City Council Meeting 05-2024

Tuesday, January 23, 2024 at 6:00 pm
in the Council Chamber at City Hall.

Council will resolve into the Committee of the Whole
"Closed Meeting" and will reconvene
as regular Council at 7:00 pm.

Contents

(Council Chamber)

Call Meeting to Order

Roll Call

The Committee of the Whole "Closed Meeting"

1. **That** Council resolve itself into the Committee of the Whole "Closed Meeting" to consider the following items:

a. Labour relations of employee negotiations – Canadian Union of Public Employees (CUPE), Local 109 – Collective Bargaining;

b. A proposed or pending acquisition or disposition of land by the municipality or local board – Unaddressed property on Lappan's Lane; and

c. A proposed or pending acquisition or disposition of land by the municipality or local board – Affordable Housing Land Acquisition.

Approval of Addeds

Disclosure of Potential Pecuniary Interest

Presentations

1. Roland Billings will present the Kingston & District Sports Hall of Fame inductees for 2023.

Delegations

1. Aric McBay will appear before Council to speak to Clause 2b. of Report Number 16: Received from the Chief Administrative Officer (Recommend) with respect to St. Lawrence Business Park Expansion.

2. Tony Gkotsis, Director, Campus Planning and Real Estate, Queen's University, and Catherine Riddell, Project Manager, ERA Architects, will appear before Council to speak to Clause 1 of Report Number 18: Received from Kingston Heritage Properties Committee with respect to Application for Heritage Permit – 36 University Avenue.

3. Robert MacInnes will appear before Council to speak to Clause 3 of Report Number 16: Received from the Chief Administrative Officer (Recommend) with respect to Progress Update on Impact and Options to Increase the Corporate Carbon Target of 30% by 2030 to 40-50% by 2030.

Briefings

Petitions

Motions of Congratulations, Recognition, Sympathy, Condolences and Speedy Recovery

Motions of Congratulations, Recognition, Sympathy, Condolences and Speedy Recovery are presented in order of category as one group and voted on as one motion.

1. Moved by Mayor Paterson

Seconded by Deputy Mayor Glenn

That sincere congratulations of Kingston City Council be extended to Bhavana Varma, former President and CEO of the United Way Kingston Frontenac Lennox and Addington, who was appointed to the Order of Ontario on January 1, 2024. As a dedicated community builder, Bhavana has spearheaded important projects like the Community Food Warehouse and Integrated Care Hub, played a crucial role with the Social Services Recovery Group and Kingston Economic Recovery Team during the pandemic, and has organized many successful fundraising campaigns during her tenure at the United Way. Bhavana's integrity, compassion and knowledge have been invaluable to our community. Congratulations, Bhavana, and thank you for your immense contributions to the Kingston region.

2. Moved by Mayor Paterson

Seconded by Deputy Mayor Glenn

That the condolences of Kingston City Council be extended to the family and friends of former mayor and long-time councillor, Ken Matthews who passed away in early January at the age of 95. Ken was an incredibly dedicated politician who served on City Council for more than 30 years. He cared deeply about the people he represented and loved being able to help those in need. His passing is a great loss for our community. Our thoughts are with his family during this time.

Deferred Motions

Reports

Report Number 15: Received from the Chief Administrative Officer (Consent)

Report Number 15

To the Mayor and Members of Council:

The Chief Administrative Officer reports and recommends as follows:

All items listed on the Consent Report shall be the subject of one motion. Any member may ask for any item(s) included in the Consent Report to be separated from that motion, whereupon the Consent Report without the separated item(s) shall be put and the separated item(s) shall be considered immediately thereafter.

That Council consent to the approval of the following routine items:

1. Third Reading of Amended Brownfield By-Law for 18 Queen and 282 Ontario Street

That By-Law Number 2022-120, A By-Law to Permit the Cancellation of Municipal and Education Taxes for the Brownfield Property at 18 Queen Street and 282 Ontario Street, attached as Exhibit A to Report Number 24-019, be presented to Council for third reading.

(See By-Law Number (1) 2022-120 attached to the agenda as schedule pages 6-11)

(The Report of the Commissioner, Growth & Development Services (24-019) is attached to the agenda as schedule pages 1-11)

2. Product Care Association of Canada – Municipality Lighting Materials Services Agreement

That Council authorize the Mayor and Clerk to execute a new revenue generating agreement with Product Care Association of Canada, in a form satisfactory to the Director of Legal Services, for the recovery of funds related to the management of designated lighting products.

(The Report of the Commissioner, Infrastructure, Transportation & Emergency Services (24-042) is attached to the agenda as schedule pages 12-16)

3. Supporting Social Enterprises in the Food Ecosystem: Renewal of KEYS Lease at Portsmouth Olympic Harbour

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.

(The Report of the Chief Administrative Officer (24-047) is attached to the agenda as schedule pages 17-22)

Report Number 16: Received from the Chief Administrative Officer (Recommend)

Report Number 16

To the Mayor and Members of Council:

The Chief Administrative Officer reports and recommends as follows:

1. Proposed Revocation of the Minister's Zoning Order for the Clogg's Road Business Park

That Report Number 24-053 regarding the proposed revocation of the Minister's Zoning Order from the Clogg's Road Business Park be received by Council and the comments endorsed; and

That Council support the proposed revocation of the Minister's Zoning Order (Ontario Regulation 159/22) from the Clogg's Road Business Park; and

That Council direct the City Clerk to submit Council's resolution and Report Number 24-053 to the Ministry of Municipal Affairs and Housing as the City of Kingston comments on Environmental Registry of Ontario Number 019-7979 before January 27, 2024.

(The Report of the Commissioner, Growth & Development Services (24-053) is attached to the agenda as schedule pages 23-28)

2a. Briefing - Brandon Forrest, Director, Business, Real Estate & Environment, will brief Council on Clause 2b. of Report Number 16: Received from the Chief Administrative Officer (Recommend) with respect to St. Lawrence Business Park Expansion.

2b. St. Lawrence Business Park Expansion

That Council direct staff to initiate applications for an amendment to the City of Kingston Official Plan and Kingston Zoning By-Law Number 2022-62 to facilitate an adjustment of the urban boundary and to re-designate and rezone the St. Lawrence Business Park Expansion Lands to bring them into the City's employment lands inventory; and

That Council endorse in principle the Shovel-Worthy Evaluation Framework, attached as Exhibit B to Report Number 24-070, and staff will continue to work

with partners to refine the model and report back to Council with an update on the Framework and proposed development plans for the expansion lands.

(The Report of the Commissioner, Growth & Development Services (24-070) is attached to the agenda as schedule pages 29-65)

3. Progress Update on Impact and Options to Increase the Corporate Carbon Target of 30% by 2030 to 40-50% by 2030

That Council receive the Feasibility Assessment of a Corporate Carbon Budget of 40-50% by 2030 Report by Greenscale Inc., attached as Exhibit A to Report Number 24-010; and

That Council direct staff to report back no later than Q2 2025 on the feasibility of increasing the carbon budget to 40-50% by 2030 upon the completion of the reports by Facilities Management & Construction Services, Corporate Asset Management & Fleet, Transportation & Transit; and

That Council direct staff to implement the practice of using the federal carbon pricing across all sectors and budget accordingly in the future to be accountable for self-imposed greenhouse gas (GHG) reduction targets; and

That Council direct staff to evaluate, using the federal carbon pricing approach, the practice of purchasing carbon off-sets versus a proposed practice of investing in local greenhouse gas reduction and renewable energy projects to determine which practice would accelerate greenhouse gas reductions faster and to report to Council the results of the evaluation no later than Q2 2025; and

That Council direct staff to base all new mid- and long-term greenhouse gas emissions targets on the 2018 baseline year, ensuring consistency in climate action planning.

(The Report of the Commissioner, Growth & Development Services (24-010) is attached to the agenda as schedule pages 66-121)

Report Number 17: Received from the Planning Committee

Report Number 17

To the Mayor and Members of Council:

The Planning Committee reports and recommends as follows:

All items listed on this Committee Report shall be the subject of one motion. Any member may ask for any item(s) included in the Committee Report to be separated from that motion, whereupon the Report of the Committee without the separated item(s) shall be put and the separated item(s) shall be considered immediately thereafter.

1. Zoning By-Law Amendment - 705 Arlington Park Place

That the application for a zoning By-Law amendment (File Number D14-014-2023) submitted by Fotenn Planning + Design, on behalf of Tarnowecky Law, for the property municipally known as 705 Arlington Park Place, be approved; and

That Kingston Zoning By-Law Number 2022-62, as amended, be further amended, as per Exhibit A (Draft By-Law and Schedule A to Amend Zoning By-Law Number 2022-62) to Report Number PC-24-009; and

That Council determines that in accordance with Section 34(17) of the Planning Act, no further notice is required prior to the passage of the By-Law; and

That the amending By-Law be presented to Council for all three readings.

(See By-Law Number (2), 2024-118 attached to the agenda as schedule pages 122-124)

(Exhibit A to Report Number PC-24-009 is attached to the agenda as schedule pages 122-124)

2. Draft Plan of Subdivision and Zoning By-Law Amendment – 1075 Bayridge Drive

That the applications for draft plan of subdivision and zoning By-Law amendments (File Number D35-012-2021) submitted by Fotenn Planning + Design, on behalf of Tamarack (Cataraqui West) Corporation, for the property municipally known as 1075 Bayridge Drive, be approved; and

That the draft plan of subdivision be subject to the conditions as per Exhibit B (Draft Plan of Subdivision Conditions) to Report Number PC-24-011; and

That Kingston Zoning By-Law Number 2022-62, as amended, be further amended, as per Exhibit A (Draft By-Law and Schedule A and B to Amend Zoning By-Law Number 2022-62) to Report Number PC-24-011; and

That Council determines that in accordance with Section 34(17) of the Planning Act, no further notice is required prior to the passage of the By-Law; and

That the amending By-Law be presented to Council for all three readings.

(See By-Law Number (3), 2024-119 attached to the agenda as schedule pages 125-131)

(Exhibit A to Report Number PC-24-011 is attached to the agenda as schedule pages 125-131)

Report Number 18: Received from Kingston Heritage Properties Committee

Report Number 18

To the Mayor and Members of Council:

Kingston Heritage Properties Committee reports and recommends as follows:

All items listed on this Committee Report shall be the subject of one motion. Any member may ask for any item(s) included in the Committee Report to be separated from that motion, whereupon the Report of the Committee without the separated item(s) shall be put and the separated item(s) shall be considered immediately thereafter.

Note: The following application was considered at the December 20, 2023 Kingston Heritage Properties Committee meeting. The application did not receive support through a majority vote of the Kingston Heritage Properties Committee as required under subsection 18 (a) of the Heritage Procedural By-Law (By-Law Number 2023-28) to allow the Director of Heritage Services to grant the permit under delegated authority. The application is being presented to Council for decision.

1. Application for Heritage Permit – 36 University Avenue

That alterations to the Agnes at 36 University Avenue, be referred to the Director of Heritage Services for the issuance of final approval, in accordance with the details described in the application (File Number: P18-073-2023), which was deemed complete on September 7, 2023 with alterations to include the replacement, via demolition, of the 1974, 1984 and the southeast portion of the 2000 additions with a larger addition that consists of painted corrugated metal vertical siding, large sections of glazing covered with semi-regularly spaced wooden pole or painted aluminum louvre accents, and clear glazing with operable windows and/or doors along all elevations, in addition to:

1. West Elevation:
    a. A three-storey addition connected to the retained portion of the 2000 addition;
    b. A painted aluminum overhead door;
    c. A new garbage enclosure with associated screens;
    d. A new screened generator on the retained 2000s addition;
    e. An elevator overrun with associated stair access atop the third storey;

f. New rooftop mechanical equipment, likely a condensing unit or air cooler;

2. South Elevation:
   a. A three-storey addition that steps down to one storey to the east along with a cantilevered second story over the southern entrances/exits;
   b. Various rooftop exhaust fans/ducts;
   c. An elevator overrun atop the third storey;
   d. Bicycle racks near the ground floor entrance;
   e. The addition of new stand alone signage;

3. East Elevation:
   a. A three-storey addition that steps down to one storey close to University Avenue along with a completely glazed two-storey eastern entrance;
   b. A honed grey granite stone base for the stepped down addition;
   c. A painted guardrail around the top of the one storey addition;
   d. A half storey addition consisting of clear glazing that abuts the historic house;
   e. The incorporation of a portion of the historic house into the interior of the property that will cover three window openings from the 1920s addition;
   f. The addition of storm windows over existing Period Windows on the historic house, where necessary;
   g. The restoration of various heritage attributes of the historic house including its masonry, pilasters along the historic eastern entrance, and various window repairs;
   h. The removal of the French door and iron balustrades for the balcony attached to the historic house and their storage in a secure climate controlled area;
   i. New bench installations along Indigenous Walk;
   j. A rooftop elevator overrun atop the second storey;
   k. The addition of new stand alone signage;

4. North Elevation:
   a. The addition of storm windows over existing Period Windows on the historic house;

b. The restoration of various heritage attributes of the historic house including its masonry and various window repairs;
c. The removal of the French door and iron balustrades along the northern elevation of the historic house and their storage in a secure climate controlled area;
d. The installation of a new accessible multi-light glazed door in the place of the French door to accommodate an accessible entrance;
e. The installation of a concrete ramp with an associated terrace that connects to the Indigenous Walk, poured on a separate foundation, with an associated guardrail;
f. Recess the existing projecting window on the historic house's 1920s addition and replace it with curtain wall glazing;
g. Replacement of the existing rooftop vents on the historic house with two rooftop mechanical units;
h. New bench installations along the Indigenous Walk;
i. The like-for-like repair of the existing flat roof of the historic house;
j. The addition of new stand alone signage; and

That the approval of the alterations be subject to the following conditions:

1. That the northern & eastern elevation French doors and iron balustrades be repaired in situ to the greatest extent possible prior to their removal and then be stored in a secure climate-controlled environment to allow for their future reinstallation;
2. That the opening dimensions for both removed French doors be retained;
3. That the northern elevation ramp/terrace be completely reversible by way of a separate foundation and use of bond breaker between historic house's wall/foundation;
4. That the refinishing of the eastern facing wood entrance door/surrounds be like-for-like;
5. That a Heritage Protection and Conservation Plan that includes a Vibration Impact Assessment/Plan be provided to Heritage Planning staff prior to demolition/construction;
6. That a Heritage Documentation Report of all removed additions, both inside and outside, be provided to Heritage Planning staff prior to demolition;
7. That the finalized design details/colour of the semi-regularly spaced wooden pole or painted aluminum louvre accents, corrugated metal

vertical siding, northern elevation ramp, guardrails, aluminum garage door, terrace, mechanical equipment screening, garbage enclosure, storm windows and replacement second floor balcony French door, be provided to Heritage Planning staff for review and approval prior to installation;

8. That signage details, including the type, dimensions, illumination, finish, design and colour be provided to Heritage Planning staff prior to installation for review and approval to ensure it is sympathetic to the context of the area, the building and historic house;
9. Should any wood/masonry features on the historic house require complete removal, their replacement shall be like-for-like, will subtly note the year of creation (if possible), and Heritage Planning staff shall be notified for review and approval prior to installation;
10. That the finalized location of external utilities/mechanical units be provided to Heritage Planning staff for review and approval prior to installation;
11. That Heritage Planning staff be circulated the flat roof repair strategy for the historic house for review and approval prior to implementation;
12. All window works shall be completed in accordance with the City's Policy on Window Renovations in Heritage Buildings;
13. All masonry works shall be completed in accordance with the City's Policy on Masonry Restoration in Heritage Buildings;
14. Any replacement masonry units shall be sourced to match, as close as possible, in colour, size and profile with the existing;
15. All *Planning Act* applications, including Site Plan Control, shall be completed, as necessary;
16. Heritage Planning staff shall be circulated the drawings and design specifications tied to the Building Permit and *Planning Act* applications for review and approval to ensure consistency with the scope of the Heritage Permit sought by this application; and
17. Any minor deviations from the submitted plans, which meet the intent of this approval and does not further impact the heritage attributes of the property, shall be delegated to the Director of Heritage Services for review and approval.

(Report Number HP-24-004 is attached to the agenda as schedule pages 132-235)

Committee of the Whole

Information Reports

1. November 2023 Tender and Contract Awards Subject to Delegation of Authority

The purpose of this report is to provide Council with details of contracts greater than $100,000 awarded for the month of November 2023 that meet the established criteria of delegated authority for both standard and non-standard procurements.

(The Report of the Chief Financial Officer & City Treasurer (24-046) is attached to the agenda as schedule pages 236-245)

Information Reports from Members of Council

Miscellaneous Business

Miscellaneous Business Items are voted on as one motion.

1. Moved by Councillor Boehme

Seconded by Councillor Stephen

That as requested by Raj Bhalodiya, Events and Operations Coordinator, St. Lawrence Parks Commission, Council designate the event, YGK Craft Beer Fest 2024, scheduled for Saturday, June 8, 2024 at 1 Fort Henry Drive, Kingston, as an event of municipal significance, to which a Special Occasion Permit may be issued by the Alcohol and Gaming Commission of Ontario.

(See Communication 05-111)

New Motions

Notices of Motion

Minutes

That the Minutes of City Council Meeting Number 03-2024, held Tuesday, January 9, 2024 be confirmed.

(Distributed to all members of Council on January 19, 2024)

Tabling of Documents

2024-07 Kingston Police Services Board Meeting Number 24-01 Agenda. The meeting is scheduled for Thursday, January 18, 2024 at 12:00 pm at Kingston Police Headquarters.

(Distributed to all members of Council on January 11, 2024)

2024-08 Kingston Police Services Board Minutes from meeting held Thursday, December 14, 2023 at 12:00 pm.

(Distributed to all members of Council on January 11, 2024)

2024-09 Kingston Police Services Board Minutes from Special Meeting held Monday, December 18, 2023 at 9:00 am.

(Distributed to all members of Council on January 11, 2024)

Communications

That Council consent to the disposition of Communications in the following manner:

Filed

05-104 Notice of a Public Meeting with respect to Consent and Minor Variance at 3718 Brewers Mills Road. The meeting is scheduled for January 22, 2024 at 5:30 pm in a hybrid format.

(Distributed to all members of Council on January 12, 2024)

05-105 Notice of a Public Meeting with respect to Permission at 831 Wartman Avenue. The meeting is scheduled for January 22, 2024 at 5:30 pm in a hybrid format.

(Distributed to all members of Council on January 12, 2024)

05-106 Notice of a Public Meeting with respect to Minor Variance at 1177 Montreal Street. The meeting is scheduled for January 22, 2024 at 5:30 pm in a hybrid format.

(Distributed to all members of Council on January 12, 2024)

05-107 Notice of a Public Meeting with respect to Minor Variance at 300 Bayfield Lane. The meeting is scheduled for January 22, 2024 at 5:30 pm in a hybrid format.

(Distributed to all members of Council on January 12, 2024)

05-108 Notice of a Public Meeting with respect to Minor Variance at 5 York Street. The meeting is scheduled for January 22, 2024 at 5:30 pm in a hybrid format.

(Distributed to all members of Council on January 12, 2024)

05-109 Notice of a Public Meeting with respect to Minor Variance at 423 Earl Street. The meeting is scheduled for January 22, 2024 at 5:30 pm in a hybrid format.

(Distributed to all members of Council on January 12, 2024)

05-113 Notice of Technical Consent with respect to Consent to Sever New Lot at 2741 Unity Road. Written comments must be received by 4:30 pm Monday, January 29, 2024.

(Distributed to all members of Council on January 16, 2024)

Referred to All Members of Council

05-93 Resolution received from The Township of Alnwick/Haldimand with respect to “Bill 3, Strong Mayors, Building Homes Act”, dated November 28, 2023.

(Distributed to all members of Council on January 4, 2024)

05-94 Correspondence received from Association of Municipalities Ontario with respect to AMO WatchFile, dated January 4, 2024.

(Distributed to all members of Council on January 4, 2024)

05-97 Correspondence received from Federation of Canadian Municipalities with respect to FCM Voice: AC2024 – Save the date, Municipal Trailblazers, Upcoming webinars, and more, dated January 8, 2024.

(Distributed to all members of Council on January 9, 2024)

05-98 Correspondence received from Tony da Costa with respect to Integrated Care Hub, dated January 9, 2024.

(Distributed to all members of Council on January 9, 2024)

05-100 Correspondence received from Association of Municipalities Ontario with respect to AMO Policy Update – Social and Economical Prosperity Review, dated January 10, 2024.

(Distributed to all members of Council on January 10, 2024)

05-101 Correspondence received from Association of Municipalities Ontario with respect to AMO WatchFile, dated January 11, 2024.

(Distributed to all members of Council on January 11, 2024)

05-102 Correspondence received from Association of Ontario Road Supervisors with respect to Potential Municipal Equipment Operator Course, dated January 8, 2024.

(Distributed to all members of Council on January 11, 2024)

05-103 Correspondence received from Bruce Hill with respect to GHG Emission report, dated January 11 ,2024.

(Distributed to all members of Council on January 12, 2024)

05-111 Correspondence received from Raj Bhalodiya, Events & Operations Coordinator, St. Lawrence Parks Commission, with respect to YGK Craft Beer Fest 2024, dated January 15, 2024.

(Distributed to all members of Council on January 16, 2024)

05-112 Proclamation Request Form received from Lynda Colgan requesting May 11, 2024 be proclaimed “Science Rendezvous Kingston Day 2024” in the City of Kingston.

(Distributed to all members of Council on January 16, 2024)

05-115 Correspondence received from Catherine Riddell, ERA Architects, with respect to The Agnes Etherington Art Centre Heritage Permit Application, dated January 15, 2024.

(Distributed to all members of Council on January 17, 2024)

Other Business

By-Laws

a) **That** By-Laws (2) through (20) be given their first and second reading.

b) **That** By-Laws (1) through (20) be given their third reading.

1) A By-Law to Cancel Municipal and Educational Taxes for the Property Known as 18 Queen Street & 282 Ontario Street

Third Reading Proposed Number 2022-120
(Clause 1, Report Number 15)

2) A By-Law to Amend By-Law Number 2022-62, “Kingston Zoning By-Law Number 2022-62” (Introduction of Exception Number ‘E146’, (705 Arlington Park Place))

Three Readings Proposed Number 2024-118
(Clause 1, Report Number 17)

3) A By-Law to Amend By-Law Number 2022-62, “Kingston Zoning By-Law Number 2022-62” (Zone Change from ‘UR3.B’ to ‘OS2’ Zone, Removal of Exception Numbers E21 and E22, and Introduction of Exception Numbers E144 and E145 (1075 Bayridge Drive))

Three Readings Proposed Number 2024-119
(Clause 2, Report Number 17)

4) A By-Law to Designate the property at 13 Aragon Road to be of Cultural Heritage Value and Interest pursuant to the Ontario Heritage Act

Three Readings Proposed Number 2024-120
(Clause 2, Report Number 88, November 7, 2023)

5) A By-Law to Designate the property at 1311 Turnbull Way to be of Cultural Heritage Value and Interest pursuant to the Ontario Heritage Act

Three Readings Proposed Number 2024-121
(Clause 2, Report Number 88, November 7, 2023)

6) A By-Law to Designate the property at 131 and 133-137 Princess Street to be of Cultural Heritage Value and Interest pursuant to the Ontario Heritage Act

   Three Readings Proposed Number 2024-122
   (Clause 2, Report Number 88, November 7, 2023)

7) A By-Law to Designate the property at 1360 Sydenham Road to be of Cultural Heritage Value and Interest pursuant to the Ontario Heritage Act

   Three Readings Proposed Number 2024-123
   (Clause 2, Report Number 88, November 7, 2023)

8) A By-Law to Designate the property at 1397 Sydenham Road to be of Cultural Heritage Value and Interest pursuant to the Ontario Heritage Act

   Three Readings Proposed Number 2024-124
   (Clause 2, Report Number 88, November 7, 2023)

9) A By-Law to Designate the property at 203 and 205 Sydenham Street to be of Cultural Heritage Value and Interest pursuant to the Ontario Heritage Act

   Three Readings Proposed Number 2024-125
   (Clause 2, Report Number 88, November 7, 2023)

10) A By-Law to Designate the properties at 207-209 and 211 Queen Street to be of Cultural Heritage Value and Interest pursuant to the Ontario Heritage Act

    Three Readings Proposed Number 2024-126
    (Clause 2, Report Number 88, November 7, 2023)

11) A By-Law to Designate the property at 61 Alwington Avenue to be of Cultural Heritage Value and Interest pursuant to the Ontario Heritage Act

    Three Readings Proposed Number 2024-127
    (Clause 2, Report Number 88, November 7, 2023)

12) A By-Law to Designate the property at 71 Montgomery Boulevard to be of Cultural Heritage Value and Interest pursuant to the Ontario Heritage Act

    Three Readings Proposed Number 2024-128
    (Clause 2, Report Number 88, November 7, 2023)

13) A By-Law to Designation the property at 186 Wellington Street to be of Cultural Heritage Value and Interest pursuant to the Ontario Heritage Act

Three Readings Proposed Number 2024-129
(Clause 1, Report Number 04, December 5, 2023)

14) A By-Law to Designate the properties at 34, 36, 38, and 40 Ellice Street and 227-229 Division Street to be of Cultural Heritage Value and Interest pursuant to the Ontario Heritage Act

Three Readings Proposed Number 2024-130
(Clause 1, Report Number 04, December 5, 2023)

15) A By-Law to Designate the property at 5307 Highway 15 to be of Cultural Heritage Value and Interest pursuant to the Ontario Heritage Act

Three Readings Proposed Number 2024-131
(Clause 1, Report Number 04, December 5, 2023)

16) A By-Law to Designate the properties at 80 Chatham Street to be of Cultural Heritage Value and Interest pursuant to the Ontario Heritage Act

Three Readings Proposed Number 2024-132
(Clause 1, Report Number 04, December 5, 2023)

17) A By-Law to Designate the property at 82 Beverley Street to be of Cultural Heritage Value and Interest pursuant to the Ontario Heritage Act

Three Readings Proposed Number 2024-133
(Clause 1, Report Number 04, December 5, 2023)

18) A By-Law to provide for the assumption of the public highways in Midland Park Subdivision Phase 4-3, Registered Plan 13M-104, in the City of Kingston, in accordance with section 31(4) of the Municipal Act, Chapter 25, S.O. 2001; and to provide acceptance by the City of Kingston, of the associated public works within

Three Readings Proposed Number 2024-134
(Delegated Authority)

(See schedule pages 246-247)

19) A By-Law to Exempt Certain Lands on Registered Plan 13M-134 from the Provisions of Section 50(5) of the Planning Act, R.S.O. 1990, Chapter P.13, as amended (Blocks 57 and 58, Registered Plan 13M-134)

Three Readings Proposed Number 2024-135
(Delegated Authority)

(See schedule pages 248-249)

20) A By-Law to confirm the proceedings of Council at its meeting held on Tuesday, January 23, 2024

Three Readings Proposed Number 2024-136
(City Council Meeting Number 05-2024)

Adjournment

City of Kingston
Report to Council
Report Number 24-019

To:	**Mayor and Members of Council**
From:	**Paige Agnew, Commissioner, Growth & Development Services**
Resource Staff:	**Brandon Forrest, Director Business, Real Estate and Environment**
Date of Meeting:	**January 23, 2024**
Subject:	**Third Reading of Amended Brownfield By-Law for 18 Queen and 282 Ontario Street**

Council Strategic Plan Alignment:

Theme: 1. Support Housing Affordability

Goal: 1.1 Promote increased supply and affordability of housing.

Executive Summary:

In 2022 City Council approved amended terms for financial benefits for the brownfield project at 18 Queen Street and 282 Ontario Street and first and second readings of a related Brownfield Financial Tax Incentive Program (BFTIP) By-Law Number 2022-120. The approval also included recommended updates to the City's Brownfield Community Improvement Plan (CIP) that would allow the City to take advantage of recent changes made to the Brownfield Financial Tax Incentive Program (BFTIP) by the Provincial government. These changes allow a larger amount of education taxes to be used as part of the financial incentives for brownfield projects which reduces the City's share of the financial contribution to these projects. Changes to the CIP have been completed and the BFTIP By-Law has been reviewed by the Ministry of Municipal Affairs and Housing. Based on comments received from the MMAH, the by-law has been amended and is presented herein for approval and third reading.

Approval of the recommended by-law does not change the amount of financial benefit that the subject brownfield project is eligible for, the conditions of the benefit, or timelines.

Recommendation:

That By-Law Number 2022-120, A By-Law to Permit the Cancellation of Municipal and Education Taxes for the Brownfield Property at 18 Queen Street and 282 Ontario Street, attached as Exhibit A to Report Number 24-019, be presented to Council for third reading.

Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

Paige Agnew, Commissioner,
Growth & Development Services

ORIGINAL SIGNED BY CHIEF

ADMINISTRATIVE OFFICER

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

Options/Discussion:

Background

On July 12, 2022, Council approved the amendment of terms for the previously approved brownfield project at 18 Queen and 282 Ontario Street. In addition to amending the maximum amount of brownfield financial benefit to $5,053,879, a first and second reading of a new by-law that would enable the City to include increased levels of education tax cancellation as part of the total brownfields financial benefit amount was approved. The ability for Ontario municipalities to provide increased levels of municipal and education tax cancellation was introduced by the provincial government in 2022.

Previous to this change, a municipality could cancel municipal or education taxes as part of a brownfield financial benefit program but only the pre-development level taxes and only for the 36 months when remediation and construction was underway. This allowed only a modest contribution from the province to any given brownfield project. The recent changes now allows the cancellation of up to 10 years (for residential property) and 6 years (for commercial property) of education taxes at levels that reflect the post-development tax uplift for a project. This means that the provincial contribution to a brownfield financial benefit amount has now significantly increased.

Kingston has applied to the Ministry of Municipal Affairs and Housing (MMAH) for increased tax cancellations for the subject brownfield project and, as part of their review of the application, the MMAH has provided comments that require some amendment to the draft by-law that was presented to Council for first and second readings in 2022. The amended by-law does not change the maximum amount of brownfield financial benefit that was approved by Council for the project in 2022 or the project timelines and conditions required by the City. The amended by-law for cancellation of municipal and education taxes for the brownfield project at 18 Queen and 282 Ontario Street is attached as Exhibit A.

Analysis

This report recommends third reading of an amended brownfield tax cancellation by-law so that the City may take advantage of recent changes made by the province to how municipalities are permitted to rebate the education portion of tax assessments and thereby increase the provincial contribution to brownfield financial benefits for approved projects. The increase in provincial contributions provides a proportional decrease in contributions by municipal tax rebates while leaving the total amount of financial benefit to an approved brownfield project unchanged.

Once completed, the brownfield project at 18 Queen and 282 Ontario Street is projected to provide 200 new residential units in apartment formats and approximately 39,000 square feet of commercial space.

Existing Policy/By-Law:

Brownfield Community Improvement Plan (CIP)

Report to Council 22-103

By-Law Number 2022-120

Notice Provisions:

None

Financial Considerations:

On July 12, 2022, City Council approved a brownfield financial benefits package amount of no more than $5,053,879 in future tax cancellations or rebates to offset costs for the environmental remediation of the property. A by-law to allow for future tax cancellations under the province's brownfield financial tax incentive program (BFTIP) was presented and received first and second readings.

Approval of the recommended third reading of the amended By-Law Number 2022-120 does not alter the total amount of brownfield financial benefit available to the property but does allow for the inclusion of an increased contribution to the financial benefit from the province via the cancellation of post-development education taxes. The increased provincial contribution allows for a proportionate decrease in the total contribution from municipal tax rebates, thereby decreasing the financial burden on the municipality. Although actual tax assessments will vary from year to year, for the subject project, the provincial contribution and proportional decrease in municipal tax rebate contribution is estimated to be up to $60,000 per year of annual rebate.

Once completed, the brownfield project at 18 Queen and 282 Ontario Street is expected to provide a new tax revenue uplift to the city of at least $533,000 annually.

