity is reached. Capacity is estimated as 35 users broken down as follows: 20 weekly users, 10 monthly users, 5 occasional users.

Registered at Harbour Community Kitchen as of September 31, 2023, are:

- Selena Martin – Cravin': Cravin' offers Gourmet Home Dining Food Boxes! Convenience in a box, food is either already prepared or needs minimal instructions before you heat & eat! Alongside their food box service, they also offer pre-ordered take-home catering and cooking classes.
- Lisa Cadue – Cadue's First Foods: Crisp, fresh ingredients and a whole lotta love made by Mohawk caterer Lisa Cadue. Hearty tacos, thick three sisters' soup, fragrant wild rice & blueberries and more. Butter tarts, cupcakes, cookies, pies & squares are also available.
- Christina Avery – Knifey Spooney: Kingston's finest purveyors of plant-based foods.
- Susan Corcoran – Stone Bridge Farm: Stone Bridge Farm Sweet & Saucy Company produces artisan lower sugar jams, jellies, sauces, and preserves. Beer Belly Jelly is their trademark product born from their love of all things jam, jelly and craft beer.
- Sydney Mazurak – Syd's Provisions: Private Dinner, Meal Delivery Services, Solo and Group Cooking Lessons, Small-scale Catering
- Carolina Quintete – Maracols: Cookies with unique fillings. Offered in presentation gift boxes.

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- Sarah Chen – Chinese Potato Noodles. This business is scaling up and has developed a distribution network.
- Natanya Harjula – Cat House - Japanese entrees and desserts
- Pamela Padilla Bahamondes - Unnamed Cookie and Pastry
- Olanike Gbadamosi – Mo’s Danity Bites: Nigerian Snacks and Finger Foods
- Aidee Rebollo - Occasional Event use

Indigenization, Inclusion, Diversity, Equity & Accessibility (IIDEA) Considerations

The programming delivered by KEYS at POH is specifically designed to support women with various intersectional identities (racialized, persons with disabilities, Indigenous, newcomer women) and all with low income and limited or no access to credit.

Existing Policy/By-Law

Not applicable

Notice Provisions

Not applicable

Financial Considerations

Staff are recommending a lease agreement for 2 years with KEYS Employment and Newcomer Services in the amount of \$1,500 per month to use the commercial kitchen on the second floor and the event space to continue the Harbour Community Kitchen program.

Contacts:

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Craig Desjardins, Director, Strategy, Innovation & Partnerships 613-929-1758

Other City of Kingston Staff Consulted:

Tracey Snow, Manager, Rural Economic & Community Development, Strategy, Innovation & Partnerships

Brandon Forrest, Director, Business, Real Estate & Environment

Exhibits Attached:

Not applicable