



**City of Kingston  
Report to Council  
Report Number 25-030**

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**To:** Mayor and Members of Council  
**From:** Paige Agnew, Commissioner, Growth & Development Services  
**Resource Staff:** Julie Salter-Keane, Manager, Climate Leadership  
**Date of Meeting:** December 3, 2024  
**Subject:** Better Homes Kingston Program - Program Efficiencies

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**Council Strategic Plan Alignment:**

Theme: 2. Lead Environmental Stewardship and Climate Action

Goal: 1.5 Develop and promote incentives for residents to reduce their energy use and become part of city-wide solutions to meet Kingston's carbon neutral target.

**Executive Summary:**

The Better Homes Kingston program launched on April 11, 2022. Pursuant to By-Law Number 2021-23, "A By-Law to Authorize the Undertaking of Energy Efficiency and Water Conservation Works on Private Residential Property as Local Improvements under the Better Homes Kingston Program", the Better Homes Kingston Program offers no-interest loans with up to a twenty-year term, applied as a Local Improvement Charge (LIC) to applicable properties through a Property Owner Agreement (POA) and authorizes loan repayment on property tax bills. In 2023, 115 LIC special charge by-laws were passed by Council, an additional 60 LIC special charge by-laws in Q2 2024. Information on completed projects is disclosed publicly and can be viewed on the [Open Data Kingston Portal](#).

To streamline the operations of the Better Homes Kingston Program, staff are providing this written request that special charge by-laws for improvements completed under the Better Homes Kingston Program be given all three readings at the same meeting, and are recommending that Council approves such request.

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This change will allow future LIC special charge by-laws to be passed more quickly and enabling the LIC loans to be added to the property tax roll in a timely manner.

**Recommendation:**

**That**, having received a written request from staff that special charge by-laws for improvements completed under the Better Homes Kingston Program be given all three readings at the same meeting, Council approves such request; all pursuant to clause 12.63 (c) of *City of Kingston By-Law Number 2021-41, "Council Procedural By-Law"*.

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**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 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	Not required

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**Options/Discussion:**

The Better Homes Kingston program launched on April 11, 2022. Pursuant to By-Law Number 2021-23, "A By-Law to Authorize the Undertaking of Energy Efficiency and Water Conservation Works on Private Residential Property as Local Improvements under the Better Homes Kingston Program", the Better Homes Kingston Program offers no-interest loans with up to a twenty-year term, applied as a Local Improvement Charge (LIC) to applicable properties through a Property Owner Agreement (POA) and authorizes loan repayment on property tax bills. In 2023, 115 LIC special charge by-laws were passed by Council, and an additional 60 LIC special charge by-laws were passed by Council 2024. Information on completed projects is disclosed publicly and can be viewed on the [Open Data Kingston Portal](#).

Section 12.62 of *City of Kingston By-Law Number 2021–41, "Council Procedural By-Law"*, requires that, subject to the exceptions set out in section 12.63, every by-law must be read twice at the meeting at which it was introduced and then read a third time and passed before it is signed by the Mayor and Clerk. Section 12.63 provides for the following three exceptions: (a) the confirmation by-law; (b) by-laws enacted under the *Planning Act*, and (c) by-laws for which staff have provided a written request for all three (3) readings at the same meeting and council has approved such request.

To streamline the operations of the Better Homes Kingston Program, staff are providing this written request that special charge by-laws for improvements completed under the Better Homes Kingston Program be given all three readings at the same meeting, and are recommending that Council approves such request, all pursuant to clause 12.63 (c) of the *Council Procedural By-Law*.

This approval will allow future LIC special charge by-laws, which currently require first and second readings, and then third reading at a following meeting, to be passed more quickly, reducing administrative timelines for completed projects and adding the LIC loans on the property tax roll in a timely manner. A batch of LIC special charge by-laws is anticipated to be presented on the Council agenda for the meeting on December 17, 2024.

**Existing Policy/By-Law**

*City of Kingston By-Law Number 2021–23, "A By-Law to Authorize the Undertaking of Energy Efficiency and Water Conservation Works on Private Residential Property as Local Improvements under the Better Homes Kingston Program"*

*City of Kingston By-Law Number 2021–41, "Council Procedural By-Law"*,

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**Exhibits Attached:**

None