Contacts:

Paul MacLatchy, Environment Director, 613-546-4291 extension 1226

Other City of Kingston Staff Consulted:

Jeff Walker, Manager of Taxation and Revenue, Financial Services

Exhibits Attached:

Exhibit A Brownfields BFTIP Program By-Law for 18 Queen and 282 Ontario Streets (Amended)

By-Law Number 2024-XX

A By-Law to Cancel Municipal and Education Taxes for the Property Known as 18 Queen Street & 282 Ontario Street

Passed: [Meeting Date]

Whereas By-Law Number 2005-40, being "A By-Law to Designate Brownfields Project Areas 1A, 1B & 1C as Community Improvement Project Areas", pursuant to Section 28(2) of the *Planning Act*, was passed by Council on February 15, 2005; and

Whereas By-Law Number 2005-41, being "A By-Law to Adopt the Community Improvement Plan for Brownfields Project Areas 1A, 1B & 1C" was passed by Council on February 15, 2005; and

Whereas By-Law~~s~~ Numbers 2006-125 and 2006-126, being "Amendment Number 1 to the Community Improvement Plan for Brownfields Project Areas 1A, 1B & 1C" was passed by Council on May 23, 2006; and

Whereas By-Law~~s~~ Numbers 2013-63 and 2013-064, being "Amendment Number 2 to the Community Improvement Plan for Brownfields Project Areas 1A, 1B & 1C" was passed by Council on March 5, 2013; and

Whereas By-Law Number 2018-13, being "A By-Law to Repeal and Replace By-Law Number 2005-41, "A By-Law to Adopt the Community Improvement Plan for Brownfields Project Areas 1A, 1B, 1C, 1D and 2" with By-Law Number 2018-13 "A By-Law to Adopt the Brownfields Community Improvement Plan" was passed by Council on December 19, 2017; and

Whereas 18 Queen Street Holdings Ltd, the registered owner of the property known as 18 Queen Street and 282 Ontario Street, more specifically described as:

> 18 Queen Street: Lot 15 Original Survey Kingston City; Lot 52 Original Survey Kingston City; Part Lot 57 Original Survey Kingston City Part 1 13R-13709; Kingston; The County of Frontenac being all of PIN 36044-0133 (LT); and
>
> 282 Ontario Street: Lot 3 & Lot 10 Original Survey Being Part 1 13R15191 Kingston City; Kingston; The County of Frontenac being all of PIN 36044-0141 (LT).

has applied to the City of Kingston to cancel the property taxes for this property, in accordance with the Community Improvement Plan and section 365.1 of the *Municipal Act*; and

Whereas the property is located within the Community Improvement Project Area and is

eligible for Tax Assistance pursuant to section 365.1 of the *Municipal Act*; and

Whereas the Minister of Finance has approved the education tax assistance provided for in this By-Law as required by the *Municipal Act*;

Now therefore the Council of The Corporation of the City of Kingston, pursuant to Section 28 of the *Planning Act*, R.S.O. 1990 and section 365.1 of the *Municipal Act*, *2001* S.O. 2001, c. 25, as amended, **ENACTS** as follows:

1. In this By-Law,
   a) "Assistance Period" means, with respect to the Eligible Property, the period of time starting on the date that Tax Assistance begins to be provided under this By-Law for the Eligible Property and ending on the earlier of:

      i) for residential portions of the Eligible Property, the date that is 10 years after the date that the Tax Assistance begins to be provided, and for commercial portions of the property, the date that is 6 years after the date that the Tax Assistance begins to be provided, or
      ii) the final expiry date set out within the Community Improvement Plan, which for this Eligible Property shall be December 31, 2041, or
      iii) the date that the Brownfield Financial Benefits provided for the Eligible Property equals the Eligible Remediation Costs;

   b) "Brownfield Financial Benefits" means the sum of financial benefits provided to the Eligible Property and consists of grants, tax deferrals, tax cancellations and/or tax rebates;

   c) "Community Improvement Plan" means the Community Improvement Plan of the City of Kingston, approved by City Council and adopted by By-Law Number 2018-13, as amended or re-enacted from time to time;

   d) "Eligible Property" means the property known as 18 Queen Street and 282 Ontario Street, Kingston, Ontario, being ARN – Assessment Roll Numbers 1011 030 090 06000 and 1011 030 090 06100 respectively;

   e) "Eligible Remediation Costs" means the cost of any action taken to reduce the concentration of or manage contaminants on, in or under the Eligible Property to permit a record of site condition (RSC) to be filed in the Environmental Site Registry under section 168.4 of the Environmental Protection Act and the cost of complying with any certificate of property use issued under section 168.6 of the Environmental Protection Act, and as further specified in the Community Improvement Plan;

f) "Incremental Taxes" means the difference between pre-development and post-development municipal, or education taxes levied in any given year of Tax Assistance where the pre-development taxes are those that were levied in the year prior to the issuance of a record of site condition;

g) "Owner" means 18 Queen Street Holdings Ltd., the owner of the Eligible Property;

h) "Tax Assistance" means the deferral or cancellation of taxes for municipal and education purposes levied on the Eligible Property during the Assistance Period pursuant to this By-Law. In the period before the Owner's obligations under this By-Law have been met, Tax Assistance shall take the form of a deferral of taxes. Once the City of Kingston has confirmed that the Owner's obligations under this By-Law have been met, Tax Assistance shall take the form of a cancellation of taxes.

2. The City of Kingston shall provide Tax Assistance for the Eligible Property subject to the provisions of this By-Law and subject to confirmation that the Owner has paid all property taxes owing with respect to the Eligible Property for all years prior to the year in which this By-Law is passed.

3. The Tax Assistance may commence as of the date this By-Law receives third reading and shall be effective only after completion and permit of occupancy of the proposed redevelopment, and a tax increment has been created, and for the duration of the Assistance Period.

4. The Tax Assistance available shall be a maximum of 80% of the Incremental Taxes for municipal purposes and 80% of the Incremental Taxes for education purposes levied during the Assistance Period. The City of Kingston may revise the level of Tax Assistance based on the Municipal Tax Roll as returned in any given year and said revision shall not require an amendment to this By-Law, but the percentage of education taxes deferred or cancelled shall match the percentage of municipal taxes deferred or cancelled and the maximum percentage of Tax Assistance shall be 80% of the Incremental Taxes. The City of Kingston shall notify the Minister of Finance forthwith of any revision to the level of Tax Assistance.

5. Where Tax Assistance is provided for a portion of any year, or where Tax Assistance represents only a portion of the taxes levied on the Eligible Property, the Owner is responsible for payment of all property taxes levied during the portion of the year when Tax Assistance is not provided, and for all taxes not subject to Tax Assistance.

6. As of the date of passing of this By-Law, the City of Kingston may,

    a) Refund the taxes to the extent required to provide the Tax Assistance in the year this By-Law is passed, if the taxes for the Eligible Property have been paid; or
    b) Credit the amount to be refunded to an outstanding tax liability of the Owner with respect to the Eligible Property, if the taxes have not been paid in the year that this By-Law is passed.

7. The Treasurer of the City shall alter the tax roll in accordance with the Tax Assistance to be provided for the Eligible Property.

8. The Owner shall, within 18 months of the anniversary of the commencement of Tax Assistance (or such later date agreed to in writing by the City of Kingston and the Minister of Finance), file a record of site condition (RSC) with respect to the Eligible Property in the Environmental Site Registry under section 168.4 of the Environmental Protection Act. The Owner shall, within 30 days, notify the City of Kingston of the filing. Within 30 days after receiving the notice from the Owner, the City of Kingston shall advise the Minister of Finance of the filing.

9. The Owner shall provide to the City of Kingston an annual report within thirty

    (30) days of the anniversary of the commencement of Tax Assistance for each year or part thereof that Tax Assistance is provided. The annual report shall include:

    a) An update of the concentration and location of contamination on the Eligible Property;
    b) The status of remediation work completed to date;
    c) Costs expended to date and an estimate of costs not yet incurred; and
    d) Time estimates to complete the remedial and redevelopment work.

10. The requirement for an annual report may be waived by the City after a Record of Site Condition has been filed by the Owner.

11. Within 30 days of receiving the annual report from the Owner, the City of Kingston shall provide a copy to the Minister of Finance.

12. Tax Assistance shall be suspended, and either or both the municipal and education portions of the Tax Assistance may be terminated, where any one of the following occurs:

    a) The Owner is in default of any obligation pursuant to this By-Law;
    b) The Owner is in default of any provision of the Brownfield Site Agreement entered into between the Owner and the City of Kingston; or
    c) The Owner fails to commence or ceases remediation for any reason.

13. The municipal portion of the Tax Assistance shall be suspended, and may be terminated, where any one of the following occurs:

    a) The Eligible Property has been severed and the severed parcels have each been assigned roll numbers and one of the severed parcels is subsequently sold, the by-law shall only be canceled on the parcel(s) that has been sold; or
    b) Tax Assistance has been provided for ten (10) years.

14. The education portion of the Tax Assistance shall be terminated where any one of the following occurs:

    a) The Eligible Property has been severed and the severed parcels have each been assigned roll numbers and one of the severed parcels is subsequently sold, the by-law shall only be canceled on the parcel(s) that has been sold; or
    b) Tax Assistance has been provided for ten (10) years in the case of a residential property or six (6) years in the case of a commercial property.

15. The Tax Assistance shall be terminated where the Tax Assistance equals or exceeds the Eligible Remediation Costs.

16. The Owner shall notify the City of Kingston forthwith if any of the events in Sections 12 to 15 occur. The City of Kingston shall then forthwith notify the Minister of Finance.

17. If Tax Assistance has been suspended or terminated under subsections 12 to 14 of this By-Law, the City of Kingston may:

    a) Provide the Owner with notice that the Tax Assistance is suspended or terminated; or
    b) Provide the Owner with notice that it may cure the default within such period and on such terms as the City specifies in writing, and that the failure to do so will result in termination of the Tax Assistance.

18. A notice under clause 17(b) is not effective with respect to education taxes unless it has been agreed to in writing by the Minister of Finance.

19. In the event that Tax Assistance is terminated pursuant to section 12 to 14 above, the City of Kingston shall provide notice to the Owner under subsection 365.1(3.1) of the *Municipal Act* that the conditions under this By-Law have not been met and order the Owner to repay all of the education taxes which were subject to the Tax Assistance, and all or a portion of the municipal taxes which were subject to the Tax Assistance.

20. Where the City makes an order under subsection 19, interest is payable on the taxes which become payable under the order calculated at the standard rates of the Municipality, as if the Tax Assistance had not been provided.

21. In the event that the Tax Assistance provided pursuant to this By-Law exceeds the actual Eligible Remediation Costs for the Eligible Property, the amount that the Tax Assistance exceeds the Eligible Remediation Costs shall be repaid by the Owner, failing which the amount to be repaid shall be added to the Tax Roll for the Eligible Property and collected as property taxes.

22. This By-Law shall come into force and take effect on the date of its passing.

Given first and second readings July 12, 2022

Given third reading and passed [Meeting Date]

_____
Janet Jaynes,
City Clerk

_____
Bryan Paterson
Mayor

City of Kingston
Report to Council
Report Number 24-042

To:	**Mayor and Members of Council**
From:	**Brad Joyce, Commissioner, Infrastructure, Transportation & Emergency Services**
Resource Staff:	**Karen Santucci, Director, Public Works & Solid Waste**
Date of Meeting:	**January 23, 2024**
Subject:	**Product Care Association of Canada - Municipality Lighting Materials Services Agreement**

Council Strategic Plan Alignment:

Theme: Corporate business

Goal: See above

Executive Summary:

Under the *Resource Recovery and Circular Economy Act, 2016*, Ontario Regulation 522/20, Electrical and Electronic Equipment, designates that lighting equipment fall under Ontario's Individual Producer Responsibility (IPR) regulatory framework. IPR holds producers accountable for their products and packaging once consumers are finished with them; sets mandatory and enforceable requirements for resource recovery; and gives producers choices for resource recovery services in a competitive market.

As of January 1, 2023, lighting producers are individually accountable and financially responsible for collecting, reusing, refurbishing or recycling their products when consumers discard them. The EEE Regulation defines lighting as equipment that has the primary purpose of producing light, such as light bulbs, tubes and lamps, and includes incandescent, fluorescent, halogen, light-emitting diode (LED) and high-intensity discharge (HID) lamps. The definition does not include lighting that is provided with another product or fixture, or falls into the category of information technology, telecommunications and audio-visual (TTT/AV) equipment as defined by the Regulation.

Product Care Association of Canada (PCA) is a Canadian not-for-profit association that was created by manufacturers, distributors and retailers (collectively called “producers”) to develop and operate recycling programs. There is opportunity to enter into an agreement with PCA that would provide revenue to the City for collecting these designated lighting products.

Recommendation:

That Council authorize the Mayor and Clerk to execute a new revenue generating agreement with Product Care Association of Canada, in a form satisfactory to the Director of Legal Services, for the recovery of funds related to the management of designated lighting products.

Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

Brad Joyce, Commissioner, Infrastructure, Transporation & Emergency Services

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	Not required
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
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required

Options/Discussion:

The *Waste Free Ontario Act* was legislated in November 2016. The intent of the Act and other supporting legislation is to build a circular economy whereby products and packaging are designed to minimize waste and then be recovered, reused, recycled, and reintegrated back into production. A key driver of the circular economy is Individual Producer Responsibility (IPR). IPR means that producers are responsible and accountable for collecting and managing their products and packaging after consumers have finished using them.

The Province is responsible for determining which materials transition to IPR and the transition of designated products such as electronics, tires, and batteries has occurred over the past several years.

The four main categories of material to transition to IPR include:

- Tires: Producers became responsible for ensuring used tires are collected and recycled or reused as of January 1, 2019.
- Hazardous or Special Products: Transitioned to IPR on October 1, 2021, except for single-use batteries, which transitioned in July 2020.
- Electronic Equipment: Transitioned to IPR in January 2021 and lighting equipment transitioned January 1, 2023.
- Blue Box Program Plan: Will transition to the new regulatory framework for resource recovery starting on July 1, 2023 through to December 31, 2025.

The purpose of this report is to seek approval to execute an agreement to recover funds for the collection and transfer of designated lighting products.

Background

Product Care Association of Canada (PCA) is a Canadian not-for-profit association that was created by manufacturers, distributors, and retailers (collectively called “producers”) to develop and operate recycling programs, as required by regulations in various provinces, for the products they produce and market. On August 14, 2023, PCA received feedback from the municipal working group regarding a lighting agreement template and, subsequently, incorporated several edits into the lighting only agreement before proceeding with the distribution to municipalities. PCA is working with each municipality on the follow-up and execution of the agreements for which the substantive effect is to provide funding to the municipality for the collection and transport of designated lighting products.

The effective date of the agreement for the City of Kingston will be backdated to January 1, 2023, when the Ontario lighting program began. Hazardous fluorescent lighting is currently collected through the City’s Hazardous Waste Depot separate from the Hazardous Special Products program. Small-item bulbs (e.g., compact fluorescent) are also accepted year-round at the Kingston Area Recycling Centre (KARC) administration office. The City finances all of the

costs to receive, transport and dispose of these products. With backdating the effective date for the agreement with PCA, the City will provide the required 2023 data to substantiate a payment to the City for the collection of the fluorescent lighting for that year.

Once the agreement with PCA is in place, KARC will initiate changes to accept all lighting products designated by the EEE regulation, such as incandescent light bulbs that residents are currently directed to put into their curbside garbage. The various lighting products will be shipped to designated processors as stipulated by PCA. The process of product collection, transfer and submission of data for expenditure recovery will continue on an ongoing basis.

Existing Policy/By-Law

Solid Waste Management By-Law Number 2014-5, Amended 2016-160

Notice Provisions

None

Financial Considerations

The agreement with PCA will result in approximately $6,000 of annual expenditure recovery funding.

Contacts:

Karen Santucci, Director, Public Works & Solid Waste, 613-546-1181 extension 1856

Other City of Kingston Staff Consulted:

Jason Hollett, Manager, Solid Waste Services

Alan McLeod, Deputy Director, Legal Services

Exhibits Attached:

None

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".

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.

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	

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

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.

- 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:

Lanie Hurdle, Chief Administrative Officer, 613-546-4291 extension 1231

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

City of Kingston
Report to Council
Report Number 24-053

To:	**Mayor and Members of Council**
From:	**Paige Agnew, Commissioner, Growth & Development Services**
Resource Staff:	**Tim Park, Director, Planning Services**
Date of Meeting:	**January 23, 2024**
Subject:	**Proposed Revocation of the Minister's Zoning Order for the Clogg's Road Business Park**

Council Strategic Plan Alignment:

Theme: Regulatory & compliance

Goal: See above

Executive Summary:

On December 13, 2023, the Ministry of Municipal Affairs and Housing posted a notice on the Environmental Registry of Ontario (ERO) to revoke the Minister's Zoning Order (MZO) for the Clogg's Road Business Park (ERO number 019-7979). The Ministry has cited "lack of downstream implementation" as the reason for the proposed revocation.

The MZO, filed as Ontario Regulation 159/22, facilitates industrial, commercial and open space uses in the Clogg's Road Business Park and was intended to assist the City in retaining a company in the green technology sector.

The purpose of this report is to provide an overview of the MZO that is currently in effect for the Clogg's Road Business Park and a discussion of the implications should the MZO be revoked by the province. Staff are seeking Council's direction to forward this report to the province as the City of Kingston comments on ERO Number 019-7979.

Recommendation:

That Report Number 24-053 regarding the proposed revocation of the Minister's Zoning Order from the Clogg's Road Business Park be received by Council and the comments endorsed; and

That Council support the proposed revocation of the Minister's Zoning Order (Ontario Regulation 159/22) from the Clogg's Road Business Park; and

That Council direct the City Clerk to submit Council's resolution and Report Number 24-053 to the Ministry of Municipal Affairs and Housing as the City of Kingston comments on Environmental Registry of Ontario Number 019-7979 before January 27, 2024.

Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

Paige Agnew, Commissioner,
Growth & Development Services

ORIGINAL SIGNED BY CHIEF

ADMINISTRATIVE OFFICER

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

Options/Discussion:

Background

Section 47 of the *Planning Act* gives the Minister of Municipal Affairs and Housing the authority to control the use of any land in the province by issuing a zoning order. A Minister's Zoning Order (MZO) has typically been used to protect a provincial interest or to help overcome potential barriers or delays to critical projects.

At the request of the City, the Minister of Municipal Affairs and Housing filed an MZO on March 4, 2022 as Ontario Regulation 159/22 for the Clogg's Road Business Park to facilitate industrial, commercial and open space uses. The MZO was intended to assist the City in retaining a company in the green technology sector. The Clogg's Road Business Park is located north of Creekford Road, west of Gardiners Road and south of Highway 401. The lands are approximately 80 acres in area and are bisected by Clogg's Road. The MZO allows for Business Park Industrial uses, open space uses, as well as some commercial uses limited to the southeast portion of the business park lands. The commercial uses are limited to a total lot area of 5 acres (2.02 hectares).

Following the filing of the MZO, Li-Cycle Americas Corp. (Li-Cycle) submitted a Site Plan Control application (File Number D11-011-2022) for a large portion of the eastern parcel of the Clogg's Road Business Park. The applicants completed the technical review process, however, have recently made it known to the City that they are scaling back in Kingston and have indefinitely deferred their development within the Clogg's Road Business Park.

The Clogg's Road Business Park is an important component of the City's future employment lands supply. The City will now be working to sell the Clogg's Road Business Park lands to other strategic businesses. Municipal water and wastewater services were extended to the eastern portion of the lands in 2023 (between Clogg's Road and Gardiners Road), making full municipal services available for half of the business park.

On December 13, 2023, the Ministry of Municipal Affairs and Housing posted a notice on the Environmental Registry of Ontario (ERO) to revoke the MZO for the Clogg's Road Business Park (ERO number 019-7979). The Ministry has cited "lack of downstream implementation" as the reason for the proposed revocation.

Analysis and Comments

Since the time of the original request from the City for the MZO and its approval by the Minister, the new Kingston Zoning By-Law Number 2022-62 has come into full force and effect. The Clogg's Road Business Park lands are zoned Business Park Zone (M1) in Zoning By-Law Number 2022-62, with an Exception Overlay (E78). The Exception Overlay notes that while Ontario Regulation 159/22 is in effect, the lands are not subject to Zoning By-Law Number 2022-62.

Should the MZO (i.e., Ontario Regulation 159/22) be revoked, the regulations of Zoning By-Law Number 2022-62 will automatically apply to the Clogg's Road Business Park. The M1 Zone allows for the same business park industrial uses as-of-right (with some changes in terminology) that are permitted by the MZO, except for the commercial uses. Should the MZO be revoked, future complementary uses will require a minor variance or a zoning by-law amendment application, as appropriate, as per Section 3.6.12 of the City's Official Plan. The complementary uses could be located on any parcel of land within the Clogg's Road Business Park, subject to the approval of a minor variance or zoning by-law amendment application and would not be limited to the southeast portion of the business park lands as noted in the MZO. This would allow for flexibility in the location of such uses.

The area identified as an Open Space Zone in the MZO allows for parks and public uses and was intended to reflect the existing ridgeline within the lands. Kingston Zoning By-Law Number 2022-62 allows for parks and public uses in the M1 Zone. A draft plan of subdivision application for the Clogg's Road Business Park is currently under review (File Number D35-005-2019). Open space blocks are proposed through the draft plan of subdivision that apply to the valley lands slope of the Collins Creek Wetland on the western parcel, and a natural heritage block on the eastern parcel.

Once an MZO is in place, municipalities do not have the authority to amend the zoning of the lands subject to the MZO. Any amendments or minor variances to an MZO are at the discretion of the Minister of Municipal Affairs and Housing. Should the MZO for the Clogg's Road Business Park be revoked, future planning decisions would fall back under the City's jurisdiction (Council or the Committee of Adjustment, depending on the application).

Given the analysis above, staff are supportive of the proposed revocation and are seeking Council's direction to forward this report to the province as the City of Kingston comments on ERO Number 019-7979.

Existing Policy/By-Law:

Ontario Regulation 159/22: Zoning Order – City of Kingston

City of Kingston Official Plan

Kingston Zoning By-Law Number 2022-62

Notice Provisions:

None

Financial Considerations:

None

Contacts:

Sukriti Agarwal, Manager, Policy Planning, 613-546-4291 extension 3217

James Bar, Manager, Development Approvals, 613-546-4291 extension 3213

Other City of Kingston Staff Consulted:

Brandon Forrest, Director, Business, Real Estate & Environment

Exhibits Attached:

None

City of Kingston
Report to Council
Report Number 24-070

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:	**January 23, 2024**
Subject:	**St. Lawrence Business Park Expansion**

Council Strategic Plan Alignment:

Theme: 5. Drive Inclusive Economic Growth

Goal: 5.1 Ensure an adequate supply of "ready-to-go" employment lands.

Executive Summary:

Staff updated Council on the shortage of the City's supply of serviced employment lands at the November 16, 2021, and February 21, 2023, Council meetings.

On February 21, 2023 (Report Number 23-079), staff presented information on how best to bring the lands north of the St. Lawrence Business Park (SLBP) expansion lands (Exhibit A) into the City's employment lands inventory. This report provided information on the three land use planning tools that are available as options to bring the lands into the City-owned employment lands inventory. The report included the following recommendation which was amended by Council during the meeting.

"**That** Council direct staff to initiate a community and indigenous engagement process, and report back to Council in Q2 2023, with a recommendation on how best to bring the St. Lawrence Business Park Expansion Lands into the City's inventory of shovel-ready employment lands."

There were several delegations by the members and partners of the Indigenous Food Sovereignty Garden Group (IFSGG) that neighbour the SLBP expansion lands. The delegates requested Council to adopt a “shovel-worthy approach” instead of a “shovel-ready approach” to develop these lands. Council amended the original recommendation and approved the following motion:

“**That** Council direct staff to initiate a community and indigenous engagement process, including consultation with the Indigenous community and organizers of the Indigenous Food Sovereignty and report back to Council with a recommendation on how best to bring the St. Lawrence Business Park Expansion Lands into the City’s inventory with a “shovel worthy” approach”.

The purpose of this report is to update Council on the status of ongoing engagement with the Indigenous Food Sovereignty Garden Group and the development of a Shovel-Worthy Evaluation Framework. The report also seeks Council’s direction to initiate the *Planning Act* process for applications for an Official Plan amendment and a zoning by-law amendment to bring these lands into the urban boundary and to re-designate and rezone them to appropriate land use designations and zones.

Recommendation:

That Council direct staff to initiate applications for an amendment to the City of Kingston Official Plan and Kingston Zoning By-Law Number 2022-62 to facilitate an adjustment of the urban boundary and to re-designate and rezone the St. Lawrence Business Park Expansion Lands to bring them into the City’s employment lands inventory; and

That Council endorse in principle the Shovel-Worthy Evaluation Framework, attached as Exhibit B to Report Number 24-070, and staff will continue to work with partners to refine the model and report back to Council with an update on the Framework and proposed development plans for the expansion lands.

Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

Paige Agnew, Commissioner,
Growth & Development Services

ORIGINAL SIGNED BY CHIEF

ADMINISTRATIVE OFFICER

Lanie Hurdle, Chief
Administrative Officer

Consultation with the following Members of the Corporate Management Team:

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	Not required

Options/Discussion:

Background:

In the November 2021 report, staff updated Council on the status of the City's inventory of employment lands; at that time the City had little to no City-owned employment lands available for sale. This continues to be the case and is a growing concern as there is regular interest for businesses looking to establish in Kingston. To address this short supply, Council directed staff to come back with viable policy recommendation(s) that appropriately, and expeditiously, increase the City's supply of employment lands.

At the February 21, 2023 Council meeting, staff presented information on how best to bring the City–owned lands north of the St. Lawrence Business Park expansion lands (SLBP expansion lands) into the City's employment land inventory (Report Number 23-079). The SLBP expansion lands are currently outside the urban boundary and are not serviced; these lands were purchased by the City in 2012 as a planned northerly expansion of the existing business park. These lands were included in the urban boundary of the previous Official Plan update approved by City Council but were subsequently removed by the Ministry of Municipal Affairs & Housing at that time. The actual land holdings of the City are 90 acres and span across Butternut Creek. However, it was decided that the developable parcel would be reduced to 60 acres, in order to preserve Butternut Creek and its environmental functions. This linear 60-acre parcel in turn is adjacent to the current Indigenous Food Sovereignty Garden Group (IFSGG) lands to the north.

To bring the SLBP expansion lands into the inventory, a land use planning process is required, and the following three, land use planning tools were identified in Report Number 23-079 to bring the lands into the City-owned employment lands inventory:

1. Traditional Official Plan Amendment (OPA) and Zoning By-Law Amendment (ZBA) – which may propose an urban boundary adjustment;
2. A Minister's Zoning Order (MZO); and
3. Community Infrastructure and Housing Accelerator (CIHA).

At that meeting, there were several delegations by the members and partners of the Indigenous Food Sovereignty Garden Group (IFSGG). The delegates asked Council to adopt a "shovel worthy approach" versus a "shovel ready approach" to developing these lands. There was a desire to ensure that the new lands would be sensitive and respond to the abutting lands of the Indigenous Food Sovereignty Garden Group, while respecting the climate and biodiversity crisis.

Council approved the following motion:

"**That** Council direct staff to initiate a community and indigenous engagement process, including consultation with the Indigenous community and organizers of the Indigenous Food Sovereignty and report back to Council with a recommendation on how best to bring the St. Lawrence Business Park Expansion Lands into the City's inventory with a "shovel worthy" approach."

Engagement with the members of the IFSGG

Following the February 21, 2023 Council meeting, staff from Business, Real Estate & Environment and Heritage Services met with members of the IFSGG (and partners) on February 24, 2023. Subsequently, there were three other meetings through March and April 2023. In these four meetings, various topics were covered outlined as follows:

- The indigenous members of the IFSGG informed staff and other participants on the indigenous values and principles; a discussion was held on how to incorporate these in the shovel worthy definition.

- There was also a detailed discussion regarding shovel worthiness information that was presented by the delegates in the Council meeting.

- In addition, staff provided detailed information on the background and current status of the City-owned employment lands, information on the SLBP expansion lands, as well as typical planning and development process for development of employment lands to the group.

In these initial four meetings, while exploring the definition for shovel worthy development and how to achieve it in the proposed development, it was recognized that to move this project forward efficiently and get meaningful results, we would need some technical expertise. Considering this, staff retained Spruce Lab Inc and J.L. Richards & Associated Limited (JLR) in May 2023. Spruce Lab was recommended by the IFSGG members. Spruce Lab is a landscape planning and urban design consultancy that is indigenous and women-owned and operated with expertise in facilitating indigenous engagement and green infrastructure.

The development process of the City-owned business park can be divided in three main phases – the first phase is the layout of the proposed lots, road and services, the second phase consists of surveyed drawings of lots and roads as well as detailed engineering drawings of the road and services, this is followed by construction of roads and services, and the third phase is individual lot development which is undertaken by the future purchaser of the lots. The role of JLR for this project is to provide planning and engineering expertise and prepare concept plans for the SLBP expansion lands which is phase one of the development process. Staff also retained an ecologist to undertake natural heritage study of the SLBP expansion lands.

On June 12, 2023, an in-person introductory meeting and engagement session was held between the consultants and members/partners of IFSGG. The main goal of this meeting was to build a mutual understanding and respect among all the participants. Lunch was organized by the IFSGG for all participants; it also included a visit to the Indigenous Food Sovereignty Garden and a discussion was held on what shovel worthy means for various participants.

Subsequently two visioning exercises were held which were followed by two follow-up meetings to go over the conclusions of the visioning exercises. The first visioning exercise was in-person, it included a walk on the SLBP expansion lands, and the other was virtually held on September 22, 2023. The visioning exercises included presentations by the consultants, followed by

questions and discussion by all participants. The presentations done by the consultants provided an overview of planning and technical consideration for the site which included site-specific information on the existing and proposed planning policies, as well as an analysis of the existing condition such as site topography, natural heritage features, existing services in the surrounding, primarily water, sanitary and storm water management, and transportation network. Based on this analysis, a concept plan that was created using the site-specific analysis as well as the input received so far from the participants on the features that are important for a shovel worthy development. The concept plan included a road layout, high level layout of water and sanitary mains, location of stormwater ponds, a road cross-section per shovel worthy principles and a connection for wildlife to the existing creek to the east with the IFS Garden (an ecological corridor) to support biodiversity.

Principles of Shovel-worthy Development

Spruce Lab presented various themes or priorities that emerged from the June 12, 2023 meeting for shovel worthy development input from various participants. Using examples from other development projects, Spruce Lab presented various images showing how each of the themes can be implemented.

The collective work of the consultants and the group led to a document knows as “Shovel Worthy Framework for the St. Lawrence Business Park Lands, Kingston, Ontario” which is attached as Exhibit B to this report.

As this is the first example in Kingston, it’s important to appreciate that this framework is a “living document” that will be adapted overtime based upon lessons learned, new science and approaches. Additionally, requirements for accessibility, safety, and technical viability are not included as objectives because they are understood to be inherent requirements of all plans.

The following is a high-level overview of the Shovel-Worthy Framework, see Exhibit B for the full document.

Vision statement:

A shovel-worthy business park seeks to achieve a seven generations stewardship model that encourages people to consider their responsibilities in caring for the land, water, air, and community – now and for the next seven generations (a shared wisdom of Indigenous Knowledge) while also fulfilling the core purpose of the business park in its form and function.

Principles:

1. Ecological Health and Sustainability
2. Economic Resilience
3. Community well-being
4. Indigenous Place keeping

Concept Planning

The following green design strategies were identified essential for a shovel-worthy development - these guided the conceptual layout of the site. The objectives of these design strategies are to support biodiversity, improve air quality, reduce urban heat island effects from the proposed development, improve water balance, and create recreational and educational opportunities.

- A connection for non-humans between the existing creek to the east with the IFS Garden (an ecological corridor) that will support biodiversity by creating habitat, foraging opportunities, refuge for small animals, birds, pollinators, insects etc. The members of the IFSGG identified it as their preference that this corridor connects the Butternut Creek with the IFS Garden. A 20-metre-wide green space or ecological corridor is proposed which will have a stone dust pathway for humans to walk, meandering swale to slow water flow from precipitation and support diverse non-human life; it will have diverse range of native plant species.

- A road cross-section which is more rural in character with trees proposed along both sides of the road, a swale along the road.

- Keep 15% to 20% of the total site as municipally owned softscape area relative to 3% to 5% if this business park was designed in a conventional manner.

- Considering the natural grading of the lands, two stormwater ponds are proposed on either side of the site proposed. These stormwater ponds will help absorb rainwater and water from melted snow, and will have aquatic plants living in and around the pond.

Staff along with JLR developed a few options for conceptual layout of the site taking into consideration the existing site conditions, future needs of the business park and the above design strategies. A financial analysis has been completed for each option to anticipate approximate cost of investment versus the revenue. An environmental analysis is yet to be completed to illustrate tangible benefits of a business park designed with the proposed green strategies versus a traditional/conventional business park design. This analysis will also evaluate and contrast the ecological consequences for the shortlisted concept plans. For this purpose, staff recently retained Greenscale Inc. who will be undertaking this critical assessment of environmental impacts.

The Planning Process

The SLBP expansion lands are located outside of the urban boundary and are designated Rural Lands in the City's Official Plan and zoned General Rural Area Zone (RU) in Kingston Zoning By-Law Number 2022-62. As noted previously, Report Number 23-079 identified three land use planning tools to bring the SLBP expansion lands into the City-owned employment lands inventory, being the traditional Official Plan amendment and zoning by-law amendment process, a Minister's Zoning Order (MZO), and a Community Infrastructure and Housing Accelerator order (CIHA). An MZO or a CIHA do not need to be consistent with the Provincial Policy

Statement or a municipal Official Plan and there are no appeal rights associated with either of these. The issuance of an MZO or a CIHA are at the discretion of the Minister of Municipal Affairs and Housing. Both of these tools that can be used to rezone land, however, cannot be used to amend the urban boundary in an Official Plan. Once an MZO is in place, municipalities do not have the authority to amend the zoning of the lands subject to the MZO. Any amendments or minor variances to an MZO are at the discretion of the Minister of Municipal Affairs and Housing.

For transparency and to ensure that future planning decisions related to the SLBP expansion lands remain within the City's jurisdiction, staff are seeking Council's direction to proceed with the traditional Official Plan amendment and zoning by-law amendment process to bring the SLBP expansion lands within the urban boundary and to designate and rezone the lands to an appropriate land use designation and zone. While this process is longer than the MZO and CIHA processes, it is comprehensive and ensures that the zoning permissions are aligned with the Official Plan. This process also includes public consultation opportunities and public appeal rights.

As per the Provincial Policy Statement, 2020 (PPS, 2020) an expansion of the urban boundary can only be permitted at the time of a comprehensive review of the Official Plan. However, PPS, 2020 includes some flexibility for municipalities to make urban boundary adjustments at any time, as per the following policy:

"1.1.3.9 Notwithstanding policy 1.1.3.8, municipalities may permit adjustments of settlement area boundaries outside a comprehensive review provided:

a) there would be no net increase in land within the settlement areas;
b) the adjustment would support the municipality's ability to meet intensification and redevelopment targets established by the municipality;
c) prime agricultural areas are addressed in accordance with 1.1.3.8 (c), (d) and (e); and
d) the settlement area to which lands would be added is appropriately serviced and there is sufficient reserve infrastructure capacity to service the lands."

To bring the SLBP expansion lands into the urban boundary, an equivalent amount of land in another location would need to be removed from the urban boundary, along with changes to the land use designation as appropriate. Staff have undertaken a preliminary review of potential lands that can be removed from the urban boundary to facilitate an adjustment and identified 60 acres along the eastern portion of the Collins Creek valley lands as an area that could be removed from the urban boundary (Exhibit C). These lands are designated Environmental Protection Area and Open Space in the Official Plan. No change to the land use designation of these lands would be necessary after their removal from the urban boundary and the removal would continue to ensure that these lands are maintained in their natural state.

Staff anticipate the Official Plan amendment and zoning by-law amendment process to take approximately six months after a complete application has been submitted. This will be followed by draft plan of subdivision and final plan of subdivision approvals. This process may take an

additional 12 to 18 months. Based on this, it is anticipated that it could take up to two years to get SLBP expansion lands into the City's inventory of serviced lands.

Existing Policy/By-Law:

Provincial Policy Statement, 2020

City of Kingston Official Plan

City of Kingston Zoning By-Law Number 2022-62

Notice Provisions:

None

Financial Considerations:

At this point in the process there are no financial considerations. Budget has already been allocated to develop and service the Employment Lands.

Contacts:

Saru Bajwa, Land Development Manager, Business, Real Estate & Environment, 613-546-4291 extension 3123

Other City of Kingston Staff Consulted:

Sukriti Agarwal, Manager, Policy Planning, Planning Services

Kevin Gibbs, Director, Heritage Services

Exhibits Attached:

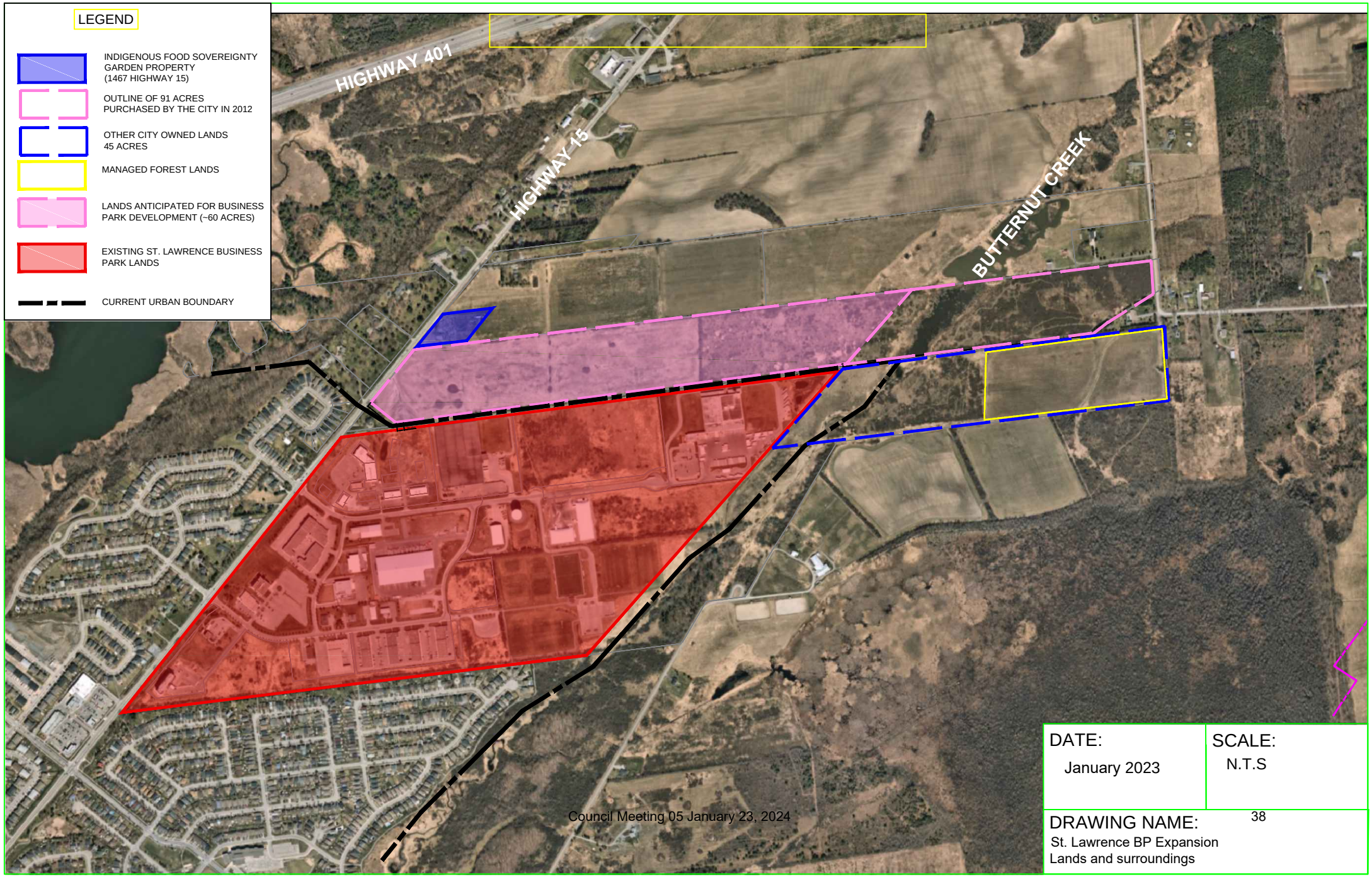
Exhibit A St. Lawrence Business Park Expansion Lands

Exhibit B Shovel Worthy Framework for the St. Lawrence Business Park Lands, Kingston, Ontario

Exhibit C Lands proposed to be removed from the Urban Boundary

Exhibit A
Report Number 24-070

St. Lawrence Business Park Expansion Lands and surroundings



A WORKING DOCUMENT
SHOVEL-WORTHY EVALUATION FRAMEWORK FOR THE ST. LAWRENCE BUSINESS PARK EXPANSION LANDS, CITY OF KINGSTON

January 12, 2024

Table of Contents

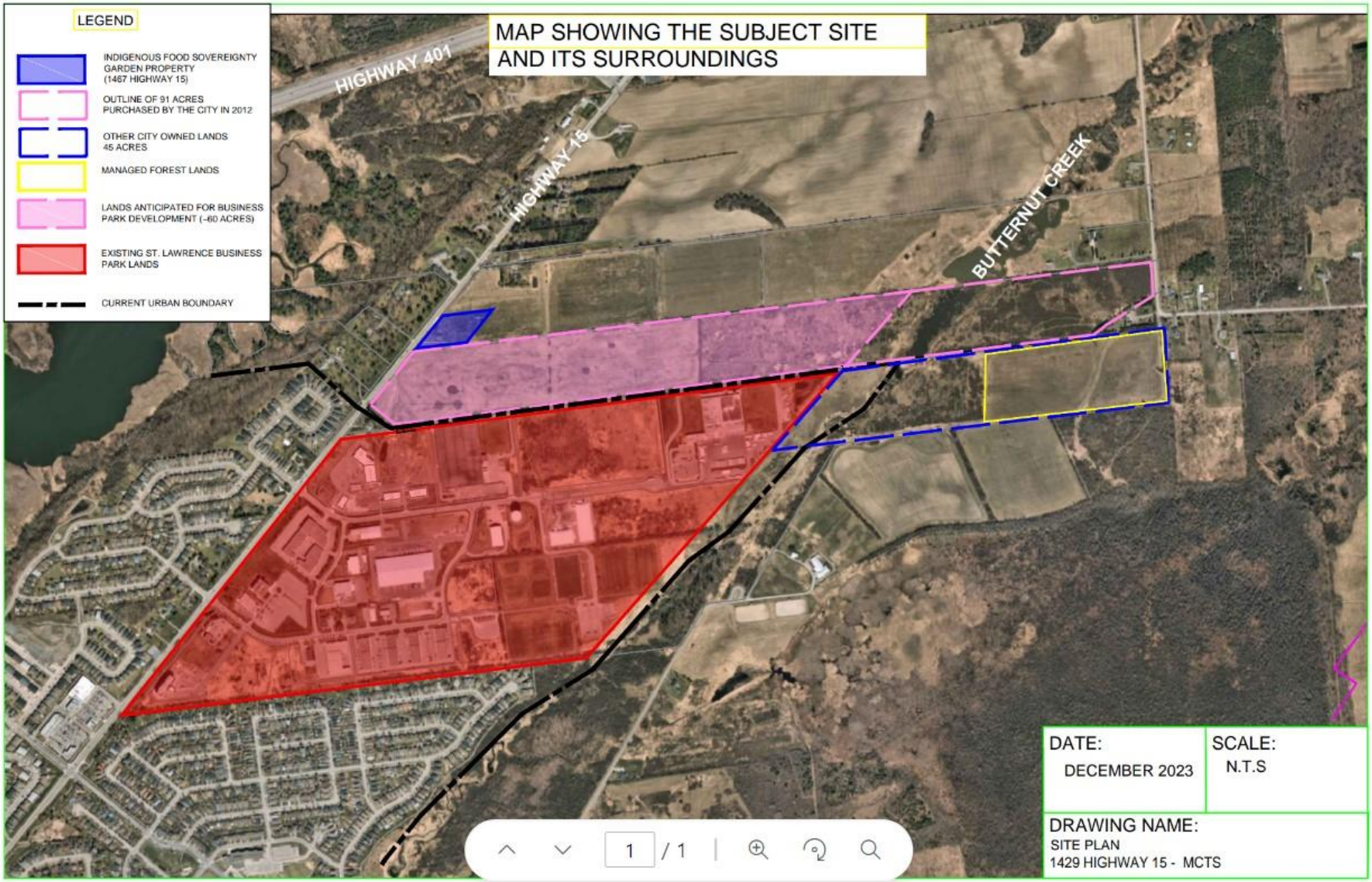
Photo: Google Streetview

1. BACKGROUND

The City of Kingston's St. Lawrence Business Park is located on Highway 15 in the east end of the City, approximately 2 km south of Highway 401. It is home to many businesses including distribution, logistics, scientific, medical and technical services plus commercial uses. These lands "…*are vital to the local economic development growth and job creation of Kingston. The City ensures the availability of serviced industrial land for immediate development and secures land for future growth." (City of Kingston).*

The lands north of the St. Lawrence business park were purchased by the city in 2012 as a planned northerly expansion of the existing business park. The actual land holding of the city is 90 acres, and spans across Butternut Creek. However, it was decided that the developable parcel would be reduced to 60 acres to preserve Butternut Creek and its environmental functions. This linear strip of land is also adjacent to the existing Indigenous Food Sovereignty Garden Group (IFSGG) lands, located north-west of the site.

On February 21, 2023, the proposal to develop the expansion lands into a business park was identified in a Council Report. At the February 2023 Kingston Council meeting, the IFSGG and community partners requested that the city consider a "shovel-worthy" versus a "shovel-ready" approach to the expansion lands. There was a desire to ensure that the new lands would be sensitive and respond to the abutting lands of the Indigenous Food Sovereignty Garden Group, while respecting the local ecology of the area, including Butternut Creek to the east.



Aerial photo with map: St. Lawrence Business Park, proposed expansion lands, IFSGG lands, and other city lands (Source: City of Kingston)

2. INTRODUCTION

To support the proposal to expand the business park, the city's real estate team engaged the consulting firms of SpruceLab Inc. and JL Richards & Associates Limited to undertake community engagement, research, and a technical analysis of the proposed expansion. This included an evaluation of the site's context, including relationships and potential impacts to adjacent lands, such as the Indigenous Food Sovereignty Garden. It also involved an archaeological study and a natural heritage study to understand the cultural and natural history of the lands. This document was prepared by SpruceLab for discussion purposes with the city and the IFSGG to help advance this work. It is intended to support the creation of a "shovel-worthy" concept plan for the business park expansion lands, in a way that respects Indigenous knowledge, while helping to inform future development. In addition, it offers a suggested new model for the city: an evaluation framework for business park expansion lands that embody an "eco-business park" approach.

Much of the information in this document was generated in collaboration, ongoing dialogue and reflection with the project collaborators from May 2023 to the present day. Additionally, a case study analysis was undertaken by SpruceLab as background research to support this work (Refer to Appendix B – Case Study Analysis). Following further review by the City and the IFSGG, the understanding is that this document will be advanced through internal discussions with City stakeholders to better align with City systems, programs and initiatives, and to improve upon what is suggested herein. While this document focuses on sustainable developments to support an "eco-business park" model, the use and impacts of this evaluation framework may be farther reaching across other lands where the city has investments and land to steward.



Images: Indigenous Food Sovereignty Garden (left); Little Forests planting (middle), expansion lands (right). (Photos: SpruceLab)

3. SHOVEL-WORTHY PRINCIPLES FOR BUSINESS PARKS

Vision Statement

A shovel-worthy business park seeks to achieve a seven generations stewardship model that encourages people to consider their responsibilities in caring for the land, water, air, and community – now and for the next seven generations (a shared wisdom of Indigenous Knowledge) while also fulfilling the core purpose of the business park in its form and function.

Document structure

This document presents an approach for the economic development of business park lands that are in keeping with the above vision statement. The following four principles are proposed as foundational to achieving this goal, and were informed by the in-depth engagement undertaken with IFSGG and the City by SpruceLab in 2023. They are also supported by the case study analysis of relevant “eco-business park” projects and similar evaluation frameworks (refer to Appendix B – Case Study Analysis).

The four principles are distinct enough to warrant that they be addressed separately, without any hierarchy. It is also understood that there are many areas where these principles intersect and are mutually supportive. For this evaluation framework to respond successfully to the City of Kingston’s changing needs (e.g. climate change and population growth modelling), it is essential that approaches towards innovation and “learning-to-adapt" are also consistently applied. These principles are as follows:

- **Ecological Health and Sustainability**
- **Economic Resilience**
- **Community Well-being**
- **Indigenous Placekeeping**

In addition, considering the existing site conditions, the future needs and function of the proposed business park, the concept plan developed by the City of Kingston for the expansion lands must be informed by these principles in a way that is relevant and measurable. By evaluating the concept

plan through this framework, it will create a strong underlying foundation for future shovel-worthy developments at the site/ lot level, where urban design guidelines will be developed to help to guide this work.

Each of these principles requires a set of key objectives with realistic strategies to help achieve them, work that must be grounded in research and seek to achieve a "made in Kingston" approach. Considerations for sustainable business parks and industrial lands are emerging. As this is the first example in Kingston, it's important to appreciate that this framework is a "living document" that will be adapted overtime based upon lessons learned, new science and approaches. Additionally, requirements for accessibility, safety, and technical viability are not included as objectives because they are understood to be inherent requirements of all plans. All of this information is formatted into an Evaluation Checklist, which can be found at the end of this report as Appendix A – Shovel-worthy Evaluation Framework.

The Shovel-worthy principles begin with a description that introduces the essence of the principle. This is followed by key objectives that must be met for it to be realized. The next section, "Future urban design guidelines to consider" is provided as a tie-in to the next phase of the expansion lands project. This section touches upon topics and areas to consider in the preparation of urban design guidelines for the development of both the public lands, and parcels that will be privately sold to businesses. The last section of each principle provides additional resources which were utilized to inform the respective principle. These resources provide information to those interested to learn more about the respective topics.

Ecological Health and Sustainability **Economic Resilience** **Community Well-Being** **Indigenous Placekeeping**

(Image: SpruceLab)

3.1 PRINCIPLE #1: ECOLOGICAL HEALTH AND SUSTAINABILITY

Description:

Biodiversity is prioritized, and sustainability is central to all decisions related to land development by including ecological corridors and habitat creation (e.g. linking Butternut Creek to the IFSGG site). Considerations are holistic, adaptive, and far-sighted, and embrace innovative nature-based infrastructure solutions that work with the systems of Mother Earth. Lowering the carbon footprint of the project and an overall commitment to planning for a Learning and adapting includes future-proofing and creating capacity, to respond effectively and efficiently to climate change stressors and to population growth for Kingston. Ideally, the business park should achieve the requirements of the City of Kingston's Green Standard Community Improvement Plan.

Objectives and strategies for the concept plan:

Objective: Climate Resilience

Strategies:

- Design landscapes and green infrastructure ("nature-based solutions") to respond and adapt to climate change
- Plan for a landscape that decreases urban heat, and helps address a changing climate with extreme weather events
- Protect and enhance natural features and functions to support the ecology of the business park and surrounding lands

Objective: Enhanced Biodiversity

Strategies:

- Create opportunities for primarily native plant species to be planted in landscaped areas
- Provide landscape spaces for native pollinator species (bees, butterflies, birds, etc.)
- Provide landscapes that support wildlife habitat and food throughout the seasons

Objective: Landscape connectivity

Strategies:

- Ensure that ecological corridor and road network function to support wildlife suitable for business parks which are complementary to the ecological lands of Butternut Creek
- Provide a minimum of 20% natural / soft landscape space within the business park to be maintained as public lands
- Design business park to function as a cohesive place that is not compartmentalized
- Create a stormwater management pond that can function as passive recreational space (e.g. a constructed wetland)

Objective: Water Balance

Strategies:

- Direct stormwater runoff to the stormwater management pond, natural spaces and soil volumes for tree plantings
- Adopt green stormwater infrastructure where possible (e.g. recharging of water table and improving storage capacity for heavy rains, also known as “low impact development” or LID practices)
- Re-use and recycle water where possible

TENTIAL SITE DESIGN GUIDELINES FOR PRIVATE LANDS:

Waste Reduction

- Recycling
- Composting
- Up-cycling, material re-use and waste diversion

Air Quality

- Reduction of fossil fuel emissions
- Control of dust and air quality emissions
- Mitigation of noise and vibration impacts on adjacent lands
- Life-cycle carbon assessments, including sourcing local materials where possible
- Use of materials that don’t contribute to urban heat (e.g. high albedo (lighter coloured surfaces), reduction of dark asphalt paved surfaces)
- Protect nature to preserve carbon sequestration ability (e.g. soil conservation, growing conditions for “little forests”)

Sustainable buildings and reduced greenhouse gas emissions

- Renewable energy (e.g. rooftop solar panels, green roofs on buildings, geothermal heating)

- Reduced energy consumption – use of energy efficient fixtures, appliances, etc.
- Reduce water consumption
- Energy-efficient buildings
- Energy storage and distribution - for energy systems providing heat and power
- Bird-friendly architectural design (e.g. specialized window treatments to decrease bird collisions)

Sustainable landscapes

- Creation of "little forests" between parcels as linear connections to the trail system and ecological corridor
- Enhance biodiversity with the planting of native plants, especially pollinator species and designing for winter habitat
- Maintain a minimum of 20% natural areas / greenspaces to help cool the environment and to improve water balance
- Reduction of water use for landscapes, also known as "xeriscaping"
- Design low maintenance landscapes to reduce energy use (e.g. "low mow" in place of traditional lawn areas)
- Use of Low Impact Development (LID) techniques
- Provide permeable paving where possible, to reduce the amount of impervious surfaces

Outdoor Lighting

- Use of night sky compliant lights
- Use of lights with cut-off shields to prevent light spillage into natural areas
- Use of energy efficient/solar powered lights

Additional Resources:

Existing evidence-based certification programs for development of designs which promote ecological health and sustainability include:
Toronto Green Standard v4
CAGBC – Canadian Green Building Council, LEED – Leadership in Energy and Environmental Design AND ZCB - Zero Carbon Building Standard v3:

3.2 PRINCIPLE #2: ECONOMIC RESILIENCE

The development of a business park requires a financially sound economic model that addresses the needs of both the City of Kingston and the purchasers of the respective development parcels. Opportunities for local employment for quality jobs is encouraged. Development must also be balanced with creating a diversity of business types and a short timeframe for the return on investments.

Objectives and strategies for the concept plan:

Objective: Financial sustainability

Strategies:

- Total development costs should break even based on investment; the cost of development should be recouped through the sale price of the serviced lots.
    - A reasonable buffer between anticipated cost and projected purchase price is important to address contingencies and unknowns related to land development.
- The sale price of serviced land must offer competitive prices and be aligned with the market value.
- Provide commercial uses along Highway 15 that cater to both the community and the business park, to attract revenue.

Objective: Functionality

Strategies:

- The road layout informs the servicing layout, as services are typically installed within the right-of-way. To be efficient, maximum lots should be serviced along a minimal road length to reduce cost and hard surfaces.
- Two entry/exit points to the site are important for efficient traffic movement: One from Highway 15, and the other to connect to the existing business park.
- Provide an efficient servicing layout which includes:
    - The ability to loop watermain service lines.
    - Sanitary discharge that follows existing grades, which generally drains towards Highway 15.
    - Storm drainage that follows existing grades (i.e. 70% of the site slopes towards Highway 15, and 30% slopes easterly)

Objective: Affordability

Strategies:

- Deliver “ready to develop” lots, i.e. pre-serviced parcels of land with access from a public road to allow businesses to become established in a short time frame.
- Offer the land at competitive market rates, and support lot development with minimum time, effort and investment required for planning approvals and development.

Objective: Local Economic Development

Strategies:

- Provide a variety of parcel sizes to attract businesses of different sizes and uses, for an economically diverse business park.
- Encourage businesses to locate in the park that support other existing businesses in and around Kingston, including providing industrial matchmaking opportunities.
- Encourage the creation of quality jobs for Kingston and area residents.
- Market the "eco-park business park model" to attract companies that support values of ecology, community, etc., thereby creating synergies within the business park community.

POTENTIAL SITE DESIGN GUIDELINES FOR PRIVATE LANDS:

- Sustainability:
  - Design built form to be adaptable as the businesses grow and evolve over time
  - Encourage green infrastructure, green energy sources and green building standards into the design, wherever possible
- Consider financial incentive programs to support the creation of green initiatives noted above
- Affordability:
  - Recovery of waste heat to save on energy costs

Additional Resources:

Below are examples of economic models that are supportive of enhanced environmental and social benefits in projects:

Triple Bottom Line (Investopedia.com)

Life Cycle Triple Bottom Line Cost Analysis of High Performance Building Investments – 2020 Case Studies (Construction Industry Institute)

3.3 PRINCIPLE #3: COMMUNITY HEALTH AND WELL-BEING

Description:

Developments are designed with the needs of the community in mind, and purposeful investments are made to develop high quality places to live, work, learn and play, especially when informed by community engagement. Well-being is foundational for a livable city – and every choice made affects future generations (See: "The Infrastructure of Wellbeing"). The built environment shapes our sense of who we are, what we are connected

to, and can help to create a sense of belonging. Opportunities for learning about a place can help to enrich this connection. Places must be safe and accessible to all ages, abilities, and socio-economic status.

Objectives and strategies for the concept plan:

Objective: Interface with Community

Strategies:

- Design the park to have a strong visual presence from the street to create a sense of place. For example, provide an entry feature, wayfinding/ signage and enhanced landscape spaces
- Create a permeable boundary to the business park so that it integrates with the surrounding neighbourhood including:
    - Sitting and resting areas
    - Pathways internal to the park that connect to the surrounding neighbourhood and the IFSGG lands

Objective: Active Transportation

Strategies:

- Within the road and trail network of the business park, provide opportunities for
    - Active transportation (e.g. walking, cycling, and micro-mobility)
    - Access to public transit

Objective: Public Realm design

Strategies:

- Within the public spaces of the business park (e.g. boulevards, trails, open spaces, SWM pond), strive to create:
    - Design for all ages and abilities (e.g. universal access)
    - Welcoming environments that encourage a sense of belonging to a community
    - The right to roam, to forage, to harvest
    - Connections to place, the land and water, including listening/experiencing spaces of nature integrated into ecological corridors
    - Places for gathering with others, for passive recreation, play, relaxation and education

POTENTIAL SITE DESIGN GUIDELINES FOR PRIVATE LANDS:

- Building design
  - Encourage a high-quality building to be placed at the entrance to the business park to serve as a gateway into the park
  - Ensure that building facades that are visible from the public roads are animated with high quality building materials, colours and architectural design
  - Provide ample glazing where possible for facades facing public roads and public spaces to improve eyes on the street and eyes on the park
- Site design
  - Screen the view of garbage and loading areas from the public realm to enhance the pedestrian experience
  - Orient buildings and outdoor spaces to capture sunlight, based upon the function of the space
  - Provide landscape areas within large parking lots to reduce the heat island effect
  - Design parking areas to encourage car-pooling, EV parking, and bike parking
- Landscape design
  - Establish an adequate tree canopy to contribute to the urban forest and to communicate to well being
  - Include shaded, seating areas for employees and visitors of the business park
  - Encourage a network of pedestrian and cycling routes for passive recreation and the ability to walk/bike/ take transit to work
- Culture and Community
  - Provide art installations on private lands
  - Provide educational/interpretive information about the business, and its contributions to the eco business park model

Additional Resources:

Existing evidence-based certification programs that can be referred to in the development of designs that promote community health and well-being include:

Community Wellbeing Framework (DIALOG)
"What are the Social Determinants of Health?" (CPHA - Canadian Public Health Association)
The WELL Building Standard, WELL Version 2 (from IWBI - International WELL Building Institute)
fitwel
International Living Future Institute
Rick Hansen Foundation Accessibility Certificate
CPTED Canada – Crime Prevention Through Environmental Design
Projects for Public Spaces

Image: SpruceLab

3.4 PRINCIPLE #4: INDIGENOUS PLACEKEEPING

Description:

The City of Kingston is located in Treaty 57 territory, following the 1783 Crawford's Purchases (signed by several Indigenous Nations with the British), in the traditional territories of the Anishinaabe, Haudenosaunee, and Huron-Wendat Nations and now home to many Inuit, Métis, and people from many different First Nations. Of the Truth and Reconciliation Commission of Canada's Calls to Actions, Action #43 is quite relevant:

> "We call upon federal, provincial, territorial, and municipal governments to fully adopt and implement the *United Nations Declaration on the Rights of Indigenous Peoples (UNRIP)* as the framework for reconciliation."

There are many articles from this document that can be seen as having relevance to the development of municipal lands for a business park. For example, "Article 15: Indigenous peoples have the right to the dignity and diversity of their cultures, traditions, histories and aspirations which shall be appropriately reflected in education and public information". For the purposes of this document, it's important to stress the need for ongoing relationship building with First Nations that are local to the Kingston area (e.g. Mohawks of the Bay of Quinte, and Alderville First Nation), to honour the interests of the treaty and interest rights holders for the area, and to work towards reconciliation.

The Engage for Change program is an example of meaningful collaboration with the local Indigenous community to respectfully integrate Indigenous voices, language and cultures into City work, and to respond directly to the needs of the community.
The changing of land that includes the development of public realm offers great opportunities to create space for Indigenous voices and narratives. In this work, there is also the importance of telling the "truth" as part of "truth and reconciliation" efforts, to describe how the First Peoples were harmed and displaced through colonization, and the impacts of this even today. In this document, the term "Indigenous Placekeeping" is used and is described by Wanda Della Costa, a Cree architect and professor, as follows: *"...it prioritizes the traditional and cultural setting, negotiates an expanded role of citizen experts and knowledge brokers, and utilizes Indigenous methodologies as a means of accessing local narrative."* (In: *Indigenous Placekeeping: Campus Design and Planning*, 2018, Arizona State University). The creation of meaningful places with interpretive art and signage with narratives specific to the Kingston area, as well as identifying opportunities for Indigenous organizations and businesses to flourish, are critical elements of shovel-worthy principles. With the guidance of the First Nations and the support of the local Indigenous community, Indigenous placekeeping can be a genuine demonstration of efforts to work towards reparative and regenerative justice.

Objectives and strategies for the concept plan:

Objective: Indigenous Design

Strategies:

- Art and designs by Indigenous artists located throughout the public lands of the concept plan (e.g. public road, stormwater management pond, wildlife corridor)
- Designs that respect and show directionality (the four sacred directions)
- Public realm that represents circularity, holistic, interconnected, and respects that "all voices matter"

Objective: Indigenous Narratives

Strategies:

- Interpretive signage with storytelling narratives (e.g. Treaty, wampum belts, Butternut Creek watershed)
- Supportive of land-based teachings such as 7 generations thinking, Medicine Wheel, etc.
- Celebrates the four seasons (e.g. spring planting, summer/fall harvest, etc.)
- Prioritizes land and water and the First Peoples of these lands

Objective: Caring for Mother Earth

Strategies:

- Stewardship agreement with All Our Relations Land Trust (e.g. to tend the medicine gardens)
- Restoration efforts to support All Our Relatives (all creatures, land and water)
- Opportunities for Indigenous gardening practices
- Potential for training programs (e.g. for youth, or adult land-based job skills training)

POTENTIAL SITE DESIGN GUIDELINES FOR PRIVATE LANDS:

<u>Indigenous Spaces</u>

- Provide art and designs by Indigenous artists where possible within the development parcels (e.g. sculptures, installations, murals.)

Indigenous educational programming

Provide interpretive signage with storytelling narratives (e.g. within landscape areas, art installations)

Provide information on "Little forests" that tell the ecological / relations story (past, present, future)

Additional Resources:

First Nations Information Governance Centre (FNIGC), Canada
City of Aukland Design Manual "Te Aranga Principles", (Project led by Māori peoples in Aotearoa, New Zealand)
Canadian Council for Aboriginal Business (CCAB), Member Directory
Indigenous Business Directory, Government of Canada

Image: Sweetgrass Braid (Photo: SpruceLab)

4.0 SUMMARY

The city seeks to expand their supply of industrial and business park lands, and purchased the lands to the north of the existing St. Lawrence Business Park with the intention of expanding this park. Through consultation with the community including the IFSGG, it was identified that a "shovel worthy" approach to the business park expansion lands should be sought. This includes applying an ecological and community-based lens to the development of these lands. Through a series of consultations with IFSGG and community partners, four principles were identified as "shovel worthy principles". In no specific order, they are: Ecological Health and Sustainability; Economic Resilience; Community Well-being; and Indigenous Placekeeping.

The evaluation chart below (Appendix A) will assist the City of Kingston in evaluating not only these expansion lands but could serve as a tool to evaluate future lands to be purchased for industrial and business park purposes. The future design guidelines suggested in this document may also provide a shovel worthy evaluation of individual parcels within the park at the site plan application stage. Lastly, the additional resources noted throughout the document and the case study analysis (Appendix B) may assist with further reading on key topics related to the ecological business park model that underly this work.

Image: View across the expansion lands to south and the existing business park (Photo: SpruceLab).

APPENDIX A – *DRAFT* SHOVEL-WORTHY EVALUATION CHART

OBJECTIVE	STRATEGY	Potential Score	Score	Evaluation Criteria (TBD)
1. ECOLOGICAL HEALTH & SUSTAINABILITY				
CLIMATE RESILIENCE	• Design landscapes and green infrastructure to respond and adapt to climate change • Create a planting design that decreases urban heat, and addresses a changing climate with extreme weather events • Protect and enhance natural features and functions to support the ecology of the business park and surrounding lands			
ENHANCED BIODIVERSITY	• Provide primarily native species in landscape areas • Provide landscapes for native pollinator species (bees, butterflies, birds, etc.) • Provide landscapes that supports wildlife habitat and food throughout the seasons			
LANDSCAPE CONNECTIVITY	• Ensure that ecological corridor and road network function to support wildlife, human recreational and business activity • Provide approximately 15 to 20% landscape space within the business park to be maintained as public lands • Design business park to function as a cohesive place, and not compartmentalized • Create an ecological corridor • Create stormwater management to also function as passive recreational space			
WATER BALANCE	• Direct stormwater runoff to SWM pond, natural spaces and soils • Adopt green stormwater infrastructure where possible (e.g. recharge water table; improve storage capacity for heavy rains) • Re-use and recycle water where possible			

2. ECONOMIC RESILIENCE				
FINANCIAL SUSTAINABILITY	• Total development costs should be able to break-even based upon the investment to service the lands and development parcels • The sale price of serviced land must offer competitive prices and be aligned with the market value			

FUNCTIONALITY	• The road layout should inform the servicing layout. To be efficient, maximum lots are serviced along a minimal road length to reduce cost and hard surfaces
	• Provide 2 entry points to the site for efficient traffic movement
	• Provide an efficient servicing layout which includes:
	  ○ Ability to loop water main
	  ○ Sanitary discharge to follow existing grades
	  ○ Storm drainage to follow existing grades			

AFFORDABILITY	• Deliver “ready to develop” lots i.e. pre-serviced parcels of land with access from public road to allow businesses to become established in shorter time frame • Sell land at competitive market rates; lot development should require minimum time, effort and investment for planning approvals and development.			
LOCAL ECONOMIC DEVELOPMENT	• Provide a variety of parcel sizes to attract businesses of different sizes and uses, to create an economically diverse business park • Encourage businesses to locate in the park that support other existing businesses in and around Kingston, including providing industrial matchmaking opportunities • Encourage the creation of quality jobs for Kingston residents • Eco-park business park model can attract companies that support values of ecology, community, etc., creating synergies			

3. COMMUNITY WELL-BEING				
INTERFACE WITH COMMUNITY	• Design the park to have a strong visual presence from the street to create a sense of place. For example, provide an entry feature, wayfinding/ signage and enhanced landscape spaces • Create a permeable boundary to the business park so that it integrates with the surrounding neighbourhood including: ○ sitting/resting areas ○ pathways internal to the park that connect to the surrounding neighbourhood and the IFSGG land			
ACTIVE TRANSPORT-ATION	• Within the road and trail network of the business park, provide opportunities for ○ active transportation (e.g. walking, cycling, and micro-mobility) ○ access to public transit ○ Potential bus route crossing the Wabban, for easy transportation between east and west parts of the city			
PUBLIC REALM DESIGN	• Within the public spaces of the business park (e.g. boulevards, trails, open spaces, SWM pond), strive to create: ○ Design for all ages and abilities (e.g. universal access) ○ Welcoming environments that encourage a sense of belonging to a community ○ The right to roam, to forage, to harvest ○ Connections to place, the land and water, including listening/experiencing spaces of nature integrated into ecological corridors ○ Places for gathering with others, for passive recreation, play, relaxation and education			

4. INDIGENOUS PLACEKEEPING				
INDIGENOUS DESIGN	• Art and designs by Indigenous artists throughout public lands of the concept plan (e.g. public road, SWM pond, ecological corridor) • Designs that respect and show directionality (the four sacred directions) • Public realm that represents circularity, is holistic, interconnected, and respects that "all voices matter"			
INDIGENOUS NARRATIVES	• Interpretive signage with storytelling narratives (e.g. Treaty, wampum belts, Butternut Creek watershed). • Supportive of land-based teachings such as 7 generations thinking, Medicine Wheel, etc.) • Celebrates the four seasons (e.g. spring planting, fall harvest) • Prioritizes land and water and the First Peoples of these lands			
CARING FOR MOTHER EARTH	• Stewardship agreement with All Our Relations Land Trust (e.g. to tend the medicine gardens) • Restoration efforts to support All Our Relatives (all creatures, land and water) • Opportunities for Indigenous gardening practices • Potential for training programs (e.g. for youth, or land-based job skills training)			
	Total score			

APPENDIX B – CASE STUDY ANALYSIS

A series of four papers/ guidelines on the design of industrial/business parks that promote an ecological and sustainable design model were reviewed and analysed by SpruceLab. These are summarized below with an example of how they relate to the St. Lawrence Business Park expansion lands.

Case Study #1: Green Business Parks Toward Sustainable Cities

Atwa, S., Saleh, A., Ibrahim, M.: Conference Paper in WIT Transactions on Ecology and the Environment, April 2017, DOI: 10.2495/ECO170021

CASE STUDY OVERVIEW	CATEGORIES	EVALUATION SYSTEM
Article findings are applicable to all in the world of green business park planning and design. While the focus of the article is on the improvement of business parks in Egypt, the principles may be applicable to business parks globally. Authors reviewed 9 green business park case studies across the UK, Canada, Australia, China, Poland, and Netherlands to highlight the design strategies they used to meet their sustainability targets. Outcome of the above work is a recommended checklist for consideration during all stages of the design process.	▪ Environment and Landscape Design ▪ Water ▪ Waste ▪ Building Design ▪ Energy ▪ Materials ▪ Connectivity and Transportation ▪ Social ▪ Services Sub-categories relate to specific design suggestions are also provided.	Points are allocated for each of those subcategories for environment, economic, and social indicators.

Case Study #1's applicability to the Business Park Expansion Lands:
Evaluation model as well as the indicators of success or failure can be applied to this project.

Case Study #2: Innovista Eco-Industrial Park Development Guidelines (2011)

Development guidelines created and adopted by the town of Hinton, Alberta Council Case Study 2

CASE STUDY OVERVIEW	CATEGORIES	EVALUATION SYSTEM
Guidelines are meant to function more as guidance than prescription - allowing for optionality in design. It takes the form of a checklist with criteria split between Required and Optional. Some of the criteria are subjective, that could be more direct and quantifiable. If certain systems are being recommended, then options could be provided in convenient ways so there are more assurances that this can be achieved. Developers have a sense of control and freedom, however, also have the ability to choose the easiest and cheapest options. Municipal reviewers of proposals would require support, to ensure that developers are committed to working towards achieving the guidelines that are developed.	▪ Pre-Development Planning ▪ Parcel Layout & Organization ▪ Access + Movement ▪ Landscaping & Open Space Design ▪ Energy Systems ▪ Water, Wastewater, and Stormwater systems ▪ Design Character & Materials ▪ Construction ▪ Innovation in Sustainable Development	The checklist is a series of questions on design criteria relating to the categories shown in the column to the left. There is space for those submitting proposals to provide answers as to how they are addressing each criteria.

Case Study #2's applicability to the Business Park Expansion Lands:
The guidelines can be used as a starting point. They can be tailored to suit the municipality and the goals that they strive to achieve.

Case Study #3: Singapore: Planning for Biodiversity in Business Parks

Written by: Sng, M. Published by *the Centre for Urban Greenery and Ecology* Case Study 3

CASE STUDY OVERVIEW	CATEGORIES	EVALUATION SYSTEM
This article highlights the corporation's approach to sustainable development, with a focus on Singapore's first eco-business park, "The CleanTech Park". It is not a set of guidelines, but more of a conceptual framing of their approach to design. The article has no checklists. Design centers around a "Green Lung", taking the form of a swamp type ecosystem which doubles as stormwater management, with green 'fingers' reaching out along pathways and between buildings to bring people closer to nature. The intention to preserve the natural environment and promote biodiversity are cited numerous times. It also notes 3 things that make business parks uniquely situated for sustainable development: lLarge open spaces for green space, large flat roofs (for constructing ecologies/habitat), and; Quiet at night. Specific intentions, with measurable and quantifiable criteria are included that will identify if the project was a success. There are opportunities for researchers to monitor commitment to initial proposals, which could contribute to successful eco-business park guidelines in the long term.	▪ Environmental ▪ Economic ▪ Social	None: The article provides a design framework only.

Case Study #3's applicability to the Business Park Expansion Lands:
The focus on designing the park as an ecosystem with many sustainable features is applicable to this project.

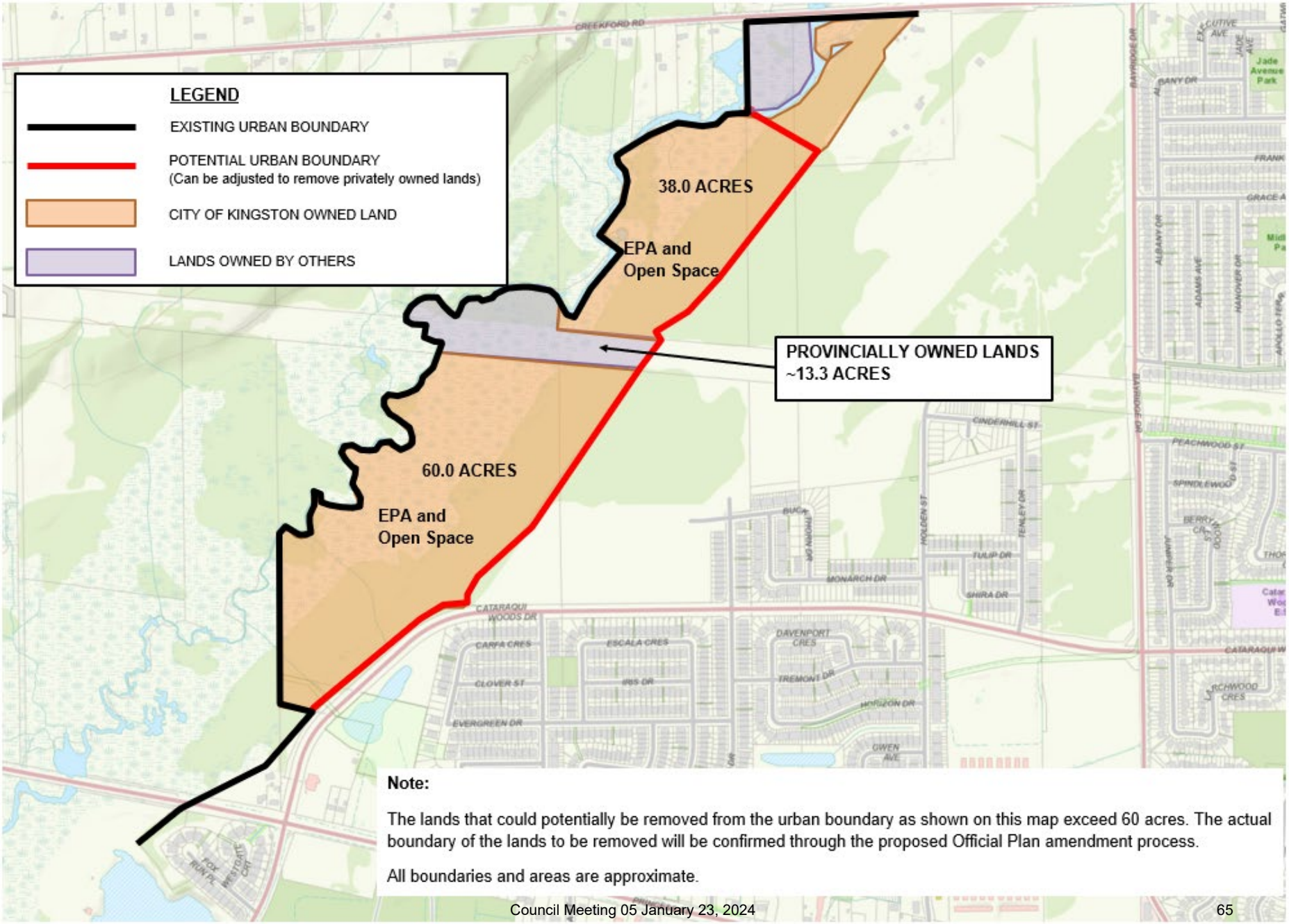
Case Study #4: United Nations International Guidelines for Industrial Parks (2019)

Produced by United Nations Industrial Development Organization (UNIDO) Cross-Disciplinary Team on Industrial Parks (Zhao, J., Gebremenf A, E., Ridlovschi, R., Ding, H., and Zhang, M.) under general guidance of Philippe Scholtès. **Case Study 4**

CASE STUDY OVERVIEW	CATEGORIES	EVALUATION SYSTEM
This extensive (130 page) document is a reference framework written for all stakeholders involved with industrial parks. It is intended for use at all stages of park development. Document is applicable for industrial parks around the world, although the precedents analyzed are primarily from Ethiopia, Peru, and China. At the planning stage, it is encouraged there be a focus on: ▪ Long-term vision with strong collaboration between all stakeholders ▪ Integrated infrastructure, inclusive social infrastructure ▪ Synergy between industries on site, mixed land uses ▪ Conservation of natural features, enhancement of environment and landscape areas ▪ Renewable energy sources, energy conservation, maximizing passive solar design ▪ Suitable, and diverse, plot sizes for future expansion Of interest are the quantitative sub-indicators as well as the grading framework for industrial business park evaluation. Compared to other sources, this document provides clear, objective, criteria for success or improvement, rather than being subjective.	▪ Sustainable site development ▪ Sustainable transportation ▪ Water conservation ▪ Energy efficiency ▪ Sustainable material and resource management ▪ Health and well-being ▪ Green education and public consultations ▪ Waste management	The article cites three main principles with performance indicators for each. Indicators have a series of 'composite indicators' using quantitative inputs that are either met / not met. Quantitative inputs are intended to be comparable against national performance outside the park. Overall performance scores within each principle of economic, social, and environmental are assigned and graded for an overall percentage. Unfulfilled inputs are meant to reveal opportunities for improvement, not failure.

Case Study #4 - Applicability to the Business Park Expansion Lands:
The article encourages those who use this evaluation framework as a precedent to adapt it to their needs.

Exhibit C: Lands proposed to be removed from the Urban Boundary



Note:

The lands that could potentially be removed from the urban boundary as shown on this map exceed 60 acres. The actual boundary of the lands to be removed will be confirmed through the proposed Official Plan amendment process.

All boundaries and areas are approximate.

City of Kingston
Report to Council
Report Number 24-010

To:	**Mayor and Members of Council**
From:	**Paige Agnew, Commissioner, Growth & Development Services**
Resource Staff:	**Julie Salter-Keane, Manager, Climate Leadership**
Date of Meeting:	**January 23, 2023**
Subject:	**Progress Update on Impact and Options to increase the corporate carbon target of 30% by 2030 to 40-50% by 2030**

Council Strategic Plan Alignment:

Theme: 2. Lead Environmental Stewardship and Climate Action

Goal: 2.1 Reduce carbon footprint of City operations.

Executive Summary:

Council's 2023-2026 Strategic Plan includes a commitment to report on the impact and options to increase the current corporate carbon budget of 30% by 2030 to 40-50% by 2030. This report discusses the challenges, impacts, and available options for pursuing more ambitious GHG reduction goals and provides recommendations on next steps.

In 2018, the City's corporate operations produced over 22,000 tonnes of emissions, marking a 12% decrease from 2011. The City's 2018-2022 Strategic Plan set more ambitious targets: a 15% reduction from 2018 levels by 2022, 30% by 2030, and achieving carbon neutrality by 2040. In Q1 2024, staff reported on the 2022 Corporate GHG Emissions Inventory (Report Number 24-008), showing an 8% reduction in 2022 from 2018 base year emissions, falling short of the 15% target. This shortfall underscores the substantial efforts and challenges that lie ahead to meet the City's GHG reduction goals from 2022 to 2040.

To support City staff in responding to Council's directive, Greenscale Inc. was retained to research and report on the challenges, impacts, and available options for pursuing more

ambitious GHG reduction goals. The report – Feasibility Assessment of a Corporate Carbon Budget of 40-50% by 2030, is attached as Exhibit A to this report.

To understand the implications of establishing a more aggressive mid-term target, the overarching question addressed in the Greenscale Inc. report is: what is the feasibility of meeting and/or exceeding the original 2030 reduction target within the 2023 - 2030 timeframe? This review is addressed through these main objectives:

a) Re-assess the current business-as-planned pathway with regard to the status of the initiatives the City is already in the process of implementing in terms of the likelihood of reaching the existing 2030 reduction target. ("Business-as-planned" (BAP) is a reference to the City's Climate Leadership Plan (Report Number 22-022 Climate Leadership Plan) which incorporates already approved actions that are in progress but not yet fully accounted for in terms of their impact within City's Corporate annual GHG emissions inventories.).

b) Identify any current projects or new initiatives where implementation could potentially be accelerated faster than the BAP pathway.

c) Examine some of the potential challenges or barriers that already exist for initiatives in progress, as well as impediments associated with an expedited implementation of current or new projects that could potentially lead to achieving deeper GHG reductions within the current decade.

d) Quantify the financial implications for the City if purchasing carbon offsets are required to meet more aggressive 2030 reduction targets if an accelerated GHG reduction pathway is not successfully carried out over the next 7 years.

The analysis and findings presented in the Greenscale Inc. report considers several ongoing initiatives, such as in-depth assessments of Facilities, Transit, and other Municipal Fleet categories, that are likely to provide valuable cost estimates and other information that will help to evaluate the potential to achieve more aggressive reduction strategies. Given the expected completion of these studies in 2024, staff suggests that a more effective time for reassessing aggressive reduction targets would be in 2025, instead of as soon as early 2024. This would give each sector the ability to use the information from the studies to understand the actual costs and operational impacts to achieve current targets as well as to evaluate potential scenarios for more aggressive reduction goals. Staff are also gathering more information on regional electrical transmission capacity which could impact the City's ability to achieve its electrification goals.

The Greenscale Inc. report also performed carbon price modelling and showed that committing to both carbon offset purchases and larger reduction targets can be expensive when targets are missed. Comparing the carbon offset costs of missing the 30% by 2030 target by 5% with a more ambitious 50% target missed by 15% revealed a cost difference of nearly $1.3 million. Therefore, in addition to operational costs and other challenges to meet a more aggressive target, the carbon price modelling suggested there is added financial risk as well. Based on

findings in the Greenscale Inc. report, staff are recommending that the existing target of 30% by 2030 be retained and that a re-assessment of mid and long-term GHG reduction targets for municipal operations be delayed until some time in 2025 when departments have had time to undertake detailed sector assessments. There is already work underway that, when completed, will provide important information to assess how aggressive the corporate targets can be, and which could be used to inform commitments to update targets in 2025.

There are four key takeaways and associated recommendations that staff have made, based on the findings in the Greenscale Inc. report:

1. Wait for in-depth Transportation/Transit, Municipal Fleet, and Facilities studies

The in-depth assessments being completed in 2024 for Transportation & Transit, Corporate Asset Management & Fleet, and Facilities Management & Construction Services (FMCS) will not only provide detailed analysis of GHG emitting operations, but they will be able to provide the most realistic level of corporate emissions attainable by 2030, subject to available resources.

2. Adopt federal carbon pricing to understand implications of not reaching imposed reduction targets

Missed ambitious targets can be expensive. While there are planned budgets and technologies available that should help FMCS meet their mid-term reduction target, the Fleet and Transit sectors need a lot of help from a number of different resources such as funding, infrastructure, policy, resourcing, technology, and supply chains. A clearer understanding of carbon pricing's impact on budgets will better aid in setting realistic targets and fully grasping the financial consequences of not achieving them.

3. Consider re-investment strategies using federal carbon pricing

The total value of the carbon cost to the City in each year that it falls short of emission reduction targets has the potential to be significant, as outlined in the carbon modelling within the Greenscale Inc. report. However, using carbon price forecasting can be a valuable tool to understand what the trade-offs would be if, rather than purchasing carbon offsets, the funds could be directed to a new ***internal*** carbon reduction fund. This fund could be used to further support corporate initiatives that could accelerate corporate GHG reductions faster over time than if those funds were used to pay for annual carbon offsets.

4. Consider aligning future mid- and long-term targets to a 2018 baseline year

Currently there are two sets of targets: those set in 2011 and those set in 2018. Some sectors are setting targets almost exclusively from the more recent 2018 levels and this can sometimes create confusion in documents about which baseline targets are referring to.

Recommendation:

That Council receive the Feasibility Assessment of a Corporate Carbon Budget of 40-50% by 2030 Report by Greenscale Inc., attached as Exhibit A to Report Number 24-010; and

That Council direct staff to report back no later than Q2 2025 on the feasibility of increasing the carbon budget to 40-50% by 2030 upon the completion of the reports by Facilities Management & Construction Services, Corporate Asset Management & Fleet, Transportation & Transit; and

That Council direct staff to implement the practice of using the federal carbon pricing across all sectors and budget accordingly in the future to be accountable for self-imposed greenhouse gas (GHG) reduction targets; and

That Council direct staff to evaluate, using the federal carbon pricing approach, the practice of purchasing carbon off-sets versus a proposed practice of investing in local greenhouse gas reduction and renewable energy projects to determine which practice would accelerate greenhouse gas reductions faster and to report to Council the results of the evaluation no later than Q2 2025; and

That Council direct staff to base all new mid- and long-term greenhouse gas emissions targets on the 2018 baseline year, ensuring consistency in climate action planning.

Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

Paige Agnew, Commissioner,
Growth & Development Services

ORIGINAL SIGNED BY CHIEF

ADMINISTRATIVE OFFICER

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	
David Fell, President & CEO, Utilities Kingston	
Peter Huigenbos, Commissioner, Major Projects & Strategic Initiatives	Not required
Brad Joyce, Commissioner, Infrastructure, Transportation	
& Emergency Services	
Desirée Kennedy, Chief Financial Officer & City Treasurer	

Options/Discussion:

As part of the City of Kingston's ongoing commitment to advance climate change leadership, City Council's Strategic Plan 2023-2026 priority to Lead Environmental Stewardship and Climate Action includes the action requesting staff to report on the impact and options to increase the current corporate carbon budget of 30% by 2030 to 40-50% by 2030. Specifically, staff were asked to report back on the feasibility of the City considering an increase of this mid-term target from 30% below 2011 levels to 40% - 50% by 2030. To support City staff in responding to Council's directive, Greenscale Inc. was retained to report on the challenges, impacts, and available options for pursuing more ambitious GHG reduction goals.

To help the City understand the implications of establishing a more aggressive mid-term target, the overarching question addressed in the Greenscale Inc. report is: what is the feasibility of meeting and/or exceeding the original 2030 reduction target within the 2023 - 2030 timeframe? Within this question is the need to recognize what the most promising options are available to the City to reach those levels, and what are the potential implications operationally and financially for trying to engage in a higher reduction pathway. These questions are addressed through these main objectives:

a) Re-assess the current business-as-planned (BAP) pathway with regard to the status of the initiatives the City is already in the process of implementing in terms of the likelihood of reaching their existing 2030 reduction target.
b) Identify any current projects or new initiatives where implementation could potentially be accelerated faster than the BAP pathway.
c) Examine some of the potential challenges or barriers that already exist for initiatives in progress, as well as impediments associated with an expedited implementation of current or new projects that could potentially lead to achieving deeper GHG reductions within the current decade.
d) Quantify the financial implications for the City if purchasing carbon offsets are required to meet more aggressive 2030 reduction targets if an accelerated GHG reduction pathway is not successfully carried out over the next 7 years.

The findings and recommendations within the report were developed through the following steps:

a) Understand the current BAP timelines, strategies and expected changes.
b) Conduct interviews and surveys with City staff to establish several important areas of understanding including: current and potentially new GHG reduction strategies and projects, existing initiatives staff are engaged in to identify potential reduction opportunities, and challenges they are likely to face in the coming years to achieve more aggressive mid-term targets by 2030.
c) Review up-to-date external data and carbon pricing models for Ontario and Canada.

Direct consultations with City staff were a crucial methodological component of the Greenscale Inc. report. These discussions aimed to understand their current work and assess their ability to

achieve GHG reduction targets beyond the existing 2030 goal. Based on annual corporate GHG inventory reporting, there are six sectors where corporate inventory emissions are accounted for: facilities, transportation, transit, wastewater, water, and waste. To capture opinions and details about each sector, staff responsible for overseeing and implementing emission reduction strategies in those sectors were consulted.

Interviews with 11 individuals from facilities, transit, transportation, waste divisions and Utilities Kingston (wastewater and water) were conducted.

Report Findings

GHG Reduction Targets and the Climate Action Pathway to 2030

For context, the City of Kingston currently has short-term, mid-term and long-term GHG emission reduction targets:

- **Short-term** - **15%** reduction of 2018 emissions by 2022;
- **Mid-term** - **30%** reduction below 2011 emissions by 2030; and
- **Long-term** - carbon neutrality by the year 2040 or earlier.

It is the mid-term 2030 target that Council directed staff to re-assess for a potentially more aggressive reduction percentage from the approved Climate Leadership Plan.

The Climate Leadership Plan included modelling for three scenarios:

1. **BAP** - already approved actions that are in progress, but not yet fully accounted for within the City's GHG emissions inventories.

2. **Moderate** - moderate implementation of different additional initiatives either identified within the Strategic Plan for 2018 - 2022 or from consultation, that which did not yet have all the necessary approvals to advance.

3. **Aggressive** - expedited or ramped up implementation of all actions to optimize GHG reductions within the prescribed timeframe.

The BAP trajectory, representing the City's short-term strategy, aims for a 15% reduction in emissions by 2022, compared to 2018 levels, based on initiatives planned from 2018 to 2022. The City's suite of timeline-based targets from 2018-2030, as described in the Climate Leadership Plan, is shown in Figure 1. Of the targeted 15% reduction from 2018 levels, the strategy anticipated 3% from municipal building retrofits and 7% from transitioning to electric transit and light-duty fleet vehicles. The Council-approved 2018-2022 Corporate Strategic Plan accounts for the remaining 5% through carbon offset purchases. FMCS is also targeting a 19% emission reduction for 2026, which has an overall corporate reduction of approximately 6.3%.

Figure 1 also demonstrates that while long-term targets can be closely associated with total GHG reduction targets at the larger corporate scale, sector specific targets work on shorter time scales that are more iterative and linked with approved capital budgets. For example, the City

had to significantly re-adjust their overall operational and capital budgets due to the increased expenses and decreased revenues from operations during 2020 and 2021 as a result of the financial impact from the Covid-19 pandemic. For the Fleet sector, achieving the 7% GHG reduction largely depended on procuring 12 EV transit buses by 2022, but only 2 are currently in service. The adjusted plan will now see 5 electric buses approved for purchase in 2024 through capital budget, with an expected delivery time of Q3, 2025. This adjustment will decelerate the transition to electrified transit by 2030, contingent on funding acquisition for expedited EV procurement and the availability of electric buses.

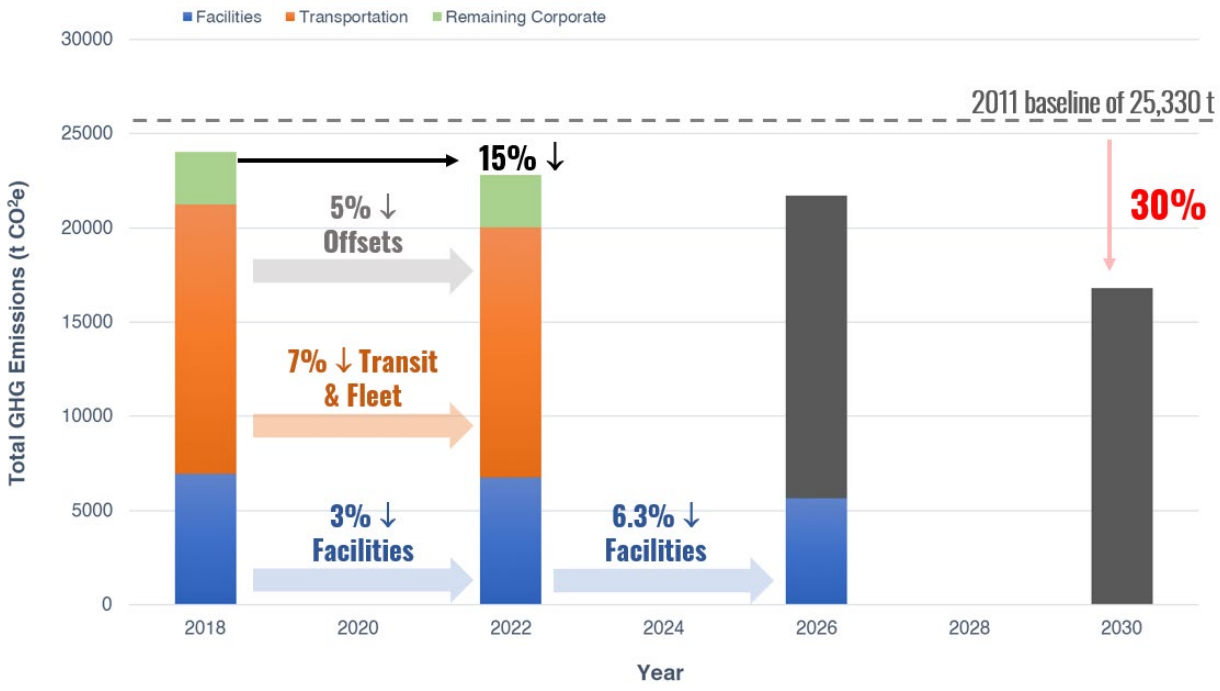


Figure 1. Illustration of the City's timeline-based targets as outlined in the CLP, including a 15% reduction by 2022 from 2018 levels, and 30% reduction by 2030 from the 2011 levels. The grey shaded areas in 2026 and 2030 signal sectors with less specific or fully funded reduction plans, showing progression beyond short-term targets.

The modeling for the Climate Leadership Plan (CLP) completed by WSP of both the BAP and Moderate pathways projected increased total corporate emissions for 2030 and 2040. This rise is attributed to the anticipated growth in demand for municipal services, such as transit and new facilities, and a projected increase in the carbon intensity of Ontario's electricity grid, outweighing the reductions from planned actions. This is why additional actions and more aggressive implementation was considered. Of the three scenarios examined by WSP, corporate actions planned in the most aggressive pathway were estimated to result in a GHG decline of 74% by 2040 when compared to 2011 emission levels, prior to the procurement of offsets. As this translates to a GHG reduction of approximately 35 - 40% reduction by 2030, the emissions modelled within the CLP were short of complete carbon neutrality in 2040 but potentially surpassing the reduction goal for 2030. Key corporate initiatives from the CLP, which

were instrumental in modeling these emission pathways, are detailed in Appendix B of the "Feasibility Assessment of a corporate carbon budget of 40-50% by 2030" report. Significant initiatives for corporate operations, as highlighted in this report, include:

- Advocate for provincial support and policy for virtual and community-level net metering arrangements.
- Install photovoltaics on all new municipal buildings where feasible and explore options for solar photovoltaics during roof replacements or other major renovations of municipal facilities.
- Retrofit City facilities to reduce emissions 19% by 2026 from 2018 levels.
- Prioritize the transition of municipal facilities to net-zero energy by 2040 by incorporating relevant expenditures into the approved 15-year capital budget forecast.
- Prioritize electrification of the City's bus fleet and Solid Waste Collection fleet, aiming for complete transition by 2040.
- As commercial electric vehicles become more widely available, explore group procurement for multiple commercial partners.

The CLP illustrated that in the year 2018, more than 98% of the City's GHGs from Corporate operations came from a combination of its buildings (including energy used within water and wastewater facilities) and fleet vehicles (including transit) (Table 1). The 2022 Corporate GHG Inventory Report (Report 24-008) illustrates that more than 98% of the City's GHGs' from Corporate operations came from a combination of its facilities and fleet vehicles and the remaining balance of corporate emissions came from streetlights and waste. Consequently, this report primarily focuses on the City's fleet vehicles and buildings, including water and wastewater facilities managed by Utilities Kingston.

Understanding the types of energy used within City operations can help inform development of GHG reduction strategies like fuel switching and renewable energy generation projects. Based on the 2018 Corporate GHG Inventory, the breakdown of energy used by each of the sectors is shown in Table 2. The primary energy sources of these emissions, combustion of diesel in fleet accounted for more than 49% of emissions and natural gas 32% in the year 2018. Gasoline consumed within the corporate (non-transit) fleet represented the more than 11% of corporate GHGs whereas electricity accounted for les than 7.5% of emissions (Heating oil and propane were relatively nominal sources of GHGs at <0.5%). Consequently, actions that effectively move the City towards its deep carbon reduction goals will need to dramatically lower the use of these fossil fuels within building and fleet operations over the coming years - particularly diesel in heavy-duty vehicles and natural gas used for space and water heating.

Important to consider for future emissions from electricity consumption, the GHG intensity of Ontario's electricity grid is expected to significantly increase out to 2030. During this period, major refurbishment and retirement of a few key nuclear reactors will be replaced by gas fired

generation plants and it is expected there will be a tripling of electricity emission factors (IESO 2020; 2021). Therefore, the associated increases in electricity consumption from the City's planned electrification of facilities and fleet over time will increasingly dampen the expected emission benefit between now and 2040 as a result of the more carbon intensive power grid. Even with the tripling of emission factors, the burning of natural gas for heat is still far more GHG emission intensive than switching to electric.

Table 1: Summary of sector emission results from the 2018 GHG Inventory; used as the baseline for the City's short- and long-term reduction targets and strategies.

Operations Sector	% of Emissions	GHG Emissions (tonnes CO_2e)
Facilities	28.99	6,968
Transportation	23.06	5,542
Transit	36.30	8,724
Streetlights	0.45	109
Wastewater	7.30	1,754
Water	2.34	562
Waste	1.57	377
TOTALS	**100.0%**	**24,037**

Table 2: Summary of emission results from Energy Use Sectors in the 2018 GHG Inventory; used as baseline for City's short- and long-term reduction targets.

Energy Use Sector	% of Emissions	GHG Emissions (tonnes CO_2e)
Electricity	7.27	1,720
Natural Gas	32.04	7,580
Gasoline	11.18	2,644
Diesel	49.12	11,622
Heating Oil	0.28	66
Propane	0.12	27
TOTALS	**100.0%**	**24,037**

Enhanced 2030 Targets – Required Reductions & Timelines

Figure 2 provides a summary of the timeline used within the current analysis. The important baseline years associated with short- and mid-term targets are described. The total tonnes of CO_2e required to achieve business-as-usual and more aggressive emissions reductions by 2030 based on previous inventory levels are summarized in Table 3. The business-as-usual 2030 30% target requires approximately 7600 tonnes of CO_2e to be reduced from 2011 levels, and a 6,257-tonne reduction from more recent 2018 levels. According to the City's most recent corporate GHG inventory, there were 1,909 less tonnes of CO_2e emitted in 2022 than in 2018, a reduction of 8%.

To achieve the 30% reduction target by 2030 will require another 4,348 tonnes to be reduced from 2022 levels. To attain a 40% reduction by 2030, 6,881 tonnes of GHGs must be cut from the 2022 levels. For a 50% reduction, the reduction rises to nearly 9,415 tonnes. Based on total

operational sector emissions summarized from 2018 earlier, the 50% reduction target would require a reduction nearly equal to the entire fleet sector emissions, in addition to the planned emissions reductions to reach 30% reduction emissions.

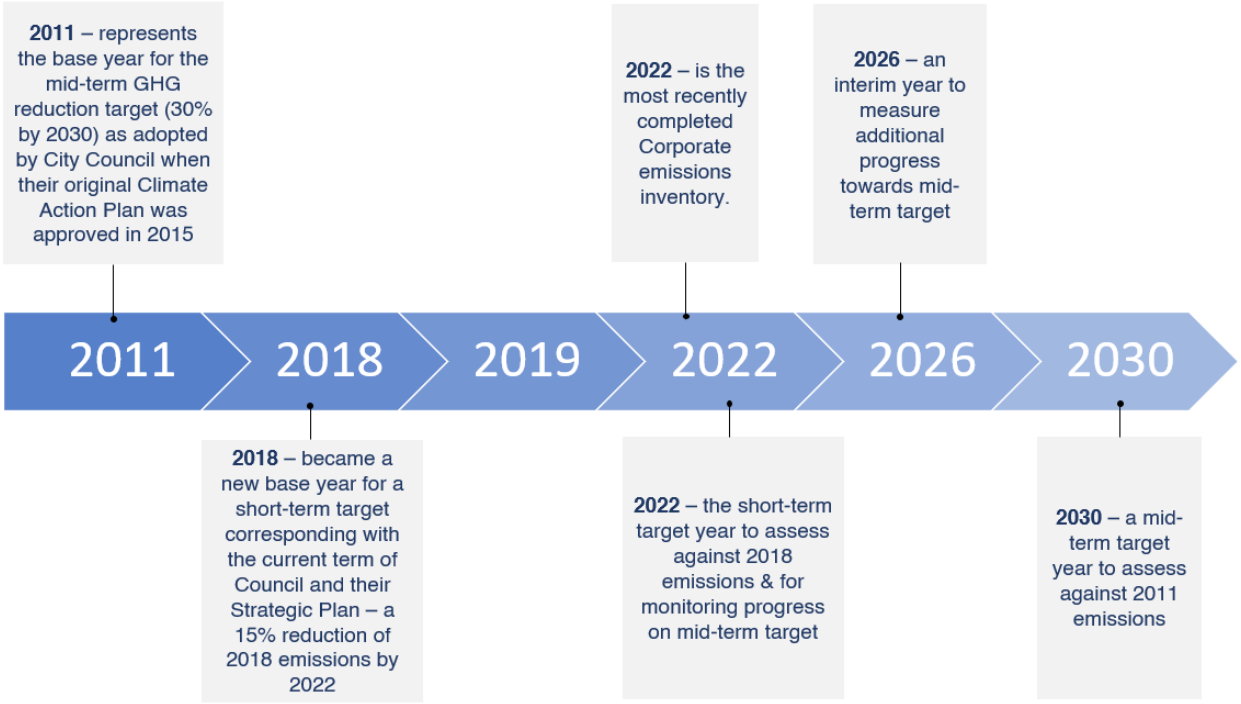


Figure 2. Timeline used within the current analysis of a business as planned emission trajectory as well as the potential for an accelerated GHG reduction pathway.

Table 3. Reference data for base year emissions for existing 30% reduction target of 2011 levels by 2030 and values for a 40%, 45% and 50% reduction.

Past Emissions (tonnes CO_2e)			Target GHG Emissions (tonnes CO_2e) a.k.a Carbon budget for 2030			
2011	2018	2022	30%	40%	45%	50%
25,330	23,988	22,079	17,731	15,198	13,931	12,665
Emissions to be reduced --->			***7,599***	***10,132***	***11,399***	***12,665***

Current Initiatives & Projects

Based on the interviews conducted with key City staff, along with documents reviewed from the major corporate emissions sectors, numerous initiatives are underway to support the BAP trajectory and the pursuit of the original 2030 reduction target. Given the large corporate emission footprint of Facilities and Transportation (Fleet and Transit), the most significant current projects and reduction pathways from those sectors are focused on within this section. City initiatives underway from the CLP and Strategic Plan, to support the pursuit of the original 2030 reduction target, include:

Facilities

The Facilities Energy and Asset Management Plan is a multi-stage program which aims to reduce energy consumption while also establishing a potential framework to transition municipal facilities to net-zero energy by 2040. The stages of the program include:

Stage 1 – Recommissioning (RCx): Optimizing existing buildings to ensure equipment and systems are running efficiently (as designed) to meet occupant needs. The fine tuning completed at this stage can lead directly to operational efficiencies, energy savings and GHG reductions.

Stage 2 – Deep Carbon/Energy Audits: Detailed review, energy modeling, and analysis of building systems to understand deeper energy conservation measures and retrofit scenarios that can significantly reduce facility GHG emissions (80% minimum).

Stage 3 – Net-Zero Transition Plan: Review of various GHG reduction scenarios within the context of applicable spending levels for renewals along with detailed electrification demand modelling for all facility locations. This scope of work will be used to establish potential costs of meeting facility related GHG reduction targets identified in the CLP. Various scenarios will be assessed and findings will also be reviewed with Utilities Kingston to understand the full impacts of electrification for long-term planning.

To date, Stages 1 and 2 have been completed for the City's most energy intensive facilities, and work is currently underway for remaining locations. In general, significant GHG reductions will

result from energy efficiency retrofits, regular recommissioning to sustain optimum performance, and heating system electrification (fuel switching) where technically feasible. The most cost-effective approach will be to implement upgrades as equipment reaches the end its useful life, accelerating decarbonization as much as funding will allow. The pace of this ongoing transition will be impacted by available levels of funding, the required timing for renewals, as well as electrical capacity constraints within the existing grid. Along with the Stage 3 work currently underway, the extent of electrical servicing upgrades will be reviewed to provide more accurate cost projections for potential scenarios to transition municipal facilities to net-zero energy as identified in the CLP.

Transportation

The major projects and timelines for the Fleet and Transit BAP approach include the incremental electrification of light-duty vehicles (LDV), transit buses, refuse trucks, and some specialty vehicles. This plan includes telematics deployment for LDV utilization assessment and the Council's 2023-2026 approved Strategic Priorities to purchase of 18 electric buses (replacing diesel buses) by the end of 2026. The first five (5) are expected to be received in Q3, 2025, supported by $18.3M from the Canada Infrastructure Program (ICIP), confirmed in August 2023.

More than half of the LDVs could be electric by 2030 with adequate funding, improved supply chain conditions, increased market competition, OEM model availability, and enhanced electric vehicle production capacity. Similar to Facilities, upcoming studies due by the end of 2023 will create a roadmap for electrifying the transit bus fleet by 2040, focusing on vehicle charging requirements and an expanded municipal fleet electrification model. These studies will inform the City's GHG reduction strategies.

There are also anticipated incremental costs associated with future capital budget forecasts for transit bus electrification which have been included in the 2024, 15-Year Capital Plan to be presented by the Mayor in January 2024. Combining the results of the 2023 report with these updated budget forecasts will help establish a framework that can be used to create a detailed reduction plan that will need to be funded through approved capital budgets. This type of plan is likely to model the Facilities plan that uses an iterative process to enhance regular renewals identified in the capital plan and accelerate decarbonization of operations as much as funding will allow. It is expected that the 2023 reports to be completed by the end of the year on fleet and transit electrification will be crucial for deciding the best strategies to achieve at least a 30% reduction in the City's transportation emissions.

Water & Wastewater

Although not the largest portion of the Corporate emissions portfolio, Water and Wastewater sectors can help reduce the reduction burdens needed for other more intensive sectors. Some current projects include changeover to more efficient pumping locations, building envelope improvements, and various other facility upgrades improving energy efficiency. Solar PV for net metering is also being explored. Similar to both Facilities and Transportation sectors, a major

strategic initiative is being developed by Utilities Kingston that will result in a Climate Action Leadership Plan, to define the organization's climate goals and strategies and evaluate the technical and financial feasibility of achieving carbon neutral operations for its multi-utility management of water and wastewater, as well as natural gas, water heater rental services, and fleet. The financial resources required to meet the Climate Action Leadership Plan will be outlined in the Utilities Kingston 2025-2027 capital and operation budgets for City of Kingston Council approval in 2024.

Accelerated GHG Reduction Potential – New & Existing Projects

In addition to existing initiatives, several areas offer potential for deeper GHG reductions for the City. These areas, contingent on insights from the ongoing studies referenced earlier in this report, play a vital role in achieving the City's current reduction target timelines. An overview of a few of these opportunities within the largest energy using sectors at the corporate scale (buildings and transportation) are summarized below.

Facilities (Buildings)

FMCS is currently projecting to meet the existing 2030 (mid-term) GHG reduction target for facility related emissions based on current funding levels. The GHG emission intensity (footprint) for buildings managed by FMCS in 2022 (2.76 kg CO_2e/ft^2) is currently 13.8% lower than 2018 levels (3.2 kg CO_2e/ft^2). The pending decarbonization studies expected to be completed by 2024 will identify the most feasible additional actions that would further reduce emissions for the 2025 – 2030 period. In addition, Facilities is also engaged in a number of other activities and projects that will help inform the planning of further emission reduction initiatives in the near future.

The link between decarbonization and capital planning is well understood within Facilities, and it is recognized that 2025 is likely the last year a fossil-fuel based heating system, such as a natural gas furnace, can be installed based on the current life expectancy of these types of assets. Based on work currently underway as outlined above, Facilities will be developing an updated framework in 2024 that will also be reflected in subsequent 15-year capital budget forecasts. This is an iterative process to enhance regular renewals identified in the capital plan and to accelerate/optimize decarbonization of facilities as much as funding will allow.

Advancing photovoltaic (PV) net metering projects and other on-site power generation opportunities (e.g., energy storage) will be critical going forward as the carbon intensity of the provincial power grid is expected to increase threefold over the time horizon of this report in comparison to 2018 electricity emission factors for Ontario. These PV projects typically require substantial upfront capital resources and have a longer payback compared to some retrofit projects. However, they also have the ability to offset some of the expected operating costs associated with switching from less expensive natural gas to more expensive grid electricity (i.e., on the basis of $ per gigajoule (GJ) of purchased energy). Furthermore, switching to air source heat pumps for example provides much higher energy efficiency levels than even the highest efficiency natural gas heating equipment (specifically the coefficient of performance of

the equipment in delivering the required energy service). Higher energy efficiency levels of equipment will also help reduce operating costs as well as lower emissions.

Water and Wastewater initiatives

Previously, no water or wastewater initiatives were incorporated into the emissions modelling conducted for the CLP. These facilities are subject to Ontario Regulation 507/18 which requires annual reporting of public sector energy consumption and submission of energy conservation and demand management plans (ECDMP) every five years. The most recent ECDMP for these process facilities was developed in 2019. Approximately 2,200 MWh of electricity savings were achieved in 2020 and 2021, with an additional 1,600 MWh and 6,500 m3 of natural gas savings anticipated in 2024. Additional actions will be evaluated through the development of the Climate Action Leadership Plan being prepared by Utilities Kingston, which will have added value when combined with their next ECDMP when both are completed in 2024. Current initiatives include: a municipal class environmental assessment to examine the feasibility of constructing a regional biosolids/biogas facility, as well as retro-commissioning and deep energy/carbon audits of the King Street and Point Pleasant Water Treatment Plants.

Transportation (Fleet)

Accelerating the transition to electric transit and other fleet vehicles will have a significant impact on corporate GHG emissions from diesel fuel and gasoline consumption, which combined, account for nearly 57% of the City’s 2022 carbon footprint. In the past, the City has been able to more rapidly replace and or accelerate their expansion plans for transit vehicles when supplementary federal or provincial funding is available. For example, in 2012 and 2017, procurement was more than double the usual annual replacement units.

Following the release of the electrification report by the end of 2023 for the City’s transportation sectors, there will need to be enhancements to the City’s vehicle and transit procurement budget in order to achieve carbon neutrality by 2040. The process from budget approval to procurement can take two years or longer, depending on vehicle type or model. Therefore, reduction measures being achieved through budget planning need to happen quickly and early in order to help facilitate reductions within the planned target timeframe. The CLP identified use of biofuels, specifically biodiesel, in heavy duty diesel fleet where the bulk of consumption occurs in transit vehicles. However, fuel supply is not always available (see challenges and barriers). Despite supply chain and technological constraints restricting usage beyond B20, staff are continuously exploring advancements in manufacturing and fuel production to meet this CLP objective.

Challenges & Barriers

This current analysis did not include the detailed cost benefit analysis expected from the pending studies outlined earlier in this section. It's anticipated that significantly increased budget support will be necessary to hasten the City’s ambitious climate actions already underway in facilities and fleet operations. Accelerating existing actions or advancing new initiatives will

require substantially enhanced budgets and human resources in order for them to be implemented.

A closer look at the scale of fleet changes required provides an example of the magnitude of impact. Accelerating the current transit bus replacement schedule would necessitate adding millions to the capital budget from 2022 to 2030. Under the current replacement schedule of 12-15 years, between 30 and 60 busses are slated for replacement by 2030 and EV busses are currently at a 55% cost premium. There are also 138 light-duty fleet vehicles that could potentially be replaced with EVs by 2030 which represents 85% of the non-transit corporate fleet. Although these vehicles have a lower relative cost premium (20% - 30%) and applicable federal rebates, there are more of these gasoline vehicles to replace. For some vehicles such as EV pick-up trucks, supply chain issues for existing orders are currently an issue, suggesting any current acceleration in procurement will be limited by issues of supply and demand beyond the significant financial resources required for the premium vehicles and associated EV charging stations. Similarly, in the context of Facilities, any opportunity to reduce emissions beyond current projects and initiatives will in large part be dependent on securing additional budget support required to implement the recommendations from the decarbonization studies.

Beyond financial hurdles, numerous technical and logistical challenges must be addressed to meet the existing 2030 GHG reduction target, even under current initiatives. Therefore, in addition to financial resources, the following are the challenges and barriers that City staff are faced with in meeting Council's existing GHG reduction targets, in order of magnitude:

- **Limited electricity service capacity** at some City facilities which currently would not support both fuel switching to electric heating and substantial EV charging expected from fleet/transit in the near future. There are also provincial electrical transmission limitations that will be considered.

- **Continued population/community growth and increased demand** on municipal services (e.g., transit, new facilities, more water supply and WW treatment).

- **Supply chain delays** – HVAC equipment, biodiesel availability, renewable natural gas.

- **Contractor availability and other labor shortages** (e.g., new skilled staff to support accelerated implementation).

Carbon Pricing and Procurement of Offsets

Carbon Shadow Price as a Reduction Strategy

Using a carbon price to evaluate energy and emission reduction initiatives is increasingly recognized as a best practice. This approach highlights the financial consequences, or alternate costs, of not meeting GHG targets compared to the cost of implementing effective reduction initiatives. The City's Facilities division already does this when assessing their energy and emissions management projects using the Federal carbon pricing regime as summarized (in $ per Tonne of CO_2e) in Table 6.

Table 6. Federal Governments Carbon Pricing in $ per Tonne of CO_2e (2018 - 2030).

YEAR	2018	2022	2023	2024	2025	2026	2027	2028	2029	2030
Carbon Price ($)	20	50	65	80	95	110	125	140	155	170

Within the CLP plan, it was estimated that to meet the City's Carbon Neutrality target in 2040, the equivalent of 30% of base year emissions would need to be purchased as carbon offsets. This shortfall was modelled assuming fairly significant implementation of actions. The emission reductions target for 2030 will need to reduce emissions by nearly 7600 tonnes in order to reach its 30% reduction target as previously indicated within Table 5.

Carbon Offset Costs of Missed Reduction Targets

To provide sufficient context to examine the role of carbon offsets, this report examined three different emission scenarios (all before purchase of offsets), based on the information collected, against three different reduction target values for the year 2030 as listed in Table 7. The first GHG reduction scenario, the **most** likely scenario, modelled what missing the 30% target by 5% would look like in 2030 in terms of GHG emissions and total carbon offset costs. The **less** likely scenario calculated carbon price scenarios where the 40% target would be missed by 10%, and the **least** likely scenario looked at a 50% target that was missed by 15% in 2030.

Table 7. GHG reduction scenarios and the expected total % reductions modelled for each scenario.

GHG Reduction Scenario	% Reduction in 2022	% Reduction in 2026	% Reduction in 2030
Most Likely	7.5*	15	25
Less Likely	10	18	30
Least Likely	15	25	35

*The updated actual % reduction measured for 2022 was 8%.

The assumptions for the most likely scenario were based on the barriers to planned implementation as derived from the interviews with staff and documents reviewed. For instance, achieving a 30% reduction in the transportation sector would require tripling the number of EV transit buses initially planned for procurement by 2026 to be operational by 2030. Even if the funds were available for this rapid procurement of EV transit vehicles, the obstacle of ensuring sufficient electricity service for all the new charging equipment required, still remains a major challenge on top of the same challenge in electrifying municipal facilities. In addition, although Facilities will likely meet a 30% reduction for their sector by 2030, this reduction accounts for less than 9% of the total corporate emissions using 2018 values. The moderate and aggressive reduction scenarios, similar to those in the CLP, use more stringent 2030 targets for to meet this report's objectives. The higher percentage target reductions were used in the more aggressive scenarios in comparison to the lower, more likely reduction scenario because it is assumed that if these more aggressive targets were established, an increase in the magnitude of action implementation would also be stimulated internally.

The shortfall of emissions projected in Table 7 were compared and a detailed description of all three scenarios (including annual and cumulative dollar values of required carbon offset purchases) are provided in Appendix C of the Greenscale report. Based on the **most** likely scenario, there was 6,200 tonnes of CO_2e that would need to be purchased as offsets.

Conversely, the **less** likely and **least** likely scenario shortfalls from the larger 40% and 50% reduction targets resulted in 8,700 and 11,300 tonnes of needed offsets respectively. When these GHG gaps are compared against future carbon pricing models, there is more than $1.3 million in cumulative cost difference between the most likely and least likely scenarios (Figure 5). Falling short of the 30% the 2030 target by 5% would cumulatively cost $1,168,324 from 2022 – 2030. In contrast, the less and least likely reduction scenarios could lead to higher cumulative costs of $2,178,511 and $2,406,444 respectively. This carbon price modeling

illustrates that ambitious targets without a clear implementation plan could lead to substantial annual and cumulative financial risks.

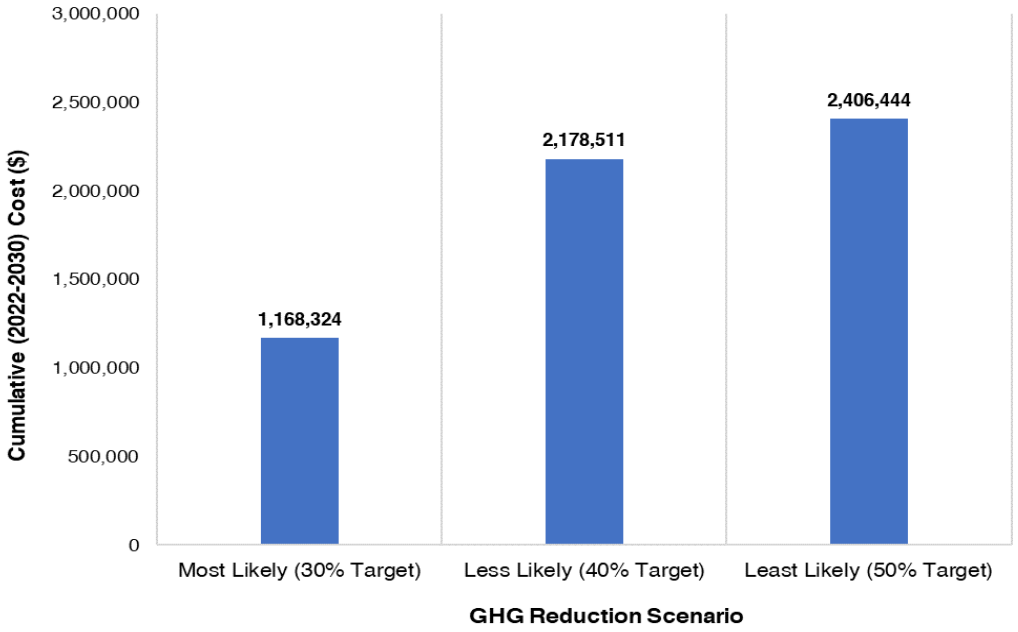


Figure 5. Cumulative cost ($) of potential carbon offsets when larger reduction targets are missed. Reduction gaps are based on values summarized on Table 7.

Takeaways and Summary

The three key takeaways and recommendations based on the findings of the Feasibility Assessment of a Corporate Budget of 40-50% by 2030 are:

1. Wait for in-depth Transportation, Fleet and Facilities studies

The in-depth assessments being completed for Transportation (2024) and Facilities (2024) will not only provide detailed analysis of GHG emitting operations, but they will be able to provide the most realistic level of corporate emissions attainable by 2030, subject to available resources. The outcomes of these technical studies will be crucial in shaping long-term targets and determining the practicality of achieving the existing mid-term 2030 reduction targets.

2. Adopt federal carbon pricing to understand implications of imposed reduction targets

Missed ambitious targets can be expensive. While there are planned budgets and technologies available that should help FMCS meet their reduction targets, the Fleet and Transit sectors need a lot of help from a number of different resources such as funding, infrastructure, policy, technology, and supply chains. A clearer understanding of carbon pricing's impact on budgets better will aid in setting realistic targets and fully grasping the financial consequences of not achieving them.

3. Consider re-investment strategies using federal carbon pricing

The total value of the carbon cost for the City in each year it falls short of the targeted emission reduction value has the potential to be significant, as outlined in the carbon modelling within this report. However, using carbon price forecasting can be a valuable tool to understand what the trade-offs would be if, rather than purchasing carbon offsets, the funds could be directed to a new **internal** carbon reduction fund. This fund could be used to further support corporate initiatives that could actually accelerate corporate reductions faster over time than if those funds were used to pay for annual carbon offsets. This strategic internal carbon funding strategy could augment the overall business case of corporate climate action by adding to the expected operating and maintenance cost benefits of many GHG reduction initiatives being incrementally implemented and further explored by City staff. These funds can also be used as matching funding when pursuing external grants from federal and provincial funding opportunities as they arise, creating a more resilient and adaptive approach to carbon reduction.

Existing Policy/By-Law:

Climate Leadership Plan, 2021

Notice Provisions:

None

Accessibility Considerations:

None

Financial Considerations:

None

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Heather Roberts, Director, Water, Wastewater, Utilities Kingston

Exhibits Attached:

Exhibit A Feasibility Assessment of a corporate carbon budget of 40-50% by 2030

Feasibility assessment of a corporate carbon budget of 40-50% by 2030

November 14, 2023

Prepared For:

City of Kingston

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Nathan C. Manion

David Roewade

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Abbreviations

BAP – business-as-planned

CHP – combined heat and power

CLP – Climate Leadership Plan

EAMP – energy and asset management plan

ECDMP – energy conservation and demand management plan

EV – electric vehicle

GHG – greenhouse gas

GJ – gigajoule

IESO – Independent Electricity System Operator

LDV – light duty vehicle

PV - photovoltaic

Executive Summary

As part of the City of Kingston's ongoing commitment to advance their climate change leadership, the City Council's 2023-2026 Strategic Plan prioritizes Environmental Stewardship and Climate Action. This includes requesting staff to explore the impact and feasibility of increasing the corporate carbon budget from 30% to 40-50% by 2030.

Greenscale Inc. prepared this report to assist City staff by offering insights into the challenges, impacts, and available options for pursuing more aggressive GHG reduction pathways. As part of the consultation process, eleven different staff members were surveyed and interviewed and dozens of internal and external documents were reviewed. This report primarily focuses on assessing the feasibility of achieving, or surpassing, the original 30% reduction target by 2030, along with the operational and financial implications of pursuing a more ambitious reduction pathway.

The findings in this report identified several ongoing initiatives, such as in-depth assessments of the Facilities, Transit, and Fleet sectors, that are likely to provide valuable information on how to achieve more aggressive reduction strategies. Given the expected completion of these studies in 2024, it suggests that a more effective time for reassessing aggressive reduction targets would be in 2025/2026, instead of as soon as the end of 2023. This longer time period would give each sector the ability to use the information from the studies to make informed target reduction goals.

This report also performed carbon price modelling and showed that committing to both carbon offset purchases and larger reduction targets can be expensive when targets are missed. Comparing the carbon offset costs of missing the 30% 2030 target by 5% with a more ambitious 50% target by 15% revealed a cost difference of nearly $1.3 million. In addition to operational challenges to a more aggressive target, the carbon modelling suggested there is added financial risk as well. Based on findings in this report, it is not recommended to set more aggressive corporate targets presently. A better time for re-evaluating mid- and long-term targets would be after the completion and evaluation of the in-depth sector assessments. There is already work underway that when completed will provide important information to assess how aggressive the corporate targets can be, and which could be used to inform commitments to update targets in 2025.

1. Introduction

1.1. Background

In March 2019, the City of Kingston became the first Ontario city to declare a climate emergency, recognizing the severity of the climate crisis and making a commitment to finding climate change solutions. Following the declaration, the City participated in an extensive, community-wide consultation facilitated by WSP Canada Inc. that engaged more than 990 community members, local experts, businesses, and City staff. This broad stakeholder engagement was used to inform the development of a Climate Leadership Plan (CLP) which built on the City's inaugural climate action plan approved in 2015, and established their target of 30% below 2011 emissions by 2030. Kingston City Council formally adopted the CLP in December 2021 as a means to update the previous action plan, and to integrate climate related actions at both the community-wide and internal corporate scales.

In addition to greenhouse gas (GHG) reductions, the CLP aims to help the City influence the development of more climate resilient and healthy communities, which incorporated the feedback and suggestions from the community members that the City consulted with during the preparation of the CLP. Engagement with City staff on the CLP was valuable for finding ways to broaden climate-action community-wide, and in identifying strategies to lower GHG emissions for municipal operations.

In 2018, the City's corporate operations produced over 22,000 tonnes of emissions, marking a 12% decrease from 2011. The City's 2018-2022 Strategic Plan set more ambitious goals: a 15% reduction from 2018 levels by 2022 and achieving carbon neutrality by 2040. However, recent data from 2022 shows a corporate GHG emission reduction of 8%, falling short of the 15% target. This shortfall underscores the substantial efforts and challenges that lie ahead to meet the City's GHG reduction goals from 2022 to 2040.

1.2. Objectives

As part of the City of Kingston's ongoing commitment to advance their climate change leadership, City Council's Strategic Plan 2023-2026 priority to Lead Environmental Stewardship and Climate Action includes the action requesting staff to report on the impact and options to increase the current corporate carbon budget of 30% by 2030 to 40-50% by 2030. Specifically, staff were asked to report back on the feasibility of the City considering an increase of this mid-term target from 30% below 2011 levels to 40% - 50% by 2030. To support City staff in responding to Council's directive, Greenscale Inc. was retained to report on the challenges, impacts, and available options for pursuing more ambitious GHG reduction goals.

To help the City understand the implications of establishing a more aggressive mid-term target, the overarching question addressed in this report is what is the feasibility of meeting and/or exceeding the original 2030 reduction target within the 2023 - 2030 timeframe? Within this question is the need to recognize what are the most promising options available to the City to reach those levels, and what are the potential implications operationally and financially for trying to engage in a higher reduction pathway. These questions are addressed through these main objectives:

a) Re-assess the current business-as-planned[1] (BAP) pathway with regard to the status of the initiatives the City is already in the process of implementing in terms of the likelihood of reaching their existing 2030 reduction target.

b) Identify any current projects or new initiatives where implementation could potentially be accelerated faster than the BAP pathway.

c) Examine some of the potential challenges or barriers that already exist for initiatives in progress, as well as impediments associated with an expedited implementation of current or new projects that could potentially lead to achieving deeper GHG reductions within the current decade.

d) Quantify the financial implications for the City if purchasing carbon offsets are required to meet more aggressive 2030 reduction targets if an accelerated GHG reduction pathway is not successfully carried out over the next 7 years.

[1] "Business-as-planned" is a reference to the City's CLP which incorporates already approved actions that are in progress but not yet fully accounted for in terms of their impact within City's annual GHG emissions inventories.

2. Methods

This report draws on various information sources to achieve the outlined objectives. Key sources and associated tasks include:

1. Review the City's previous climate change mitigation reports and projects, such as the WSP CLP documentation, to understand the current BAP timelines, strategies, and expected changes.

2. Conduct interviews and surveys with City staff to establish several important areas of understanding including: current and potentially new GHG reduction strategies and projects, existing initiatives staff are engaged in to identify potential reduction opportunities, and challenges they are likely to face in the coming years to achieve more aggressive mid-term targets by 2030.

3. Review up-to-date external data and carbon pricing models for Ontario and Canada. This involves analyzing how recent changes in these models influence both the planned business pathway and potential accelerated emission reduction strategies. This secondary literature review was used to help verify and/or address any gaps resulting from the previous two areas of inquiry.

The following sections detail the specific methods used to engage the three areas of data and information acquisition.

2.1. Literature Review: City Documents

A number of important and relevant documents were consulted and reviewed for this report. Some of the documents reviewed are available online publicly, such as the Climate Leadership Plan and motions passed by Council. There were a few other internal documents that were reviewed that are less publicly available. Table 1 lists some of the key city-specific documents reviewed that were relevant to the report outcomes and what each document type was.

Table 1. City of Kingston documents reviewed along with each document type.

Documents Reviewed	Document Type
2022 Capital Budget By-Law. By-Law Number 2022 - 24	City of Kingston Report/ Document (Public)
2022 Capital Budget Summary	City of Kingston Report/ Document (Internal)
Report to Environment, Infrastructure & Transportation Policies Committee. June 14, 2022. Report # EITP 22-007	City of Kingston Report/ Document (Public)
Climate Leadership Plan – Appendix A – Mitigation Technical Report. Dec. 13, 2021. City of Kingston.	City of Kingston Report/ Document (Public)
Climate Leadership Plan Summary Report – Nov 2021.	City of Kingston Report/ Document (Public)
Climate Leadership Plan – Dec 13, 2021. City of Kingston	City of Kingston Report/ Document (Public)
“City of Kingston Mitigation Team Meeting – Meeting Minutes” – 2021. Prepared by WSP.	City of Kingston Report/ Document (Internal)
Kingston’s Strategic Plan 2019 -2022. City of Kingston	City of Kingston Report/ Document (Public)
Kingston’s Strategic Plan 2021 -2025. City of Kingston	City of Kingston Report/ Document (Public)
“City of Kingston Mitigation Check-In” – Sept. 29, 2020. Presented by WSP.	Presentation
“City of Kingston Climate Leadership Plan – Mitigation Team Meeting 3” – May 19, 2021. Presented by Carolyn Johanson of WSP.	Presentation
“Climate Leadership Plan Development. CMT Presentation” – June 29, 2021. Presented by City of Kingston and WSP	Presentation
2017 Community Greenhouse Gas Inventory. December 2018. Prepared by the Sustainability Solutions Group.	City of Kingston Report/ Document (Public)
City of Kingston Corporate Greenhouse Gas Inventory 2018 update. 2020. Prepared by Triedge & Associates	City of Kingston Report/ Document (Public)
Kingston Community Greenhouse Gas Inventory update. 2018. Prepared by Triedge & Associates	City of Kingston Report/ Document (Public)
ECM Project List – 2022. From Utilities Kingston	Excel File
Corporate Energy & Asset Management Plan V6. 2022. From City of Kingston	Excel File
List of EV potential by equipment class for planning – 2021. From City of Kingston.	Excel File
Transit Bus – Fleet List. 2022. From City of Kingston	Excel File

2.2. City Staff Consultations

Direct consultations with City staff were a crucial methodological component of this report. These discussions aimed to understand their current work and assess their ability to achieve GHG reduction targets beyond the existing 2030 goal. Based on annual corporate GHG inventory reporting, there are six sectors where corporate inventory emissions are accounted for: facilities, transportation, transit, wastewater, water, and waste. In order to capture opinions and details about each sector, staff responsible for overseeing and implementing emission reduction strategies in those sectors were consulted.

Interviews with 11 different individuals from facilities, transit, transportation, waste divisions and Utilities Kingston (wastewater and water) were conducted (Table 2). In each interview, there were questions asked of staff members within each appropriate sector. There were four predetermined questions asked of every sector, and then a number of supplementary questions asked that were sector-specific; the full set of questions are listed in Appendix A. To ensure information captured was accurate, the questions and responses from the interview were summarized and given back to staff for comment. This enabled staff to provide additional details or make corrections to their recorded responses to the questions including any supplementary material or documents containing relevant data.

Table 2. Summary of sectors surveyed and/or interviewed and the staff able to participate on behalf of each sector.

Sector	Interviewees
Transit, Corporate Asset Management & Fleet	Brent Fowler, Jeremy DaCosta
Facilities	Russell Horne, Dan Korneluk, Speros Kanellos
Utilities Kingston	Heather Roberts, Hugh McLaren, Julie Runions, Randy Murphy, Jason Hollett, Karen Santucci

2.3. Literature Review: Carbon and Energy Modeling

The review also included literature beyond City-provided resources, focusing on potential short- and long-term changes in external factors that may impact the City's GHG reduction targets. These include factors such as changes in carbon pricing over time, changes to electricity and other energy emission factors, changes in legislation, or changes related to energy demand forecasting. The specific pieces of literature used are listed and described in the results as they become relevant to the report.

3. Report Findings

3.1. Review of 'Business-as-Planned'

3.1.1. GHG Reduction Targets and the Climate Action Pathway to 2030

For context, the City of Kingston currently has short-term, mid-term and long-term GHG emission reduction targets:

- **Short-term** - **15%** reduction of 2018 emissions by 2022;
- **Mid-term** - **30%** reduction below 2011 emissions by 2030; and,
- **Long-term** - carbon neutrality by the year 2040 or earlier.

The City's long-term target is beyond the scope of this analysis. It is the mid-term 2030 target that Council directed staff to re-assess for a potentially more aggressive reduction percentage when they approved the CLP last year and is the primary focus of this report. The CLP included modelling for three scenarios:

1. **BAP** - already approved actions that are in progress, but not yet fully accounted for within the City's GHG emissions inventories
2. **Moderate** - moderate implementation of different additional initiatives either identified within the Strategic Plan for 2018 - 2022 or from consultation, that which did not yet have all the necessary approvals to advance.
3. **Aggressive** - expedited or ramped up implementation of all actions to optimize GHG reductions within the prescribed timeframe.

The BAP trajectory, representing the City's short-term strategy, aims for a 15% reduction in emissions by 2022, compared to 2018 levels, based on initiatives planned from 2018 to 2022. The City's suite of timeline-based targets from 2018-2030, as described in the CLP, is shown in Figure 1. Of the targeted 15% reduction from 2018 levels, the strategy anticipated 3% from municipal building retrofits and 7% from transitioning to electric transit and light-duty fleet vehicles. The Council-approved 2018-2022 Corporate Strategic Plan accounts for the remaining 5% through carbon offset purchases. Facilities has a 19% planned reduction for 2026, which has an overall corporate reduction of approximately 6.3%.

Figure 1 also demonstrates that while long-term targets can be closely associated with total GHG reduction targets at the larger corporate scale, sector specific targets work on shorter time scales that are more iterative and linked with approved capital budgets. For example, the City had to significantly re-adjust their overall operational and capital budgets due to the increased expenses and decreased revenues from operations during 2020 and 2021 as a result of the financial impact from the Covid-19 pandemic. For the Fleet sector, achieving the 7% GHG reduction largely depended on procuring 12 EV transit buses by 2022, but only 2 are currently in service. The adjusted plan will now

see 5 electric buses approved for purchase in 2023 through capital budget, with an expected delivery time of 2024. This adjustment could decelerate the transition to electrified transit by 2030, contingent on funding acquisition for expedited EV procurement and the availability of electric buses.

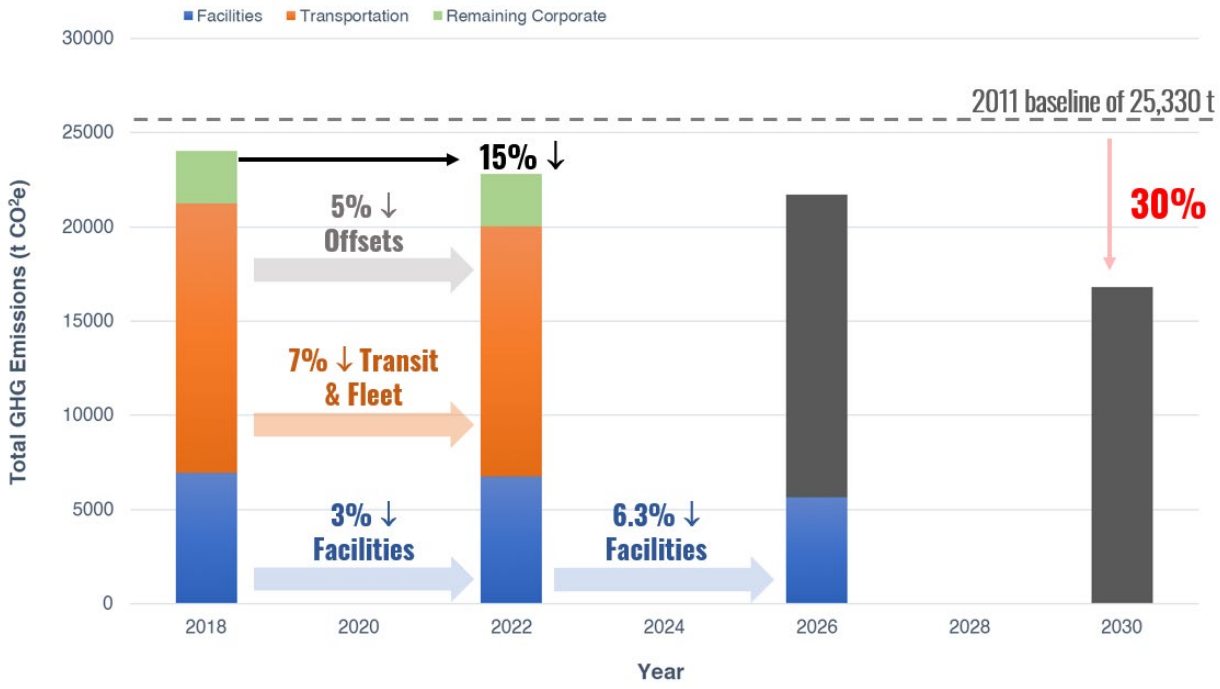

Figure 1. Illustration of the City's timeline-based targets as outlined in the CLP, including a 15% reduction by 2022 from 2018 levels, and 30% reduction by 2030 from the 2011 levels. The grey shaded areas in 2026 and 2030 signal sectors with less specific or fully funded reduction plans, showing progression beyond short-term targets.

WSP's modeling of both the BAP and Moderate pathways projected increased total corporate emissions for 2030 and 2040. This rise is attributed to the anticipated growth in demand for municipal services, such as transit and new facilities, and a projected increase in the carbon intensity of Ontario's electricity grid, outweighing the reductions from planned actions. This is why additional actions and more aggressive implementation was considered. Of the three scenarios examined by WSP, corporate actions planned in the most aggressive pathway were estimated to result in a GHG decline of 74% by 2040 when compared to 2011 emission levels, prior to the procurement of offsets. As this translates to a GHG reduction of approximately 35 - 40% reduction by 2030, the emissions modelled within the CLP were short of complete carbon neutrality in 2040 but potentially surpassing the reduction goal for 2030. Key corporate initiatives from the CLP, which were instrumental in modeling these emission pathways, are detailed in Appendix B. Noteworthy initiatives for corporate operations, as highlighted in this report, include:

- Advocate for provincial support and policy for virtual and community-level net metering arrangements
- Install photovoltaics on all new municipal buildings where feasible and explore options for solar photovoltaics during roof replacements or other major renovations of municipal facilities.
- Retrofit City facilities to reduce emissions 19% by 2026 from 2018 levels
- Implement a framework to transition municipal facilities to Net Zero Energy by 2040 and incorporate relevant initiatives and funding into the approved 15 year capital budget forecast.
- Continue to procure biodiesel for the City's transit bus fleet during its transition to low carbon transit vehicles and explore feasibility of increasing to B50 or B100.
- Prioritize electrification of the City's bus fleet and Solid Waste Collection fleet, aiming for complete transition by 2040.
- As commercial electric vehicles become more widely available, explore group procurement for multiple commercial partners.

3.1.2. Corporate Sector Energy Consumption

The CLP illustrated that in the year 2018, more than 98% of the City's GHGs from Corporate operations came from a combination of its buildings (including energy used within water and wastewater facilities) and fleet vehicles (including transit) (Table 3). This was verified in the 2022 GHG inventory where the remaining balance of corporate emissions came from streetlights and waste (2%). Consequently, this report primarily focuses on the City's fleet vehicles and buildings, including water and wastewater facilities managed by Utilities Kingston. [2]

Understanding the types of energy used within City operations can help inform development of GHG reduction strategies like fuel switching and renewable energy generation projects. Based on the 2018 Corporate GHG Inventory, the breakdown of energy used by each of the sectors is shown in Table 4. In terms of the primary energy sources of these emissions, combustion of diesel in fleet accounted for more than 49% of emissions and natural gas 32% in the year 2018. Gasoline consumed within the corporate (non-transit) fleet represented the more than 11% of corporate GHGs whereas electricity accounted for les than 7.5% of emissions (Heating oil and propane were relatively nominal sources of GHGs at <0.5%). Consequently, actions that effectively move the City towards its deep carbon reduction goals will need to dramatically lower the use of these fossil fuels within building and fleet operations over the coming years - particularly diesel in heavy-duty vehicles and natural gas used for space and water heating.

[2] Building electricity and natural gas consumption only – i.e., fugitive methane from WWTP process is included in the community GHG inventory scope.

Table 3: Summary of sector emission results from the 2018 GHG Inventory; used as the baseline for the City's short- and long-term reduction targets and strategies.

Operations Sector	% of Emissions	GHG Emissions (tonnes CO_2e)
Facilities	28.99	6,968
Transportation	23.06	5,542
Transit	36.30	8,724
Streetlights	0.45	109
Wastewater	7.30	1,754
Water	2.34	562
Waste	1.57	377
TOTALS	**100.0%**	**24,037**

Table 4: Summary of emission results from Energy Use Sectors in the 2018 GHG Inventory; used as baseline for City's short- and long-term reduction targets.

Energy Use Sector	% of Emissions	GHG Emissions (tonnes CO_2e)
Electricity	7.27	1,720
Natural Gas	32.04	7,580
Gasoline	11.18	2,644
Diesel	49.12	11,622
Heating Oil	0.28	66
Propane	0.12	27
TOTALS	**100.0%**	**24,037**

Important to consider for future emissions from electricity consumption, the GHG intensity of Ontario's electricity grid is expected to significantly increase out to 2030. During this period, major refurbishment and retirement of a few key nuclear reactors will be replaced by gas fired generation plants and it is expected there will be a tripling of electricity emission factors (IESO 2020; 2021). Therefore, the associated increases in electricity consumption from the City's planned electrification of facilities and fleet over time will increasingly dampen the expected emission benefit between now and 2040 as a result of the more carbon intensive power grid.

3.1.3. Enhanced 2030 Targets – Required Reductions & Timelines

Figure 2 provides a summary of the timeline used within the current analysis. The important baseline years associated with short- and mid-term targets are described. The total tonnes of CO_2e required to achieve business-as-usual and more aggressive emissions reductions by 2030 based on previous inventory levels are summarized in Table 5. The business-as-usual 2030 30% target requires approximately 7600 tonnes of CO_2e to be reduced from 2011 levels, and a 6,257 tonne reduction from more recent 2018 levels (Table 5). According to the City's most recent corporate GHG inventory, there were 1,909 less tonnes of CO_2e emitted in 2022 than in 2018, a reduction of 8%.

To achieve the 30% reduction target by 2030 will require another 4,348 tonnes to be reduced from 2022 levels. To attain a 40% reduction by 2030, 6,881 tonnes of GHGs must be cut from the 2022 levels. For a 50% reduction, the reduction rises to nearly 9,415 tonnes. Based on total operational sector emissions summarized from 2018 earlier, the 50% reduction target would require a reduction nearly equal to the entire fleet sector emissions, in addition to the planned emissions reductions to reach 30% reduction emissions.

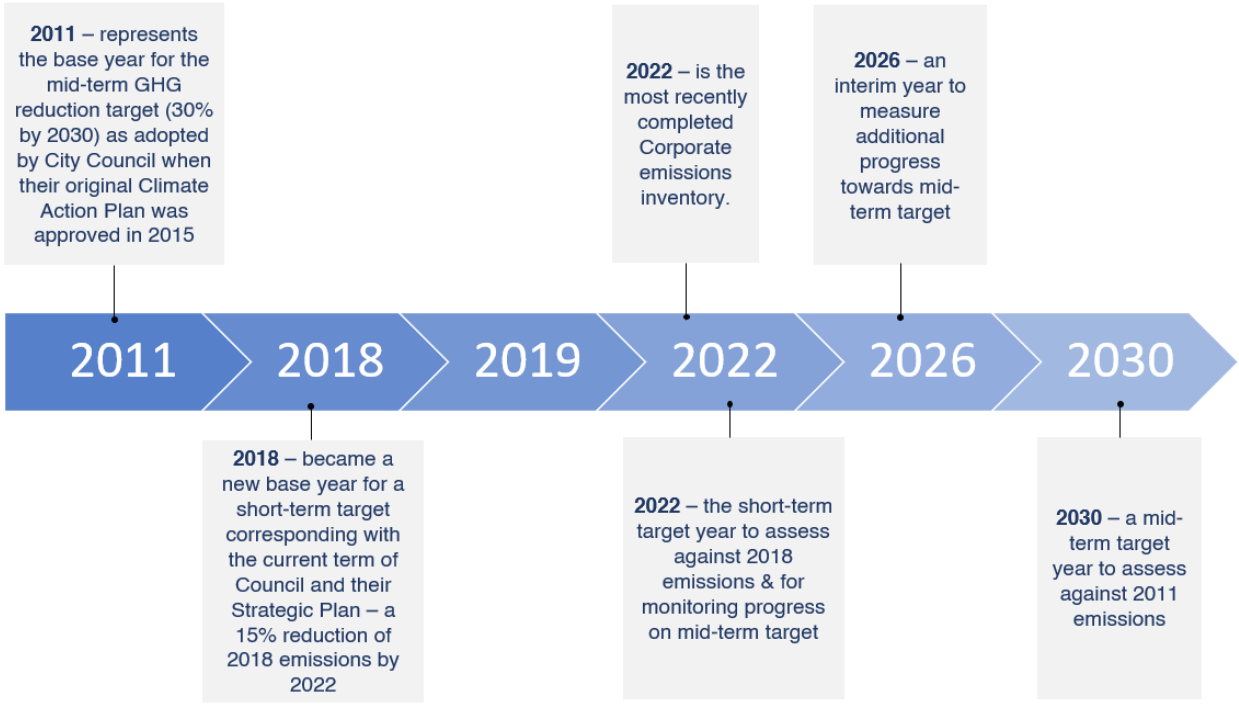

Figure 2. Timeline used within the current analysis of a business as planned emission trajectory as well as the potential for an accelerated GHG reduction path

Table 5. Reference data for base year emissions for existing 30% reduction target of 2011 levels by 2030 and values for a 40%, 45% and 50% reduction.

Past Emissions (tonnes CO_2e)			**Target GHG Emissions (tonnes CO_2e) a.k.a Carbon budget for 2030**			
2011	2018	2022	30%	**40%**	**45%**	**50%**
25,330	23,988	22,079	17,731	15,198	13,931	12,665
Emissions to be reduced --->			***7,599***	***10,132***	***11,399***	***12,665***

3.1.4. Current Initiatives & Projects

Based on the interviews conducted with key City staff, along with documents reviewed from the major corporate emissions sectors, numerous initiatives are underway to support the BAP trajectory and the pursuit of the original 2030 reduction target. Given the large corporate emission footprint of Facilities and Transportation (Fleet and Transit), the most significant current projects and reduction pathways from those sectors are focused on within this section. City initiatives underway from the CLP and Strategic Plan, to support the pursuit of the original 2030 reduction target, include:

Facilities

Facilities' Energy and Asset Management funding is supporting a multi-stage program to develop a spending framework for transitioning municipal facilities to Net Zero Energy by 2040. The stages of the program include:

Stage 1 – Recommissioning (RCx): Optimizing existing buildings to ensure equipment and systems are running efficiently (as designed) to meet occupant needs. The fine tuning completed at this stage can lead directly to operational efficiencies, energy savings and GHG reductions.

Stage 2 – Deep Carbon/Energy Audits: Detailed review, energy modeling, and analysis of building systems. Aim to understand deeper energy conservation measures and retrofit scenarios that can significantly reduce facility GHGs (80% minimum).

Stage 3 – Net Zero Transition Plan: Review of various GHG reduction scenarios along with detailed electrification demand modelling for all facility locations. This scope of work will be used to establish potential costs of meeting facility related GHG reduction targets identified in the approved CLP. Various scenarios will be assessed and findings will also be reviewed with Utilities Kingston to understand the full impacts of electrification and to assist with long-term planning.

To date, Stages 1 and 2 have been completed for the City's most energy intensive facilities, and Stage 3 work is currently underway. Some of the major projects, initiatives, and reduction timelines for Facilities' BAP approach that have been completed or are planned are summarized in Figure 3. The first phase of reductions is to address efficiency retrofits, recommissioning, and heating electrification (fuel switching) where technically feasible in the highest energy using buildings. Funding for the Facilities Energy and Asset Management Plan is currently forecasted to 2026 (subject to approval). Additional funding will be requested through subsequent capital budget cycles as work in Stages 1 to 3 above is completed. Overall, this approach will be used to establish the required spending levels and framework to transition municipal facilities to Net Zero Energy as identified in the CLP.

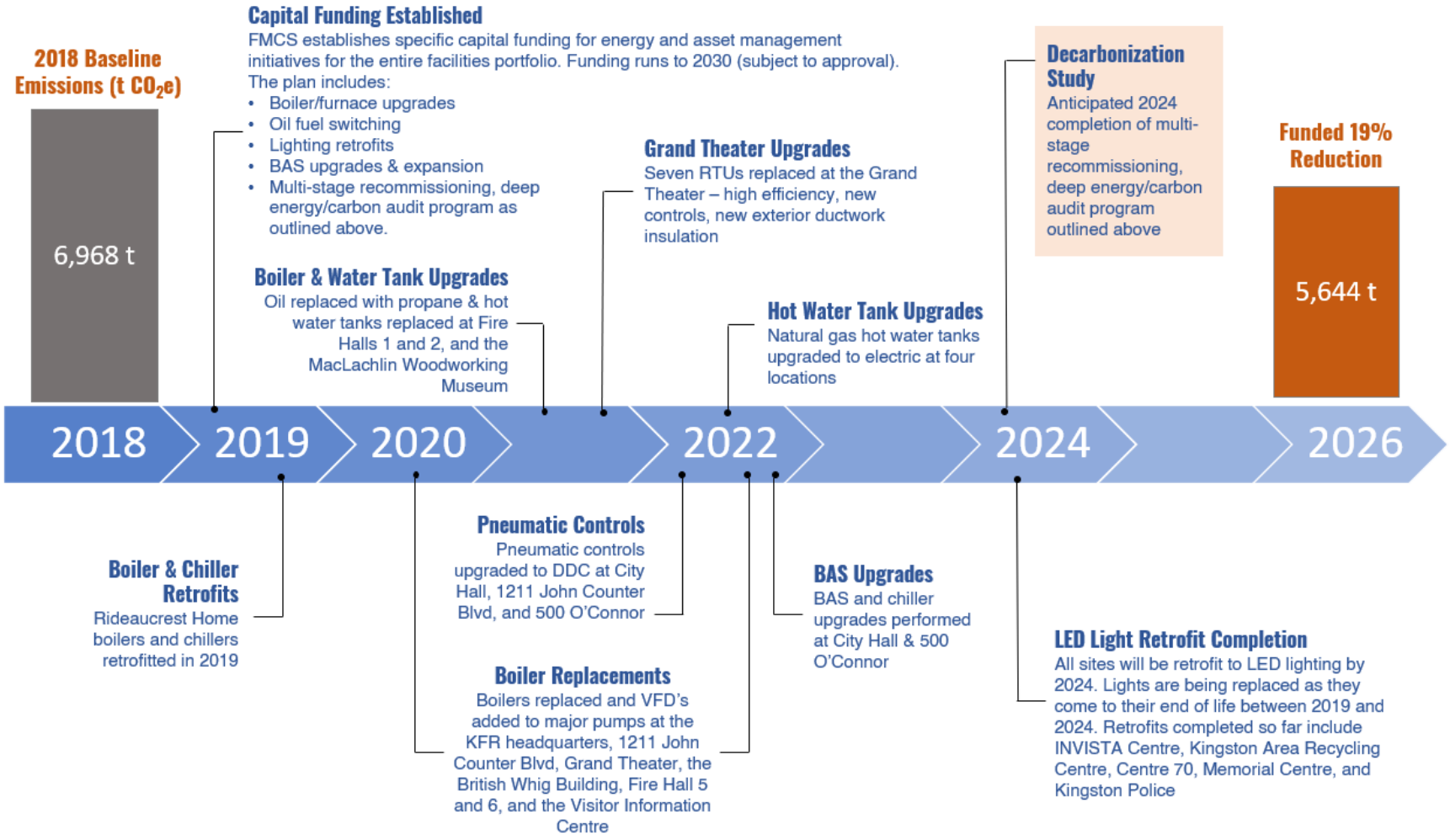

Figure 3. Timeline of some of the significant projects within the facilities portfolio. Specific projects listed on this figure are part of the capital funding plan established to reduce total facilities emissions by 19% by 2026 from the 2018 baseline.

Transportation

The major projects and timelines for the Fleet and Transit BAP plan, including the incremental electrification of light-duty vehicles (LDV), transit buses, refuse trucks, and some specialty vehicles, are outlined in Figure 4. This plan includes telematics deployment for LDV utilization assessment and the Council's 2023-2026 approved Strategic Priorities to purchase of 18 electric buses (replacing diesel buses) by the end of 2026. The first five (5) are expected in Q1, 2025, supported by $18.3M from the Canada Infrastructure Program (ICIP), confirmed in August 2023.

More than half of the LDVs could be electric by 2030 with adequate funding, improved supply chain conditions, increased market competition, OEM model availability, and enhanced electric vehicle production capacity. Similar to Facilities, upcoming studies due by the end of 2023 will create a roadmap for electrifying the transit bus fleet by 2040, focusing on vehicle charging requirements and an expanded municipal fleet electrification model. These studies will inform the City's GHG reduction strategies.

There has also anticipated incremental costs associated with future capital budget forecasts for transit bus electrification which have been included in the 2024, 15-Year Capital Plan to be presented by the Mayor in January 2024. Combining the results of the 2023 report with these updated budget forecasts will help establish a framework that can be used to create a detailed reduction plan that will need to be funded through approved capital budgets. This type of plan is likely to model the Facilities plan that uses an iterative process to enhance regular renewals identified in the capital plan, and accelerate decarbonization of operations as much as funding will allow. It is expected that the 2023 reports to be completed by the end of the year on fleet and transit electrification will be crucial for deciding the best strategies to achieve at least a 30% reduction in the City's transportation emissions.

Water & Wastewater

Although not the largest portion of the Corporate emissions portfolio, Water and Wastewater sectors can help reduce the reduction burdens needed for other more intensive sectors. Some current projects include changeover to more efficient pumping locations, building envelope improvements, and various other facility upgrades improving energy efficiency. Solar PV for net metering is also being explored. Similar to both Facilities and Transportation sectors, a major strategic initiative is being developed by Utilities Kingston that will result in a Climate Action Leadership Plan, specifically for water and wastewater operations, aimed at identifying the financial resources required in 2027-2030 capital budget to achieve carbon neutral operations by 2040.

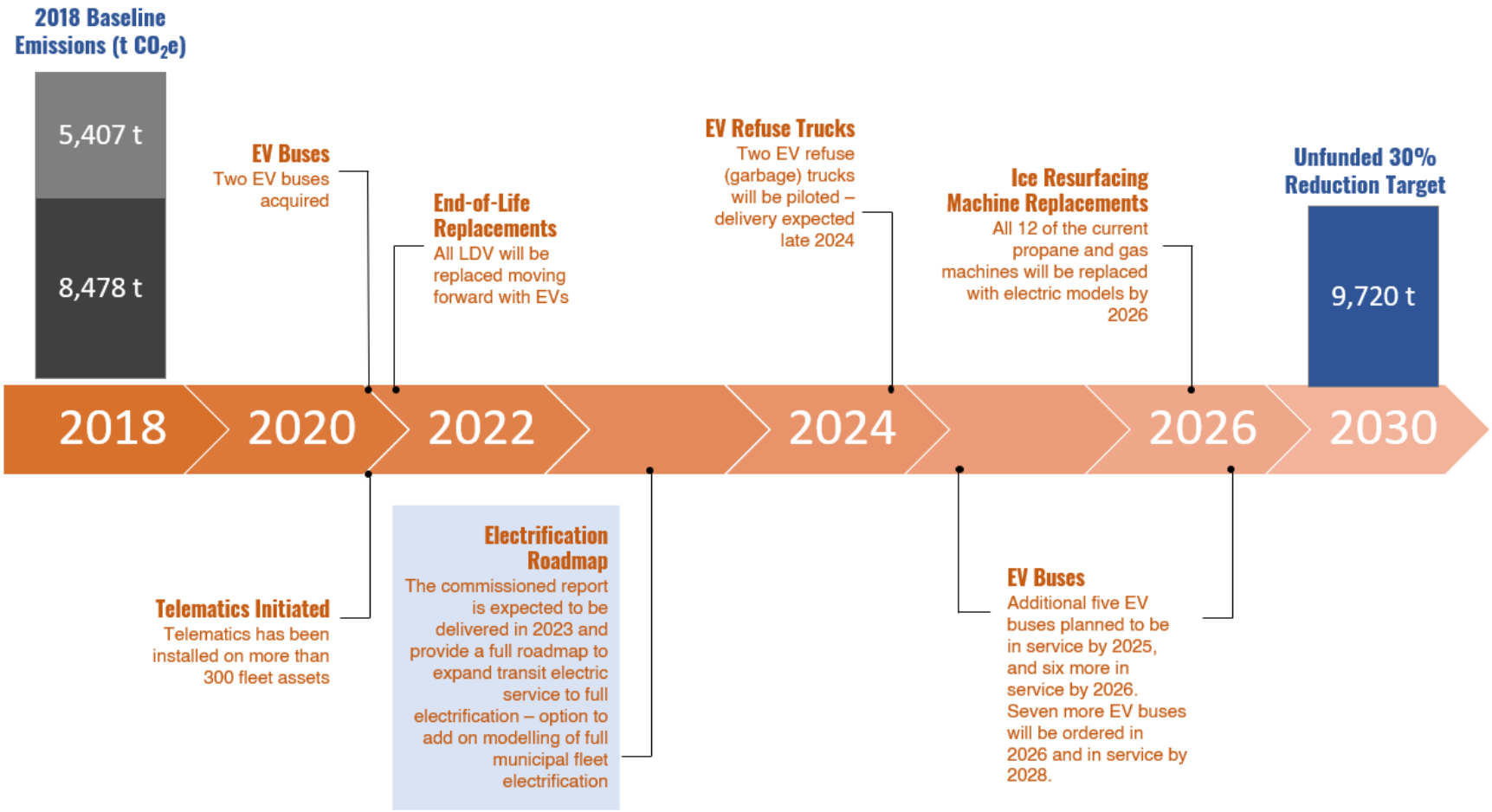

Figure 4. Timeline of current completed projects within the Transit and Fleet portfolios. The expected completion of the Roadmap in 2023 is highlighted, showing the seven-year period following its completion where corporate transportation sectors can implement reductions strategies from it.

3.2. Accelerated GHG Reduction Potential – New & Existing Projects

In addition to existing initiatives, several areas offer potential for deeper GHG reductions for the City. These areas, contingent on insights from the ongoing studies referenced earlier in this report, play a vital role in achieving the City's current reduction target timelines. An overview of a few of these opportunities within the largest energy using sectors at the corporate scale (buildings and transportation) are summarized below.

3.2.1. Facilities (Buildings)

The Facilities division is anticipating being able to meet the existing 2030 mid-term GHG target for the buildings emission sector with current funding in place. The GHG emission footprint for buildings managed by Facilities in 2022 (2.76 kg CO_2e/ft^2) is currently 13.8% lower than 2018 levels (3.2 kg CO_2e/ft^2). The pending decarbonization studies expected to be completed by 2024 will identify the most feasible additional actions that would further reduce emissions for the 2025 – 2030 period. In addition to these reports that will help guide future reduction plans, Facilities is also engaged in a number of other activities and projects that may not accelerate projects right now, but will likely have the capacity to inform and accelerate reduction plans in the near future. While many of these initiatives are still a year or more away from seeing direct results, they do align with when the decarbonization studies are likely to be available, providing Facilities with a suite of options to help inform the planning of emission reductions initiatives further in the near future.

The link between decarbonization and capital planning is well understood within facilities and it is recognized that 2025 is likely the last year a fossil-fuel based heating system, such as a natural gas furnace, can be installed based on the current life expectancy of these types of assets. Based on work currently underway as outlined above, Facilities will be developing an updated framework in 2023 - 2024 that will also be reflected in subsequent 15-year capital budget forecasts. This is an iterative process to enhance regular renewals identified in the capital plan and to accelerate/optimize decarbonization of facilities as much as funding will allow. As part of centralized energy management, Facilities will also be reviewing the potential for direct purchase of renewable natural gas (RNG) which may play a role in the transition of the portfolio to net zero energy.

Advancing fuel switching to electricity within buildings

Advancing photovoltaic (PV) net metering projects and other on-site power generation opportunities (e.g., CHP) will be critical going forward as the carbon intensity of the provincial power grid is expected to increase threefold over the time horizon of this report in comparison to 2018 electricity emission factors for Ontario. These PV projects

typically require substantial upfront capital resources and have a longer payback compared to some retrofit projects. However, they also have the ability to offset some of the expected operating costs associated with switching from less expensive natural gas to more expensive grid electricity (i.e., on the basis of $ per gigajoule (GJ) of purchased energy). Furthermore, switching to air source heat pumps for example provide much higher energy efficiency levels than even the highest efficiency natural gas heating equipment (specifically the coefficient of performance of the equipment in delivering the required energy service). Higher energy efficiency levels of equipment will also help reduce operating costs as well as lower emissions.

Water and Wastewater initiatives

Previously, no water or wastewater initiatives were incorporated into the emissions modelling conducted for the CLP. These facilities are subject to Ontario Regulation 507/18 which requires annual reporting of public sector energy consumption and submission of energy conservation and demand management plans (ECDMP) every five years.[3] The most recent ECDMP for these process facilities was developed in 2019/2020. Approximately 2,200 MWh of electricity savings were achieved in 2020 and 2021, with an additional 1,600 MWh and 6,500 m^3 of natural gas savings anticipated by 2024. Additional actions will be incorporated through the development of a water and wastewater focussed Climate Action Leadership Plan being prepared by Utilities Kingston, which will have added value when combined with their next ECDMP when both are completed by 2025. Initiatives include: a municipal class environmental assessment to examine the feasibility of constructing a regional biosolids/biogas facility, and investigating options to better harness the thermal energy in wastewater.

3.2.2. Transportation (Fleet)

Accelerating the transition to electric transit and other fleet vehicles will have a significant impact on corporate GHG emissions from diesel fuel and gasoline consumption, which combined account for nearly 57% of the City's 2022 carbon footprint. In the past, the City has been able to more rapidly replace and or accelerate their expansion plans for transit vehicles when supplementary federal or provincial funding is available. For example, in 2012 and 2017, procurement was more than double the usual annual replacement units.

Following the release of the electrification report by the end of 2023 for the City's transportation sectors, there will need to be enhancements to the City's vehicle and transit procurement budget in order to achieve carbon neutrality by 2040. The process from budget approval to procurement can take two years or longer, depending on vehicle type or model. Therefore, reduction measures being achieved through budget planning need to happen quickly and early in order to help facilitate reductions within

[3] https://www.ontario.ca/laws/regulation/180507

the planned target timeframe. In addition to larger budgets for electric vehicles though, there are a few operational timelines that could be considered to help ensure vehicles are transitioned efficiently and as quickly as possible based on existing operational capacity:

- There may be operational and maintenance cost benefits to accelerating the vehicle replacement rate as it is often older vehicles that have performance issues and require more costly maintenance, renewal and repair.

- The continued and accelerated advancement of using telematics can also provide further opportunities to reduce fuel use in corporate fleet vehicles. Telematics can inform fleet management best practices such as helping identify which vehicles excessively idle the engine, which vehicles are under or over utilized as well as flag driving practices that prematurely wear vehicle components and waste fuel etc. such as jack rabbit starts and hard braking. Of particular interest from early Telematics data is the short- and mid-term emissions reductions potential of switching fleet assets to hybrid fuel vehicles. Based on 2022 inventory data, the average fuel consumption of gasoline vehicles was 20.78 L/100 km, compared to only 6.43 L/100 km for hybrids. This represents a nearly 60% reduction in fuel use which would directly translate into GHG emissions reductions if fleet assets were converted to hybrid fuel engines.

- Excessive idling is common in police, operations, and roads vehicles where on-board computers, refrigeration, hydraulics and temporary re-directional traffic lighting requires ongoing running of the vehicle's motor, thus wasting fuel and causing unnecessary GHG emissions. Auxiliary power units (APUs) can provide the required power via a supplementary electronic battery which is recharged when the vehicle is being driven. The APU's can significantly reduce the need to idle the motor and decrease fuel consumption and GHGs. Vehicles that excessively idle can also require more repair and maintenance as systems are designed to operate more effectively when the vehicle is in motion.

- The CLP identified use of biofuels, specifically biodiesel, in heavy duty diesel fleet where the bulk of consumption occurs in transit vehicles. However, fuel supply is not always available (see challenges and barriers). Despite supply chain and technological constraints restricting usage beyond B20, staff are continuously exploring advancements in manufacturing and fuel production to meet this CLP objective.

3.3. Challenges & Barriers

This current analysis did not include the detailed cost benefit analysis expected from the pending studies outlined earlier in this section. It's anticipated that significantly increased budget support will be necessary to hasten the City's ambitious climate actions already underway in facilities and fleet operations. Indeed, across all staff interviewed and reports reviewed, accelerating existing actions or advancing new initiatives will require substantially enhanced budgets and human resources in order for them to be implemented.

A closer look at the scale of fleet changes required provides an example of the magnitude of impact. Accelerating the current transit bus replacement schedule would necessitate adding millions to the capital budget from 2022 to 2030. Under the current replacement schedule of 12-15 years, between 30 and 60 busses are slated for replacement by 2030 and EV busses are currently at a 55% cost premium. There are also 138 light-duty fleet vehicles that could potentially be replaced with EVs by 2030 which represents 85% of the non-transit corporate fleet. Although these vehicles have a lower relative cost premium (20% - 30%) and applicable federal rebates, there are more of these gasoline vehicles to replace. For some vehicles such as EV pick-up trucks, supply chain issues for existing orders are currently an issue, suggesting any current acceleration in procurement will be limited by issues of supply and demand beyond the significant financial resources required for the premium vehicles and associated EV charging stations.

In the context of Facilities, any opportunity to reduce emissions beyond current projects and initiatives will in large part be dependent on securing additional budget support required to implement the recommendations from the decarbonization studies. However, there are financial advantages associated with accelerating GHG reductions that should be considered when enhanced budgets are proposed for reduction funding. For example, the current Energy and Asset Management Plan being implemented by Facilities is expected to yield $500,000 in utility cost savings by 2026, suggesting there is a viable business case for expanding many of their initiatives.

Beyond financial hurdles, numerous technical and logistical challenges must be addressed to meet the existing 2030 GHG reduction target, even under current initiatives. Therefore, in addition to financial resources, the following are the challenges and barriers that City staff are faced with in meeting Council's existing GHG reduction targets, in order of magnitude:

- **Limited electricity service capacity** at some City facilities which currently would not support both fuel switching to electric heating and substantial EV charging expected from fleet/transit in the near future.

- **Continued population/community growth and increased demand** on municipal services (e.g., transit, new facilities, more water supply and WW treatment).
- **Supply chain delays** – HVAC equipment, biodiesel availability, renewable natural gas
- **Contractor availability and other labor shortages** (e.g., new skilled staff to support accelerated implementation)

The listed challenges significantly impede the rapid implementation of fleet and facility initiatives critical for meeting 2030 targets. Challenges like limited electricity service capacity span multiple sectors, including Facilities, Transit, and Fleet electrification. Addressing these requires collaborative efforts across various domains. These challenges present opportunities for long-term GHG emission and operational cost reductions through shared infrastructure and projects, but they require planning, cooperation, and time.

3.4. Carbon Pricing and Procurement of Offsets

3.4.1. Carbon Shadow Price as a Reduction Strategy

Using a carbon price to evaluate energy and emission reduction initiatives is increasingly recognized as a best practice. This approach highlights the financial consequences, or alternate costs, of not meeting GHG targets compared to the cost of implementing effective reduction initiatives. The City's Facilities division already does this when assessing their energy and emissions management projects using the Federal carbon pricing regime as summarized (in $ per Tonne of CO_2e) in Table 6.

Table 6. Federal Governments Carbon Pricing in $ per Tonne of CO_2e (2018 - 2030).

YEAR	2018	2022	2023	2024	2025	2026	2027	2028	2029	2030
Carbon Price ($)	20	50	65	80	95	110	125	140	155	170

Within the CLP plan, it was estimated that in order to meet the City's Carbon Neutrality target in 2040, the equivalent of 30% of base year emissions would need to be purchased as carbon offsets. This shortfall was modelled assuming fairly significant implementation of actions as previously mentioned in section 3.1.1 and detailed within Appendix B. The emission reductions target for 2030 will need to reduce emissions by nearly 7600 tonnes in order to reach its 30% reduction target as previously indicated within Table 5. The City plans to compensate for any emission reduction shortfalls

through measures like carbon offsets or reinvesting in community-based projects. This is part of the City's commitment to Climate Leadership and is a measure of accountability for their aggressive GHG reduction targets.

3.4.2. Carbon Offset Costs of Missed Reduction Targets

To provide sufficient context to examine the role of carbon offsets, this report examined three different emission scenarios (all before purchase of offsets), based on the information collected, against three different reduction target values for the year 2030 as listed in Table 7. The first GHG reduction scenario, the ***most*** likely scenario, modelled what missing the 30% target by 5% would look like in 2030 in terms of GHG emissions and total carbon offset costs. The ***less*** likely scenario calculated carbon price scenarios where the 40% target would be missed by 10%, and the ***least*** likely scenario looked at a 50% target that was missed by 15% in 2030.

Table 7. GHG reduction scenarios and the expected total % reductions modelled for each scenario.

GHG Reduction Scenario	% Reduction in 2022	% Reduction in 2026	% Reduction in 2030
Most Likely	7.5*	15	25
Less Likely	10	18	30
Least Likely	15	25	35

*The updated actual % reduction measured for 2022 was 8%.

The assumptions for the most likely scenario were based on the barriers to planned implementation as derived from the interviews with staff and documents reviewed. For instance, achieving a 30% reduction in the transportation sector would require tripling the number of EV transit buses initially planned for procurement by 2026 to be operational by 2030. Even if the funds were available for this rapid procurement of EV transit vehicles, the obstacle of ensuring sufficient electricity service for all the new charging equipment required still remains a major challenge on top of the same challenge in electrifying municipal facilities. In addition, although Facilities will likely meet a 30% reduction for their sector by 2030, this reduction accounts for less than 9% of the total corporate emissions using 2018 values. The moderate and aggressive reduction scenarios, similar to those in the CLP, use more stringent 2030 targets for to meet this report's objectives. The higher percentage target reductions were used in the more aggressive scenarios in comparison to the lower, more likely reduction scenario because it is assumed that if these more aggressive targets were established, an increase in the magnitude of action implementation would also be stimulated internally.

The shortfall of emissions projected in Table 7 were compared and a detailed description of all three scenarios (including annual and cumulative dollar values of required carbon offset purchases) are provided in Appendix C. Based on the ***most*** likely scenario, there was 6,200 tonnes of CO_2e that would need to be purchased as offsets.

Conversely, the ***less*** likely and ***least*** likely scenario shortfalls from the larger 40% and 50% reduction targets resulted in 8,700 and 11,300 tonnes of needed offsets respectively. When these GHG gaps are compared against future carbon pricing models, there is more than $1.3 million in cumulative cost difference between the most likely and least likely scenarios (Figure 5). Falling short of the 30% the 2030 target by 5% would cumulatively cost $1,168,324 from 2022 – 2030. In contrast, the less and least likely reduction scenarios could lead to higher cumulative costs of $2,178,511 and $2,406,444 respectively. This carbon price modeling illustrates that ambitious targets without a clear implementation plan could lead to substantial annual and cumulative financial risks.

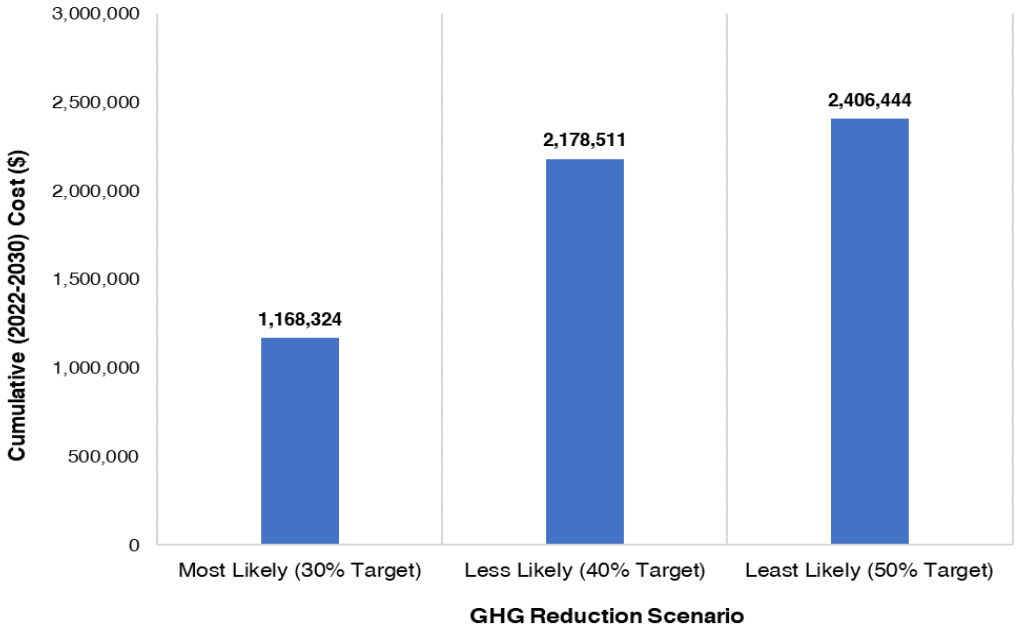

Figure 5. Cumulative cost ($) of potential carbon offsets when larger reduction targets are missed. Reduction gaps are based on values summarized on Table 7.

4. Takeaways & Summary

This report has explored the implications of pursuing higher reduction pathways and how City initiatives and programs might align with both existing or more ambitious targets. There are three key takeaways and associated recommendations that can be made, based on the findings in this report:

1. Wait for in-depth Transportation and Facilities studies

The in-depth assessments being completed for Transportation (2023) and Facilities (2024) will not only provide detailed analysis of GHG emitting operations, but they will be able to provide the most realistic level of corporate emissions attainable by 2030, subject to available resources. The outcomes of these technical studies will be crucial in shaping long-term targets and determining the practicality of achieving the existing mid-term 2030 reduction targets. ***Setting a more ambitious 2030 reduction target is inadvisable without data from these assessments, as they are crucial for formulating informed strategies for both mid- and long-term targets.***

2. Adopt federal carbon pricing to understand implications of imposed reduction targets

Missed ambitious targets can be expensive. While there are planned budgets and technologies available that should help Facilities meet their reduction targets, the Fleet and Transit sectors need a lot of help from a number of different resources such as funding, infrastructure, policy, technology, and supply chains. A clearer understanding of carbon pricing's impact on budgets better will aid in setting realistic targets and fully grasping the financial consequences of not achieving them. ***Therefore, it is recommended that the practice of using the federal carbon pricing be adopted across all sectors and budgeted for accordingly in the future in order to hold accountable self-imposed GHG reduction targets.***

3. Consider re-investment strategies using federal carbon pricing

The total value of the carbon cost for the City each year that falls short of their targeted emission value has the potential to be significant, as outlined in the carbon modelling within this report. However, using carbon price forecasting can be a valuable tool to understand what the trade-offs would be if rather than purchasing carbon offsets, the funds could be directed to a new *internal* carbon reduction fund. This fund could be used to further support corporate initiatives that could actually accelerate corporate reductions faster over time than if those funds were used to pay for annual carbon offsets. This strategic internal carbon funding strategy could augment the overall business case of corporate climate action by adding to the expected operating and maintenance cost benefits of many GHG reduction initiatives being incrementally implemented and further explored by City staff. These funds can also be used as matching funding when pursuing external grants from federal and provincial funding opportunities as they arise, creating a more resilient and adaptive approach to carbon reduction. ***It is recommended that the City use the federal carbon pricing approach to examine whether re-investment of carbon offset purchases would accelerate GHG reductions faster if the money was re-invested in local GHG reduction and renewable energy production projects instead of investing in carbon offsets.***

4. Consider setting future mid- and long-term targets to 2018

Currently there two sets of targets: those set in 2011 and those set in 2018. Some sectors are setting targets almost exclusively from the more recent 2018 levels and this can sometimes create confusion in documents about which baseline targets are referring to. ***Thus, it is recommended to base all new mid- and long-term targets on 2018 levels, ensuring consistency in climate action planning.***

Summary

Given these takeaways, setting more aggressive 2030 targets presently is not advisable. Not only do sectors like Fleet and Transit not have current funds or resources available to meet those targets, they are going to need significant help in order to reach existing reduction targets by 2030. Additionally, the information needed by both Facilities and Transportation sectors won't be available until 2023 and 2024 to adequately support the decision-making needed to make informed target setting choices. **Should the City consider re-evaluating their mid- and long-term reduction targets, it would be more appropriate to do so around 2025 and 2026, once in-depth assessments have been completed for key sectors, and where they can be included within new strategic planning frameworks.**

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6. Appendix

6.1. Appendix A - Interview Questions for City Staff

Overarching questions for all interviews with staff:

1. What is the status (recently completed, in progress, planning/feasibility stage) of major projects in your department that will reduce or already have resulted in GHG emission reductions (reduction of fossil fuel consumption and electricity)?
2. Are you aware of or are already investigating any additional technically feasible opportunities to reduce GHGs in your area of responsibility the next 7 years (i.e., financial resources excluded as a limiting factor)?
3. Would your department be able to assess the potential costs and GHG impact of expanded initiatives or additional actions in time to be considered in the next 2023 City budget?
4. Are there specific changes in provincial and federal regulations that will also be key to enabling municipalities like Kingston to reach their carbon reduction targets between now and 2030?[2]
5. Have demand forecasts for your service been updated regarding increasing or decreasing trajectories for fossil fuel use and electricity consumption?

Department specific questions:[3]

Facilities Management [4]

6. What would be required to augment the 2026 target of 15% reduction in facilities emissions to 40-50% by 2030 (types of projects, magnitude of financial resources)?
7. Are there any significant technical, administrative or operational obstacles to accelerating GHG reductions in facilities (other than population growth and the commensurate increased demand for services as well as the expected increase in the grid carbon intensity during that time)?

Transportation & Public Works (Fleet incl. Transit, and contracted waste collection)

8. What would be required to significantly accelerate the electrification of fleet vehicles by 2030 (i.e., charging infrastructure, magnitude of financial resources)?

9. Have Auxiliary Power Units (a.k.a. as anti-idling devices) been considered for fleet vehicles which have high idling time from use of on-board equipment (e.g., computers/radios in police vehicles, flashing lights and hydraulics in roads and other engineering/operations vehicles)?
10. Has increasing the bio-fuel content to B50 in existing transit and other heavy-duty diesel vehicles been investigated?

Utilities Kingston

11. How many groundwater wells does the city use for water supply or is supply all from Lake Ontario?
12. Are there any anaerobic WWTP used and if so, is the methane harnessed for energy use onsite in any way (e.g., CHP, offset NG use)?
13. What is the current plan to improve energy efficiency within WW/Water operations?
14. What would be required to significantly reduce GHG emissions in Water and Wastewater operations by 2030 (types of projects, magnitude of financial resources)

6.2. Appendix B - Carbon Reduction Pathway for Municipal Operations

The list below summarizes actions included in the Interim Carbon Reduction Pathway which are directly related to municipal operations by the Corporation of the City of Kingston, as taken from the CLP Appendix A “Mitigation Technical Report” December 13, 2021. These actions were developed through consultation with each City department as well as actions outlined in the City’s Strategic Plan. Further details are presented following the summary.

Sector: Buildings & Energy Production

New Buildings

• 2022: 50-80% energy savings for all new builds after this date due to City’s Net Zero commitment

Municipal Facilities (Excluding Wastewater & Water Treatment)

• 2022: 2-3% reduction in emissions through typical efficiency upgrades

• 2026: 15% reduction in emissions through fuel switching, PV and retrofits

• 2040: 11% divestment of overall floor area due to 50% reduction in required office space associated with work from home, 26% of remaining facilities fuel switch, 74% undergo deep retrofits

Local Renewable Energy

• 2040: 32,000 GJ on-site electricity generation (new builds and suitable existing rooftops during roof replacement, other sites as required)

Mode Share

• 2034: 15% Transit mode share and population growth increases transit vehicle energy consumption

Transit Buses

• 2022: 3% EVs (two electric buses)

• 2040: 100% EVs

• Biodiesel procurement for all FF use until full electrification achieved

Fleet Vehicles

• 2040: 50% EVs (passenger vehicles, solid waste vehicles, cargo vans)

All Sectors

• 2040: 6600 tonnes of offsets to achieve a 100% reduction in corporate emissions (Offset cost of $165,000 in 2040 assuming a $25/tonne rate)

Based on the fairly aggressive actions detailed above, corporate emissions are projected to decline by 70% as of 2040 when compared to 2018 emissions, prior to procurement of offsets. Compared to 2011, the 2040 reduction is 74%.

6.3. Appendix C - Carbon Budget and Offset Calculations

Straight line target pathway to 2030 (30% reduction target)														
2011	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	
25,330	24,037	23,937	23,373	22,809	22,245	21,681	21,116	20,552	19,988	19,424	18,859	18,295	17,731	**Corporate t CO_2e**
													6,206	**Tonnes reduced**
													564	**annual 2020-2030**

	Projected emissions from scenario (straight line pathway 2022 - 2030)								
Low scenario (25% reduction modeled against a 30% target)	22,234	22,058	21,882	21,706	21,531	20,897	20,264	19,631	18,998	
Shortfall	11	-378	-766	-1,154	-1,543	-1,474	-1,405	-1,336	-1,267	
Fed Carbon Pricing /T CO2e	$50	$65	$80	$95	$110	$125	$140	$155	$170	
Carbon Offset cost	- -	-$24,552	-$61,282	-$109,659	-$169,686	-$184,197	-$196,637	-$207,006	-$215,305	-$1,168,324
Cumulative Offset cost		-$24,552	-$85,834	-$195,493	-$365,179	-$549,376	-$746,013	-$953,019	-$1,168,324	TOTAL

Straight line target pathway to 2030 (40% reduction target)														
2011	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	
25,330	24,037	23,937	23,143	22,348	21,554	20,759	19,965	19,170	18,376	17,581	16,787	15,992	15,198	**Corporate T CO_2e**
													8,739	**Tonnes reduced**
													794	**annual 2020-2030**
					Projected emissions from scenario (straight line pathway 2022 - 2030)									
Moderate scenario (30% reduction modeled against a 40% target)					21,633	21,457	21,281	21,106	20,771	20,137	19,504	18,871	17,731	
Shortfall					-79	-698	-1,316	-1,935	-2,395	-2,556	-2,717	-2,878	-2,533	
Fed Carbon Pricing /T CO2e					$50	$65	$80	$95	$110	$125	$140	$155	$170	
Carbon Offset cost					-$3,967	-$45,363	-$105,317	-$183,827	-$263,407	-$319,482	-$380,395	-$446,145	-$430,610	-$2,178,511
Cumulative Offset cost					-$3,967	-$49,330	-$154,646	-$338,473	-$601,880	-$921,362	-$1,301,757	-$1,747,901	-$2,178,511	TOTAL

Straight line target pathway to 2030 (50% reduction target)														
2011	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	
25,330	24,037	23,937	22,913	21,888	20,863	19,838	18,814	17,789	16,764	15,739	14,715	13,690	12,665	**Corporate t CO_2e**
													11,272	**Tonnes reduced**
													1025	**annual 2020-2030**

	Projected emissions from scenario (straight line pathway 2022 - 2030)									
Aggressive scenario (35% reduction modeled against a 50% target)	20,431	20,073	19,714	19,356	18,998	18,364	17,731	17,098	16,465	
Shortfall	432	-235	-901	-1,567	-2,233	-2,625	-3,016	-3,408	-3,800	
Fed Carbon Pricing /T CO2e	$50	$65	$80	$95	$110	$125	$140	$155	$170	
Carbon Offset cost	$0	-$15,248	-$72,069	-$148,878	-$245,676	-$328,117	-$422,304	-$528,237	-$645,915	-$2,406,444
Cumulative Offset cost	$0	-$15,248	-$87,316	-$236,194	-$481,870	-$809,988	-$1,232,292	-$1,760,529	-$2,406,444	TOTAL

By-Law Number 2024-XX

A By-Law to Amend By-Law Number 2022-62, "Kingston Zoning By-Law Number 2022-62" (Introduction of Exception Number 'E146', (705 Arlington Park Place))

Passed: [Meeting Date]

Whereas the Council of The Corporation of the City of Kingston enacted By-Law Number 2022-62, "Kingston Zoning By-Law Number 2022-62" (the "Kingston Zoning By-Law");

Whereas the Council of The Corporation of the City of Kingston deems it advisable to amend the Kingston Zoning By-Law to introduce a new exception number;

Therefore be it resolved that the Council of The Corporation of the City of Kingston hereby enacts as follows:

1. By-Law Number 2022-62 of The Corporation of the City of Kingston, entitled "Kingston Zoning By-Law Number 2022-62", is amended as follows:

    1.1. Schedule E – Exception Overlay is amended to add Exception Number E146, as shown on Schedule "A" attached to and forming part of this By-Law.

    1.2. By adding the following Exception Number E146 in Section 21 – Exceptions, as follows:

    "**E146.** Despite anything to the contrary in this By-law, the following provisions apply to the lands subject to this Exception:

    (a) The following **complementary use** is permitted, up to 100% of the total **gross floor area**, in the aggregate:

    (i) **Office**."

2. This By-Law shall come into force in accordance with the provisions of the *Planning Act*.

Given all Three Readings and Passed: [Meeting Date]

Janet Jaynes
City Clerk

Bryan Paterson
Mayor

KINGSTON
Planning Services

Schedule 'A' to By-Law Number

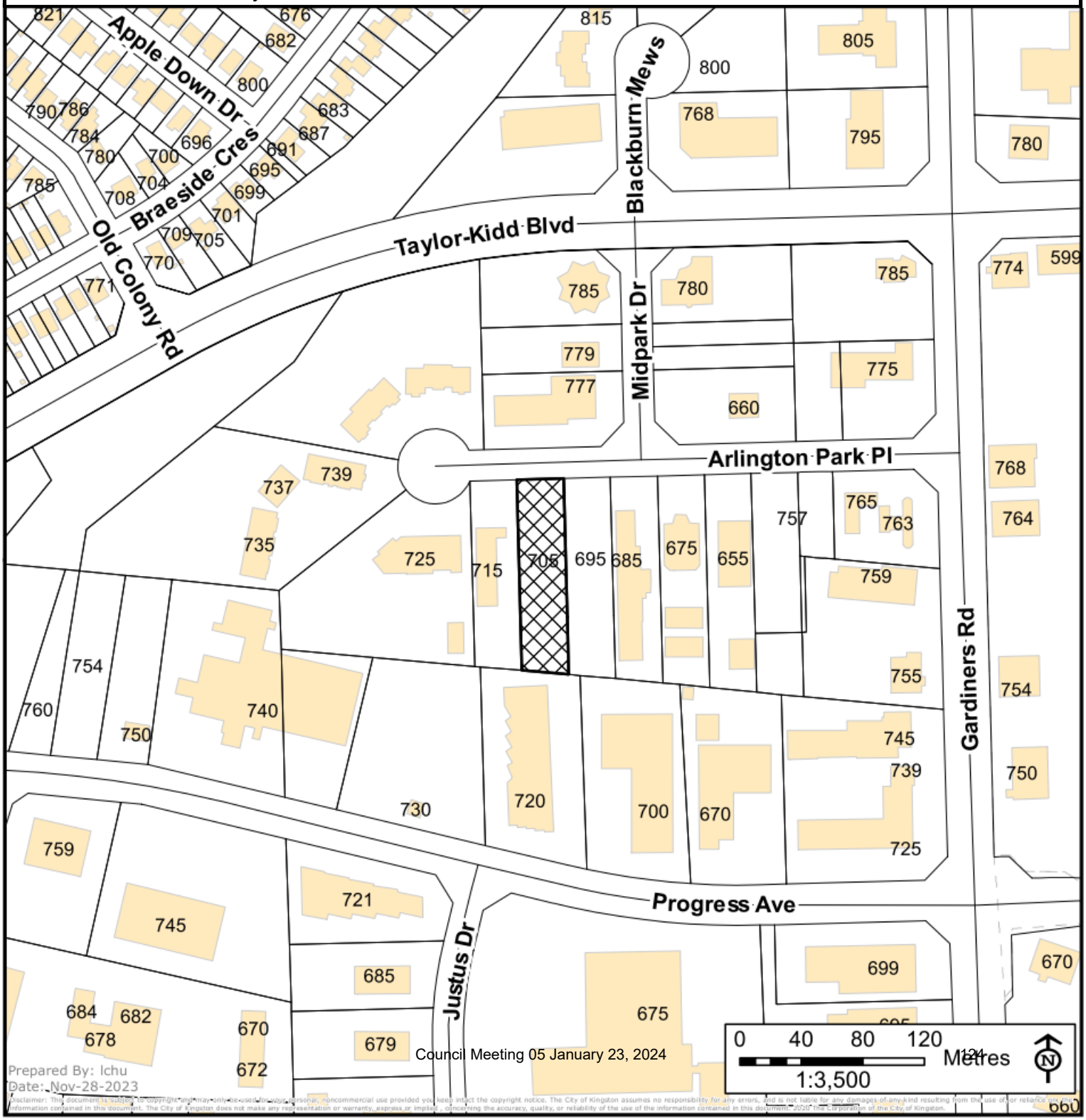
Address: 705 Arlington Park Place
File Number: D14-014-2023

Kingston Zoning By-Law 2022-62
Schedule E - Exception Overlay

☒ Lands to be added as E146

Certificate of Authentication
This is Schedule 'A' to By-Law Number ____, passed this ____day of _____ 202_.

_____ _____
Mayor Clerk



By-Law Number 2024-XX

A By-Law to Amend By-Law Number 2022-62, "Kingston Zoning By-Law Number 2022-62" (Zone Change from 'UR3.B' to 'OS2' Zone, Removal of Exception Numbers E21 and E22, and Introduction of Exception Numbers E144 and E145 (1075 Bayridge Drive))

Passed:

Whereas the Council of The Corporation of the City of Kingston enacted By-Law Number 2022-62, entitled "Kingston Zoning By-Law Number 2022-62" (the "Kingston Zoning By-Law");

Whereas the Council of The Corporation of the City of Kingston deems it advisable to amend the Kingston Zoning By-Law;

Therefore be it resolved that the Council of The Corporation of the City of Kingston hereby enacts as follows:

1. By-Law Number 2022-62 of The Corporation of the City of Kingston is amended as follows:

    1.1. Schedule 1 – Zoning Map is amended by changing the zone symbol from 'UR3.B' to 'OS2', as shown on Schedule "A" attached to and forming part of this By-Law;

    1.2. Schedule E – Exception Overlay is amended by removing Exception Numbers 'E21' and 'E22' and adding Exception Numbers 'E144' and 'E145' as shown on Schedule "B" attached to and forming part of this By-Law;

    1.3. By adding the following Exception Number E144 in Section 21 – Exceptions, as follows:

    "**E144.** Despite anything to the contrary in this By-law, the following provisions apply to the lands subject to this Exception:

    (a) In addition to the **uses** permitted by the applicable Zone, the following **uses** are permitted:

    (i) **triplex**; and

    (ii) **apartment building**.

(b) The maximum number of **dwelling units** within an **apartment building** is 4;

(c) **Apartment buildings** and **triplexes** must comply with the following provisions:

(i) The minimum **lot frontage** is 15.0 metres;

(ii) The maximum **height** is the lesser of 12 metres or 3 storeys;

(iii) The minimum **front setback** is 3.0 metres;

(iv) The minimum **rear setback** is 7.6 metres;

(v) The minimum **exterior setback** is 3.0 metres;

(vi) The minimum **interior setback** is 3.0 metres; and

(vii) The minimum **landscaped open space** is 30%.

(d) The minimum density of **dwelling units** per net hectare on lands with residential uses, excluding lands used for roads, stormwater management, sanitary servicing, public walkways, parks or open spaces is 30.5 dwelling units per net hectare;

(e) **Additional residential units** and ARU Ready Spaces are considered a **dwelling unit** for the purpose of calculating the minimum **density**;

(f) For the purposes of this Exception an “ARU Ready Space” means floor area within a **residential building** that has been designed to be easily retrofitted with an **additional residential unit** or meets the criteria for an ARU-Ready Space for a detached **accessory building**, and includes the provision of:

(i) **parking spaces** for 2 **dwelling units**; and

(ii) an unobstructed exterior area sufficient to provide a **walkway** to the **additional residential unit**.

(g) For the purposes of this Exception an “easily retrofitted with an **additional residential unit**” means that all of the following are provided:

(i) plumbing “rough-ins” for a minimum of 1 bathroom and 1 kitchen;

(ii) windows in conformity with egress requirements in the Ontario Building Code; and

(iii) required electrical and telecommunication fixtures and wiring.

(h) For the purposes of this Exception "ARU-Ready Space for a detached **accessory building**" means:

(i) The sanitary stub is provided to the rear footing (clear of weeping tile) and capped. Cleanouts and access knock outs to be provided as required by the Ontario Building Code;

(ii) A domestic water stub is provided to the rear footing (clear of weeping tile) and capped. Shut off valves to be provided as per the Ontario Building Code; and

(iii) Gas and electrical to be trenched from metre location (note: to be further completed by homeowner after occupancy).

(i) Where a **lot** includes an ARU-Ready Space for a detached **accessory building** a second **driveway** from an **exterior side lot line** is permitted provided the cumulative width of all **driveways** does not exceed 6.0 metres."

1.4. By adding the following Exception Number E145 in Section 21 – Exceptions, as follows:

"**E145.** Despite anything to the contrary in this By-law, the following provisions apply to the lands subject to this Exception:

(a) In addition to the **uses** permitted by the applicable Zone, the following **uses** are permitted:

(i) **stacked townhouse**;

(ii) **apartment building**;

(iii) **triplex**; and

(iv) **non-residential uses** that are permitted in the CN Zone as per Table 15.1.2., where the **non-residential uses** are located only on the **first storey**.

(b) A **stacked townhouse** must comply with the provisions that apply to a **townhouse**.

(c) The maximum **building height** for a **building** other than an **apartment building** is 12.0 metres;

(d) An **apartment building** with 5 or more **dwelling units** must comply with the provisions of the URM1 Zone, except that the maximum **height** is the lesser of 20.0 metres or 6 **storeys**;

(e) **Apartment buildings** with **4 dwelling units** and **triplexes** must comply with the following provisions:

(i) The minimum **lot frontage** is 15.0 metres;

(ii) The maximum **height** is the lesser of 12 metres or 3 storeys;

(iii) The minimum **front setback** is 3.0 metres;

(iv) The minimum **rear setback** is 7.6 metres;

(v) The minimum **exterior setback** is 3.0 metres;

(vi) The minimum **interior setback** is 3.0 metres; and

(vii) The minimum **landscaped open space** is 30%.

(f) The minimum **density** of **dwelling units** per net hectare on lands with residential uses, excluding lands used for roads, stormwater management, sanitary servicing, public walkways, parks or open spaces is 37.5 dwelling units per net hectare;

(g) **Additional residential units** and ARU Ready Spaces are considered a **dwelling unit** for the purpose of calculating the minimum **density**;

(h) For the purposes of this Exception an “ARU Ready Space” means floor area within a **residential building** that has been designed to be easily retrofitted with an **additional residential unit** or meets the criteria for an ARU-Ready Space for a detached **accessory building**, and includes the provision of:

(i) **parking spaces** for 2 **dwelling units**; and

(ii) an unobstructed exterior area sufficient to provide a **walkway** to the **additional residential unit**.

(i) For the purposes of this Exception an “easily retrofitted with an **additional residential unit**” means that all of the following are provided:

(i) plumbing “rough-ins” for a minimum of 1 bathroom and 1 kitchen;

(ii) windows in conformity with egress requirements in the Ontario Building Code; and

(iii) required electrical and telecommunication fixtures and wiring.

(j) For the purposes of this Exception “ARU-Ready Space for a detached **accessory building**” means:

(i) The sanitary stub is provided to the rear footing (clear of weeping tile) and capped. Cleanouts and access knock outs to be provided as required by the Ontario Building Code;

(ii) A domestic water stub is provided to the rear footing (clear of weeping tile) and capped. Shut off valves to be provided as per the Ontario Building Code; and,

(iii) Gas and electrical to be trenched from metre location (note: to be further completed by homeowner after occupancy).

(k) Where a **lot** includes an ARU-Ready Space for a detached **accessory building** a second **driveway** from an **exterior side lot line** is permitted provided the cumulative width of all **driveways** does not exceed 6 metres.”

2. This By-Law shall come into force in accordance with the provisions of the *Planning Act*.

Given all Three Readings and Passed: [Meeting Date]

Janet Jaynes
City Clerk

Bryan Paterson
Mayor

KINGSTON
Planning Services

Schedule 'A' to By-Law Number

Address: 1075 Bayridge Drive
File Number: D35-012-2021

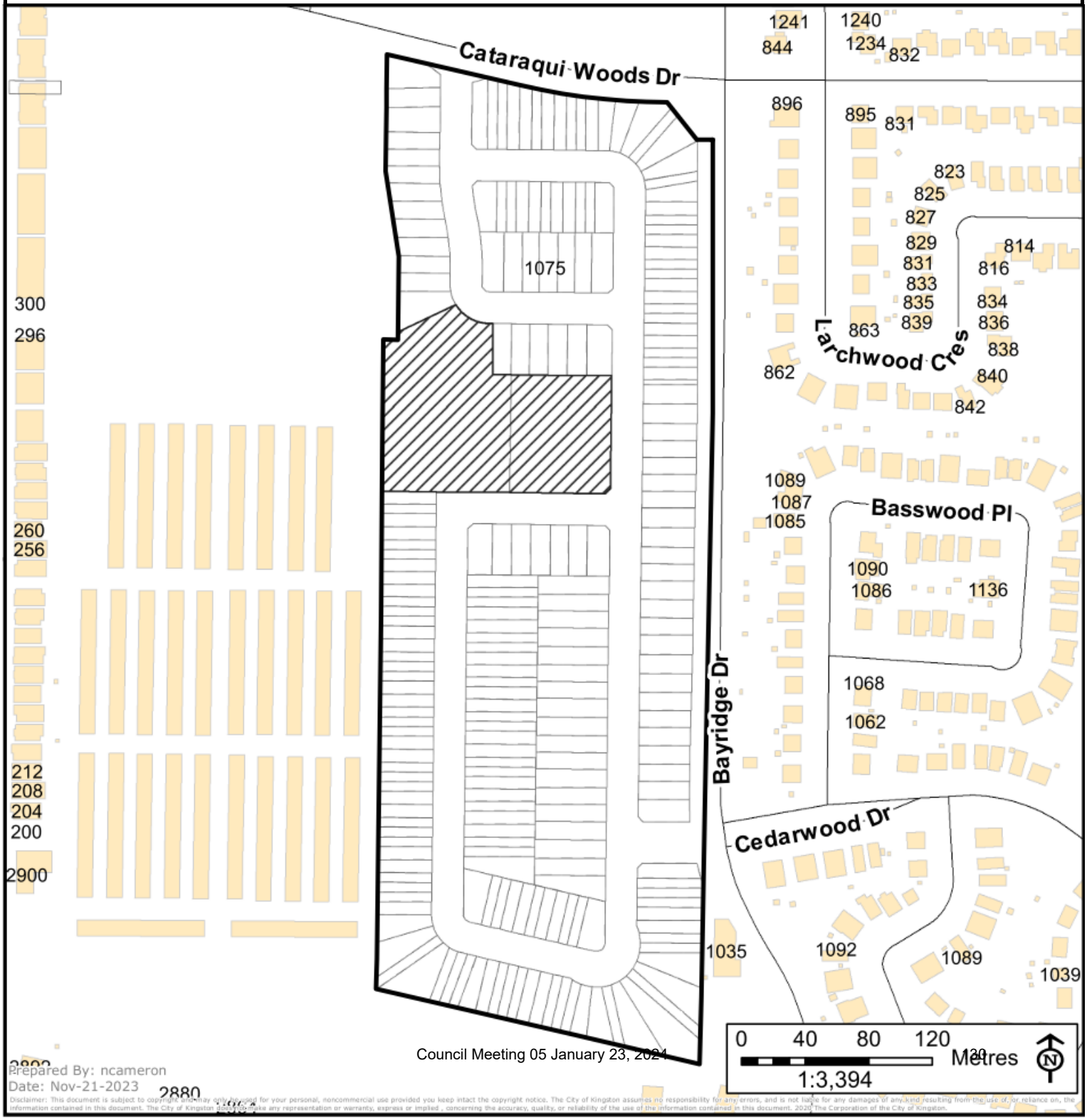
Reference Kingston Zoning By-Law Schedule 1 - Zoning Map

Lands to be rezoned from UR3.B to OS

Certificate of Authentication

This is Schedule 'A' to By-Law Number ____, passed this ____day of _____ 2024.

_____ _____
Mayor Clerk



Prepared By: ncameron
Date: Nov-21-2023

KINGSTON

Planning Services

Schedule 'B' to By-Law Number

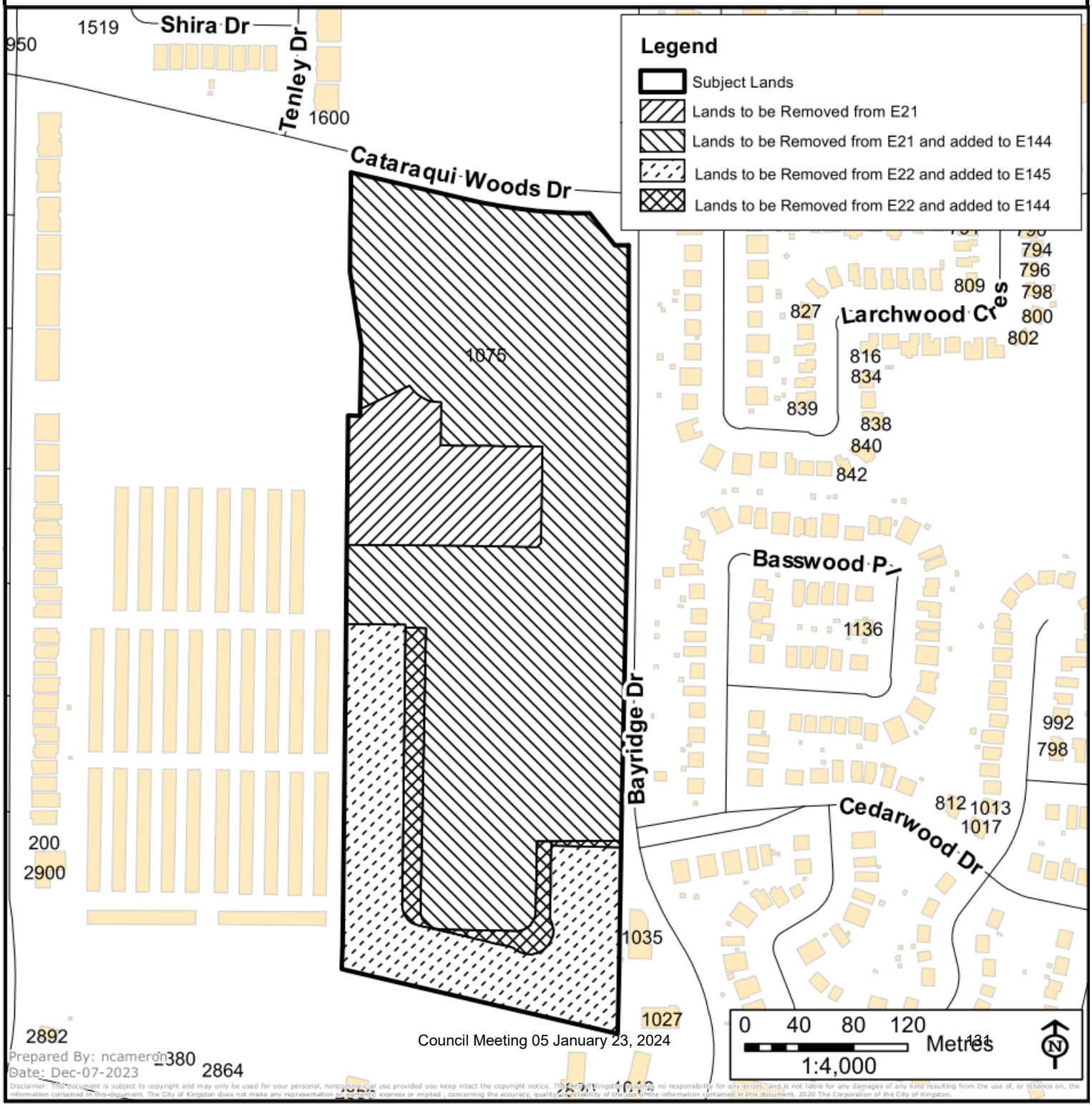
Kingston Zoning By-Law 2022-62
Schedule E - Exception Overlay

Address: 1075 Bayridge Drive
File Number: D35-012-2021

Certificate of Authentication

This is Schedule 'B' to By-Law Number ____, passed this ____day of _____ 2024.

_____ _____
Mayor Clerk



City of Kingston
Report to Kingston Heritage Properties Committee
Report Number HP-24-004

To:	**Chair and Members of the Kingston Heritage Properties Committee**
From:	**Jennifer Campbell, Commissioner, Community Services**
Resource Staff:	**Kevin Gibbs, Director, Heritage Services**
Date of Meeting:	**December 20, 2023**
Subject:	**Application for Heritage Permit**
Address:	**36 University Avenue (P18-338)**
File Number:	**File Number: P18-073-2023**

Council Strategic Plan Alignment:

Theme: Business as usual

Goal: See above

Executive Summary:

The subject building with the municipal address of 36 University Avenue, locally known as the Agnes Etherington Art Centre or simply “the Agnes”, is located on the northwest corner of a “T” intersection between Bader Lane and University Avenue. The existing building contains a combination of a two storey Neo-Georgian style flat roof brick house, locally known as the Agnes Etherington House (“the historic house”), and a one-and-a-half to two-storey set of modern additions that wrap around the corner, complete with stone and brick cladding as well as a flat roof. The subject property is protected under the 1998 heritage easement agreement between the City of Kingston and Queen’s University (the “Queen’s Easement Agreement”) pursuant to Part IV of the *Ontario Heritage Act*.

An application for alteration under Section 37 of the *Ontario Heritage Act* (P18-073-2023), as per the Queen’s Easement Agreement, has been submitted to request approval to demolish select additions of the Agnes (specifically the 1974, 1984 and the southeast portion of the 2000

additions) and replace those additions with a tiered three-storey glazed addition on the south elevation that steps down to two then one storey along both the eastern and southern elevations. A glazed two-storey addition connecting the historic house on the eastern elevation and a three-storey addition comprised of corrugated metal with limited glazing will also be constructed on the northwestern and western elevations of the Agnes.

This application was deemed complete on September 7, 2023. The Queen's Easement Agreement provides a maximum of 40 days for Council to render a decision on an application to alter a heritage building under paragraph 1 of the Queen's Easement Agreement. This timeframe expired on October 17, 2023. Queen's has acknowledged through correspondence with staff that the standard timelines for review of heritage permits, and decisions by Council, would extend beyond the 40 day timeframe and be processed as a standard Part IV heritage permit application under Section 33 of the *Ontario Heritage Act*. As such, the *Ontario Heritage Act* allows for an alternative date as agreed upon by the applicant and Council on an application to alter a heritage building under Section 33(7). This alternative agreed upon timeline will expire on January 31, 2024.

Upon review of all the submitted materials, as well as applicable policies and legislation, staff recommend approval of the proposed scope of work, subject to the conditions outlined herein.

Recommendation:

That alterations to the Agnes at 36 University Avenue, be referred to the Director of Heritage Services for the issuance of final approval, in accordance with the details described in the application (File Number: P18-073-2023), which was deemed complete on September 7, 2023 with alterations to include the replacement, via demolition, of the 1974, 1984 and the southeast portion of the 2000 additions with a larger addition that consists of painted corrugated metal vertical siding, large sections of glazing covered with semi-regularly spaced wooden pole or painted aluminum louvre accents, and clear glazing with operable windows and/or doors along all elevations, in addition to:

1. West Elevation:
    a. A three-storey addition connected to the retained portion of the 2000 addition;
    b. A painted aluminum overhead door;
    c. A new garbage enclosure with associated screens;
    d. A new screened generator on the retained 2000s addition;
    e. An elevator overrun with associated stair access atop the third storey;
    f. New rooftop mechanical equipment, likely a condensing unit or air cooler;
2. South Elevation:
    a. A three-storey addition that steps down to one storey to the east along with a cantilevered second story over the southern entrances/exits;
    b. Various rooftop exhaust fans/ducts;
    c. An elevator overrun atop the third storey;
    d. Bicycle racks near the ground floor entrance;
    e. The addition of new stand alone signage;

3. East Elevation:
    a. A three-storey addition that steps down to one storey close to University Avenue along with a completely glazed two-storey eastern entrance;
    b. A honed grey granite stone base for the stepped down addition;
    c. A painted guardrail around the top of the one storey addition;
    d. A half storey addition consisting of clear glazing that abuts the historic house;
    e. The incorporation of a portion of the historic house into the interior of the property that will cover three window openings from the 1920s addition;
    f. The addition of storm windows over existing Period Windows on the historic house, where necessary;
    g. The restoration of various heritage attributes of the historic house including its masonry, pilasters along the historic eastern entrance, and various window repairs;
    h. The removal of the French door and iron balustrades for the balcony attached to the historic house and their storage in a secure climate controlled area;
    i. New bench installations along Indigenous Walk;
    j. A rooftop elevator overrun atop the second storey;
    k. The addition of new stand alone signage;
4. North Elevation:
    a. The addition of storm windows over existing Period Windows on the historic house;
    b. The restoration of various heritage attributes of the historic house including its masonry and various window repairs;
    c. The removal of the French door and iron balustrades along the northern elevation of the historic house and their storage in a secure climate controlled area;
    d. The installation of a new accessible multi-light glazed door in the place of the French door to accommodate an accessible entrance;
    e. The installation of a concrete ramp with an associated terrace that connects to the Indigenous Walk, poured on a separate foundation, with an associated guardrail;
    f. Recess the existing projecting window on the historic house's 1920s addition and replace it with curtain wall glazing;
    g. Replacement of the existing rooftop vents on the historic house with two rooftop mechanical units;
    h. New bench installations along the Indigenous Walk;
    i. The like-for-like repair of the existing flat roof of the historic house;
    j. The addition of new stand alone signage; and

That the approval of the alterations be subject to the following conditions:

1. That the northern & eastern elevation French doors and iron balustrades be repaired in situ to the greatest extent possible prior to their removal and then be stored in a secure climate-controlled environment to allow for their future reinstallation;
2. That the opening dimensions for both removed French doors be retained;
3. That the northern elevation ramp/terrace be completely reversible by way of a separate foundation and use of bond breaker between historic house's wall/foundation;
4. That the refinishing of the eastern facing wood entrance door/surrounds be like-for-like;

5. That a Heritage Protection and Conservation Plan that includes a Vibration Impact Assessment/Plan be provided to Heritage Planning staff prior to demolition/construction;
6. That a Heritage Documentation Report of all removed additions, both inside and outside, be provided to Heritage Planning staff prior to demolition;
7. That the finalized design details/colour of the semi-regularly spaced wooden pole or painted aluminum louvre accents, corrugated metal vertical siding, northern elevation ramp, guardrails, aluminum garage door, terrace, mechanical equipment screening, garbage enclosure, storm windows and replacement second floor balcony French door, be provided to Heritage Planning staff for review and approval prior to installation;
8. That signage details, including the type, dimensions, illumination, finish, design and colour be provided to Heritage Planning staff prior to installation for review and approval to ensure it is sympathetic to the context of the area, the building and historic house;
9. Should any wood/masonry features on the historic house require complete removal, their replacement shall be like-for-like, will subtly note the year of creation (if possible), and Heritage Planning staff shall be notified for review and approval prior to installation;
10. That the finalized location of external utilities/mechanical units be provided to Heritage Planning staff for review and approval prior to installation;
11. That Heritage Planning staff be circulated the flat roof repair strategy for the historic house for review and approval prior to implementation;
12. All window works shall be completed in accordance with the City's Policy on Window Renovations in Heritage Buildings;
13. All masonry works shall be completed in accordance with the City's Policy on Masonry Restoration in Heritage Buildings;
14. Any replacement masonry units shall be sourced to match, as close as possible, in colour, size and profile with the existing;
15. All *Planning Act* applications, including Site Plan Control, shall be completed, as necessary;
16. Heritage Planning staff shall be circulated the drawings and design specifications tied to the Building Permit and *Planning Act* applications for review and approval to ensure consistency with the scope of the Heritage Permit sought by this application; and
17. Any minor deviations from the submitted plans, which meet the intent of this approval and does not further impact the heritage attributes of the property, shall be delegated to the Director of Heritage Services for review and approval.

Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

Jennifer Campbell,
Commissioner, Community Services

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	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

Options/Discussion:

Description of Application/Background

The subject building with the municipal address of 36 University Avenue, locally known as the Agnes Etherington Art Centre or simply "the Agnes", is located on the northwest corner of a "T" intersection between Bader Lane and University Avenue. The existing building contains a combination of a two storey Neo-Georgian style flat roof brick house, locally known as the Agnes Etherington House ("the historic house"), and a one-and-a-half to two-storey set of modern additions that wrap around the corner, complete with stone and brick cladding as well as a flat roof. The subject property is protected under the 1998 heritage easement agreement between the City of Kingston and Queen's University (the "Queen's Easement Agreement") pursuant to Part IV of the *Ontario Heritage Act*.

An application for alteration under Section 37 of the *Ontario Heritage Act* (P18-073-2023), as per the Queen's Easement Agreement, has been submitted to request approval to demolish select additions of the Agnes (specifically the 1974, 1984 and the southeast portion of the 2000 additions) and replace those additions with a tiered three-storey glazed addition on the south elevation that steps down to two then one storey along both the eastern and southern elevations. A glazed two-storey addition connecting the historic house on the eastern elevation and a three-storey addition comprised of corrugated metal with limited glazing will also be constructed on the northwestern and western elevations of the Agnes.

The goal of this application is to upgrade the Agnes to activate the prominent corner by expanding the site. Specifically, Queen's University envisions that this redevelopment proposal will "increase indigenous programing, exhibition, research, conservation and [number of] gathering spaces [present at the Agnes]" (Exhibit C). Further, this proposal will convert the interior of the historic house to support "…a live-in artist residency and community-facing cultural hub…" while the overall project will "also accommodate a fully accessible community-facing, participatory project space and trans-disciplinary resource on the Queen's campus" (Exhibit C). These transformations are, in part, meant to honour "…Agnes Etherington's original bequest of her house to create an Art Centre to 'further the cause of art and community'" (Exhibit C).

This application was deemed complete on September 7, 2023. The Queen's Easement Agreement provides a maximum of 40 days for Council to render a decision on an application to alter a heritage building under paragraph 1 of the Queen's Easement Agreement. This timeframe expired on October 17, 2023. Queen's has acknowledged through correspondence with staff that the standard timelines for review of heritage permits, and decisions by Council, would extend beyond the 40 day timeframe and be processed as a standard Part IV heritage permit application under Section 33 of the *Ontario Heritage Act*. As such, the *Ontario Heritage Act* allows for an alternative date as agreed upon by the applicant and Council on an application to alter a heritage building under Section 33(7). This alternative agreed upon timeline will expire on January 31, 2024.

All submission materials are available online through the Development and Services Hub (DASH) at the following link, DASH, using "Look-up a Specific Address". If there are multiple addresses, search one address at a time. Submission materials may also be found by searching the file number.

Reasons for Designation/Cultural Heritage Value

The Agnes Etherington Art Centre was rated as a "Very Good" building in the August 3, 1998 heritage easement agreement, under Part IV Section 37(1) of the *Ontario Heritage Act*, between the City of Kingston and Queen's University (the "Queen's Easement Agreement"). As per the Queen's Easement Agreement (paragraph 1) any "demolition, construction, alterations, remodelling, or any other thing or act with regard to a Building…which would materially affect the Character Defining Elements, as described in the Statements" requires approval from the City. Under section 37(5) of the *Ontario Heritage Act*, the terms of heritage easement prevail even when there is a conflict with a Part IV designation. In this case, there is no separate Part IV designation of this property.

Relevant parts of this building's description from the Queen's Easement Agreement are listed below:

- "…[I]s a superior example of a[n] early twentieth century remodelling of an older building…[remains an important art gallery, and is located] on a prominent streetcorner."
- "…[I]s a 2 storey brick detached house with modern additions."
- "The north face of the main block has a three bay façade…[i]n bay 3, there is a large double French window with a transom light with a similar window above in the second storey."
- "The south face of the main block has…irregular fenestration in the second storey and a large sun room…"
- "The building has been substantially altered twice [prior to 1998], once to enlarge the residential space, and later to convert the dwelling into an art gallery."
- "…[I]s a minor campus landmark."
- "The main block was built in 1879 to designs by J. Power and Son, architect. The original tall Victorian house was extensively remodelled in 1920 in the Neo Georgian style to designs by David Shennan, architect. After being acquired by Queen's, the building was remodelled in 1956-57, again to designs by Shennan."
- "Agnes Etherington willed the house to Queen's 'for the furthering of art and music at the University.'"
- The Art Centre "…is regarded as one of Canada's most respected and active art museums."

The building's character defining elements include:

"The main block Neo-Georgian style, brick walls, projecting central gabled pavilion, French windows, the flat roof and brick parapet with balustrade, the moulded and dentilled cornice, the wooden entrance surround and panelled door, iron balustrades, stone keystones and sills, flat

arched window surrounds, window mullions, and the wooden shutters, are essential to this building's character."

The Agnes Etherington Art Centre building entry from the City of Kingston and Queen's Easement Agreement can be found in Exhibit B.

Cultural Heritage Analysis

Staff visited the subject property on June 6th and August 18th, 2023.

The extensive renovations proposed at the Agnes Etherington Art Centre ("the Agnes") are meant to reimagine the purpose, scale, impact and use of this multi-disciplinary facility. To accomplish this, significant massing and architectural changes are necessary that will have an impact on the surrounding campus and, most directly, the Agnes Etherington House ("the historic house"). The term 'historic house' refers to the portion of the building completed by David Shennan between 1924-1956 (Exhibit C). The Queen's Easement Agreement mainly focuses on the historic house's design/location/redevelopment history and ignores the modern additions that will mostly be removed to support this redevelopment proposal (Exhibit B). The balance of conservation works and necessary alterations that will impact the heritage value of the historic house and the Agnes's contributions to Queen's Cultural Heritage Landscape to achieve an increase in usability and scale are at the centre of this proposal (Exhibit C). The applicant attended a roundtable session (an informal meeting of interested members of the local heritage community administered by Heritage Planning staff) to seek feedback on the proposed design prior to the completion of this report.

"The Standards and Guidelines for the Conservation of Historic Places in Canada" (Standards and Guidelines) provides guidance on best practices regarding visual relationships, exterior form, exterior walls, windows/doors, entrances/balconies, and wood/masonry products that are considered cultural heritage attributes of the property/building. The below table organizes these best practices into categories as well as summarizes the guidelines applicable to most of the relevant categories:

Standard and Guideline Section Number & Categories		Best Practices Detailed in the Standards and Guidelines
4.1.5, 4.3.1, 4.3.4, 4.3.5, 4.3.6, 4.5.2 & 4.5.3	Applicable to Most Below Categories	• Understand how each element relates to the cultural heritage of the building/setting; • Assess the condition of the building/feature early in the project; • Maintain/protect the building/feature through cyclical maintenance work; • Repair the building/feature using recognized conservation techniques (which may include limited like-for-like replacement) and by using a minimal intervention approach; • Protect character-defining elements from accidental damage;

		• Ensure code/accessibility specialists consider all options/strategies prior to interventions/removals and minimize impacts to character defining elements as well as overall heritage value; and • Document the existing status and subsequent changes for future reference.
4.1.5	Cultural Heritage Landscapes	• Review relationships both to and from the historic place; • Assess the overall condition of the visual relationship early in the project; • Protect features that define visual relationships (including maintaining the size/massing of vegetation and built features); • Rehabilitate visual relationships if required; • Design a new feature when required by a new use that respects the historic visual relationship; and • Remove/alter non character-defining features from periods other than the chosen restoration period.
4.3.1	Exterior Form	• Understand the original design principles and any changes to exterior form made over time; • Retain exterior form by maintaining the proportions/colour/massing/spatial relationships with adjacent buildings; • Select a new use that suits the existing built form; • Select a location for a new addition that ensures the heritage value of the place is maintained; • Design a new addition in a manner that draws a distinction between new and old; • Design the addition with compatible materials and massing to suit the historic building and its setting; • Comply with energy efficiency objectives while minimizing impacts to character-defining elements and overall heritage value; • Accommodate functions that necessitate a controlled environment while using the building for functions that benefit from natural ventilation and/or daylight; and • Remove non-character defining features (like a modern addition) related to the building's exterior form.
4.3.4	Exterior Walls	• Retain repairable wall assemblies; • Modify exterior walls to accommodate an expanded/new use in a manner that respects the building's heritage value; • Design a new addition that preserves character-defining exterior walls;

		• Protect exterior walls by identifying/assessing risks by implementing an appropriate blast (or vibration) protection strategy; and • Work with energy efficiency specialists to implement a strategy that will have the least impact on character-defining elements.
4.3.5	Window/Doors	• Retain sound/repairable windows/doors including functional/decorative elements; • Design a new window/door for use on a non-character-defining elevation that is compatible with the building's style/era/character; • Comply with accessibility requirements in a manner that conserves character-defining doors including their decorative hardware; • Comply with energy efficiency by upgrading character-defining windows by installing storm windows; • Improve the weather protection of repaired windows; and • Replace an entire window/door that is too deteriorated to repair with a reproduced window based on the original.
4.3.6	Entrances and/or Balconies	• Retain sound/repairable entrances/porches and their functional/decorative elements; • Stabilize deteriorating entrances/porches by correcting unsafe conditions; • Design a new entrance required by a new use that is compatible with the building's style/era/character; • Respect the location of existing entrances/balconies when providing new accessibility-related features such as ramps; • Remove/alter a non character-defining entrance from a period other than the restoration period; and • Retain alterations to entrances/porches that address problems with the original design if those alterations do not have a negative impact on the budling's heritage value.
4.5.2	Wood Products	• Protect/maintain wood by preventing conditions that contribute to weathering/wear; • Create conditions that are unfavourable to growth of fungus; • Remove deteriorated or thickly applied coats by using the gentlest means possible; • Ensure new coatings are physically/visually compatible; prevent continued deterioration by isolating the wood from the source of deterioration; • Retain all sound/repairable wood that contributes to the building's heritage value;

		• Replace deteriorated or missing parts of wood elements based on documentary/physical evidence and on a unit-by-unit basis; and • Select replacement material for character-defining woods based on their physical/visual characteristics.
4.5.3	Masonry	• Retain sound and repairable masonry that contributes to the heritage value of the historic place; • Repair masonry by repointing where there is evidence of deterioration; • Remove inappropriate mortar by carefully raking the joints using appropriate methods; and • Use mortars that ensure the long-term preservation of the masonry assembly that is visually compatible with the existing masonry.

The proposal meets many of the relevant Standards and Guidelines. This project will retain the entirety of the historic house (namely the 1924-1956 building by architect David Shennan, which includes the original heavily modified Power and Sons building) and rear portions of the 2000 addition, but will remove the 1974, 1984 and southeast portion (the front façade) of the 2000 addition. In their place a larger addition that consists of painted corrugated metal vertical siding (mostly along the western and southern elevations); large sections of glazing covered with semi-regularly spaced wooden pole or painted aluminum louvre accents (mostly along the south, north and east elevations); and clear glazing with operable windows and/or doors (mostly along the south and north elevations) are proposed. This addition will be three storeys tall at its highest point (concentrated on the western portion of the building) and one storey at its lowest point (concentrated on the eastern portion of the building), excluding the required roof top mechanical equipment (concentrated on the south and north portions of the building). The final colour of the corrugated metal vertical siding has not been determined, but is expected to be light grey, silver, or another sympathetic colour. Similarly, the colour/material of the semi-regular spaced wooden pole or painted aluminum louvre accents are yet to be determined but may include a variety of wood products or white/light grey painted aluminum louvre accents (Exhibit C). Both cladding types/designs and the finalized location of roof top mechanical equipment will be subject to staff review and approval. These details will be finalized during a separate Site Plan Control application (that has yet to be submitted) but will be provided to heritage planning staff for review and approval prior to installation.

Along the north elevation (that faces Jeffery Hall) the existing French door and associated metal balustrades will be replaced with a multi-light glazed door to accommodate a secondary accessible entrance. Further, on the historic house the existing unsympathetic or aluminum frame storms windows will be replaced with 1-over-1 wood frame exterior storm windows, the unsympathetic projecting window in the 1920s addition will be replaced with curtain wall glazing, the existing roof top vents will be replaced with new mechanical units in a less visible location, and the flat roof of the historic building will be repaired like-for-like (Exhibit C). The finalized design/colour of the storm windows are subject to further staff review.

Along the east elevation (that faces Grant and Kingston Hall) the redesigned entrance will include a glazed two-storey secondary entrance, the top of the one storey addition will include a painted guardrail system, and the base of the one storey addition will consist of a granite stone base in a honed grey colour/finish. Further, this new addition will require enclosing three window openings on the second floor of the historic building (to the west of the location of the original French door), replacement of existing unsympathetic or aluminum frame storms windows with new 1-over-1 wood frame exterior storm windows, and replacement of the existing French door and iron balustrades associated with the northern-most balcony with an appropriately designed replacement (Exhibit C). The finalized design/colour of the railing system, the 1-over-1 storm windows, and the replacement door are subject to further staff review.

Along the western elevation (that faces Harrison-LeCaine Hall) the proposed painted aluminum overhead door and rooftop mechanical corrugated metal screening will require staff review. Along the southern elevation (that faces Ban Righ Hall) part of the addition includes a cantilevered second story over an entrance. It is expected that the south and north elevations will replace the existing eastern entrance as the primary entrances (Exhibit C).

The immediate building surroundings will also be altered to support this project. Along the western elevation, a new screened external garbage enclosure and new landscape plantings are proposed. Along the south elevation, new accessible parking along Bader Lane is proposed as well as a secondary courtyard equipped with circular bicycle racks and new signage that leads to the ground floor entrance. Along the east elevation, new low-lying foliage is proposed next to the courtyard (which ends the Indigenous Walk) that will lead to the secondary ground floor entrance as well as new signage likely on the retaining wall. Along the north elevation, a sloped ramp/pathway (the beginning of the Indigenous Walk) with associated guard rails, benches, signage and landscape plantings, are proposed as well as a new terrace that connects to the newly proposed accessible entrance. Along the western elevation, new landscape plantings are proposed as well as a screened garbage collection area. The finalized design/colour of the garbage enclosure, ramp, railing system, terrace, and signage are subject to further staff review.

There are two main aspects of this proposal that could impact the heritage value of the historic house and the Agnes generally, namely changes to the historic house and setting changes. Changes to the historic house's setting include landscape alterations and redevelopment of the attached addition. Changes to the heritage house include minor alterations, restoration/preservation works, and the removal/enclosure of identified heritage attributes. Change to the Agnes and the historic house could also alter their contributions to Queen's Cultural Heritage Landscape. In addition, changes to the Agnes's setting may also impact surrounding buildings also noted in the Queen's Easement Agreement. Each aspect will be reviewed separately.

The Queen's University Heritage Study, which was the precursor to the Queen's Easement Agreement, discussed the importance of various landscapes at Queen's University, "and notes the importance of the siting of the [Agnes] at the corner of University Avenue and…Bader Lane" (Exhibit C). As such, alterations may impact the setting of this historic house as well as its'

contribution to Queen's Cultural Heritage Landscape. The impacts of such a significant redevelopment include visual obstruction of the historic house from certain viewpoints and the potential to visually dominate the historic house; such impacts could lessen the historic house's contribution to the building's overall status as a minor landmark (Exhibit C). In addition, these alterations change the massing/spatial relationship between surrounding buildings also identified in the Queen's Heritage Easement. Further, its location opposite Grant Hall (one of Queen's most recognized and visited campus buildings due in part to its use in convocation ceremonies) increases its prominence. Its unique location at the corner and opposite one of Queen's most notable landmark buildings means alterations will be experienced by a high number of visitors and residents.

The proposed design of the redeveloped Agnes will inhibit the view and reduce the prominence of the historic house. Specifically, the view of the historic house will be reduced when looking north from the bottom of University Avenue and at the corner of Bader Lane and University Avenue (Exhibit C). In addition, the redesigned addition will be taller/wider than the existing addition and be closer to University Avenue than the historic house (Exhibit C). Currently, the historic house is closer to University Avenue. Further, the new addition will draw more attention than the existing as the proposed design meaningfully differs from the surrounding built environment. Despite this, the HIS notes that "[t]he proposed development is sensitive to the local context and surrounding heritage adjacencies through the use of carefully planned setbacks [and] curvilinear forms…" (Exhibit C). The curvilinear and stepped down forms will allow interior views of the historic house (Exhibit C). As much of historic building's value is centred on its physical attributes, the ability to appreciate these attributes will be diminished due to the proposed changes to its immediate setting. This will negatively impact the historic house's contribution to Queen's Cultural Heritage Landscape.

While the historic house will become a less prominent part of the Agnes complex and the Queen's Cultural Heritage Landscape, the proposed expansion/redevelopment of the Agnes will continue, grow and amplify its existing museum space/programing capacity while retaining the historic house. The building's use as a museum is part of its intangible value as "Agnes Etherington willed the house to Queen's 'for the furthering of art and music at the University'" (Exhibit B). Since then, the Agnes has remained "…the Unviersity's main gallery space and is regarded as one of Canada's most respected and active art museums" (Exhibit B). In addition, this proposal also seeks to reinstate a residential use in the historic house through an in-artist suite program. Both the museum expansion and reintroduction of a residential use will have a positive impact on the Queen's Cultural Heritage Landscape as well as both the historic house and the rest of the Agnes complex's intangible heritage.

The project also aims to remove non character-defining features of the Agnes represented by the existing 1974, 1984 and southeast portion (the front façade) of the 2000 additions and construct a larger addition in its place. This will "activate the prominent corner…[while allowing for] a much needed gallery expansion" (Exhibit C). The removal of unsympathetic additions allows for the creation of a new addition that better distinguishes between new and old, which the HIS notes as a "…contemporary intervention [that is] materially subordinate to the existing heritage fabric of the campus" (Exhibit C). The new addition will allow for the public to easily

differentiate between what portion of the Agnes is historic (the historic house) and what portion is modern (the rest of the Agnes complex). In addition, the proposed change in massing should not frustrate the spatial relationship with other surrounding properties also noted in the Queen's Heritage Easement since its size and massing will be like those adjacent heritage buildings, namely Ban Righ, Grant, and Kingston Hall. The overall impact on adjacent buildings, excluding the historic house, is neutral.

In addition to the above, general landscape changes should have a neutral impact on the surrounding setting once the finalized design details are reviewed and approved by staff. The newly proposed garbage collection area to the west will be along the least impactful elevation, the new bicycle parking structures and accessible parking along the south are typical installations at the University, the proposed signage is not attached to the building, and the Indigenous Walk with associated benches along the north and east should not draw excessive attention. Further, only low-lying vegetation will be installed along the eastern elevation to maintain views of the historic house (Exhibit C). While the finalized signage details are not yet determined they will be "…designed in a manner that respects the materiality and palate of the [h]istoric [h]ouse and surrounding campus…[as well as not]…obscure views [of] Character-Defining Elements" (Exhibit C). The finalized design of the proposed signage, garbage enclosure and benches are subject to further review by staff.

While some Cultural Heritage Landscape impacts will occur, the proposal also seeks to alter and rehabilitate the historic house. These changes will have positive and negative impacts on the historic house. The alterations on the historic house include: the removal of the French doors and associated iron balustrades along the northern and eastern elevations; enclosure of three openings on the east elevation second floor that will be housed in a glazed addition; the addition of wood 1-over-1 exterior storm windows over Period Windows (where necessary); the addition of a ramp and associated railing system on the north elevation that will abut the historic house; recess the north elevation modern projecting window and replace it with flush curtain wall glazing; move existing roof vents/utilities to a more obscure location; repoint masonry; restore the historic eastern elevation entrance and associated pilasters; window repairs; and the like-for-like repair of the existing flat roof (Exhibit C). The retained 2000s addition will also now support an additional screened roof top mechanical box (Exhibit C).

The proposed alterations to the historic house will result in long term but reversible impacts to its heritage value. As the French doors and associated iron balustrades (along the north and eastern elevations) are considered heritage attributes, their removal will negatively impact the historic house's heritage value. To support their removal the applicant has provided a window assessment of these French doors, a list of accessibility/access considerations and a conservation/storage strategy. According to this assessment, both French doors are considered in "…poor but repairable condition" (Exhibit C). The plan is to first repair the doors (preferably in situ) before placing the doors and balustrades "in a secure, climate-controlled location to maintain their heritage value" (Exhibit C). The reason for their removal is to ensure access to the northern entrance and second floor balcony meets Building Code and Queen's accessibility standards (Exhibit C). Before settling on removal, one of the considered alternatives included modifying the French doors to support accessibility standards, however it was found that such

modifications would impact the door's "original geometry" and this strategy was abandoned (Exhibit C). Along the north elevation, the French door and balustrades will be replaced with a new accessible door that will "…maintain the French [door's] geometry and attributes as closely as possible, in a style common among buildings of this style" (Exhibit C). A rendering of the proposed design was included in the supplied addendum (Exhibit C). Along the eastern elevation the door design is not finalized but will be a new accessible door with an appropriate design that reflects the removed door's/house's style like the north elevation (Exhibit C). The Heritage Impact Statement (HIS) also notes that "[n]o other locations on the north facade were possible for the inclusion of a new accessible door and other interventions were not possible owing to the limited number of existing openings and Queen's programming requirements" (Exhibit C). Importantly, the original opening for both French doors will not be altered to support these new accessible entrances; this is a condition of approval (Exhibit C). The removal of identified heritage attributes will negatively impact the heritage value of the historic house, however they will be repaired and stored in such that they can be reinstalled in the same location at a future date.

To support additional accessibility goals, a new ramp and associated railing system will be introduced on its own foundation that will abut the northern elevation of the historic house (Exhibit C). A condition of approval includes the use of a bond breaker between the wall/ramp to allow for its removal at a future date with limited impacts. The location of this accessible ramp was chosen to avoid additional alterations to the eastern elevation (the most prominent elevation of the historic house). The finalized colour of the ramp and associated railing system has not yet been determined but are intended to be "muted and within the same colour palette as the [h]istoric [h]ouse" (Exhibit C). While the ramp and railing system will partly obstruct the view of the historic house, these alterations will be reversible. As the finalized design details for the ramp and railing system could change their level of impact, they are subject to staff review and approval.

The applicant also plans to enclose three exterior window openings and part of the moulded cornice (Exhibit C). The goal is to maintain the integrity of these openings and building material by integrating a reveal that separates the existing roof cornice and the ceiling of the new addition. "As a result, the new ceiling plane will 'float' above the top of the existing cornice line" (Exhibit C). While this will bring part of the building's exterior to the interior, it will still be visible through the clear glazing and will continue to be appreciated by those who use this part of the building. This alteration is meant to allow for reversibility if the addition is removed in the future while ensuring "…the integrity of the existing expression is not compromised" (Exhibit C).

To allow for the expanded use, a new utility system for the historic house and remaining 2000s addition is necessary. For the historic house, the new location proposed is "the secondary roof at the rear of the [h]istoric [h]ouse. This location has been chosen to provide the required services…while minimizing the visual impact of the equipment. It will not be visible from grade" (Exhibit C). For the remaining part of the 2000s addition, a new penthouse will be introduced on the western portion of the roof but will be screened to "minimize noise and visual impacts" (Exhibit C). "The design of this screen is still under development, but the choice will be muted, within the overall building palette, and designed to minimize its visual impact" (Exhibit C). The

finalized design will be provided to heritage planning staff for review and approval prior to installation. The proposed changes should address minor negative visual impacts related to the location of the existing vents on the historic house and the changes to the 2000s addition should result in a neutral impact once appropriately screened.

One final minor alteration on the historic house includes removing the existing modern projecting rectangular window and replacing it with curtain wall glazing that is flush with the building wall (Exhibit C). This should result in a positive impact since this existing projecting window is not sympathetic to the existing historic house and is visually out of place. While the large unsympathetic opening will remain, the new glazing and flush position should draw less attention.

In addition to the above alterations, various restoration/preservation/maintenance works are also proposed that have been informed by a condition assessment that will enhance the historic house's heritage value, namely: the installation of wood 1-over-1 exterior storm windows (where necessary); repointing the walls/foundation; restoration of the wood trim/pilasters of the eastern elevation entrance; various window repairs; and the like-for-like repair of the existing flat roof. A condition assessment identified that only minor repointing of the brick and stone foundation is necessary, and that the interior windows are "generally in good condition" (Exhibit C). As the interior windows appear to be original to the historic house they will be retained and repaired. However, it appears that the exterior storm windows are in poor condition, and many are not original or sympathetic (Exhibit C). "Where exterior storm windows are missing or have been replaced with unsympathetic aluminum framed storms, new 1-over-1 wood frame storm windows are proposed for single glazed windows at the first and second floor" (Exhibit C). While the finalized design has not yet been determined, "[t]hese storm windows will be historically appropriate and will have a single horizontal division that lines up with the interior sash. This design will maximize the visibility of the exi[s]ting original windows and the new exterior storms will be installed in a manner which is reversible and causes minimal impact to the exi[s]ting historical windows" (Exhibit C). Further, the eastern elevation of the historic house will require some maintenance including the repair of the fluted pilasters and wood entrance surrounds. They are noted to be in generally good condition but have some evidence of wear (Exhibit C). Finally, to address leaks in the roof of the historic house further evaluations are being conducted to determine the extent and cause of damage. "Any repair and/or replacement will be undertaken in a manner which is in keeping with the original design and the existing roof materials…" (Exhibit C). The finalized roof strategy will be approved by heritage planning staff prior to enactment. The result of these works will enhance the value of this building since regular maintenance and upkeep maintains heritage attributes as well as general heritage value. Most of the works involve repair over replacement and will highlight the underlying or associated heritage attributes of the property. Moreover, the applicant will be submitting a Heritage Protection and Conservation Plan that includes a Vibration Study prior to site demolitions or removals (Exhibit C). This plan should provide a clear strategy for ongoing maintenance and additional clarity on how select works will be undertaken. Submission of this Plan is a condition of approval.

The proposal will diminish the historic house's prominence and contribution to Queen's Cultural Heritage Landscape, but these changes are reversible if completed in an appropriate manner. The proposed design for the renovated addition differs from most buildings in the immediate area, is large enough that it obscures the view of the historic house when viewed from the south looking north and will visually dominate the retained historic house along all elevations but maintains a similar massing to surrounding heritage buildings. Despite this, these alterations are reversible and can return this historic house to its existing state if/when a new development occurs at the Agnes.

In addition, the enclosure of a portion of the eastern elevation and the removal of four noted heritage attributes (a pair of French doors and associated iron balustrades) will also diminish the historic house's heritage value, particularly for the north elevation. The northern elevation is envisioned to be one of the two main entrances and will meet Queen's accessible entrance requirements along a well traveled pathway that connects to the Indigenous Walk. While retained French doors and associated iron balustrades are still present along the eastern elevation and on the second floor of the northern elevation, the removal of these attributes along the north elevation to support this new entrance is a missed opportunity for the public to easily experience these rare features especially if it will be one of the two main entrances to the Agnes. Despite their removal, these features will be repaired then housed in a secure climate-controlled area for future reinstallation.

Notwithstanding the above impacts, this proposal also seeks to reinstate a historic use and expand the museum as well as restore/improve the heritage value of the retained heritage attributes through appropriate conservation works while also allowing the property to be used/experienced by a larger share of the public. The expansion of the museum and reestablishment of its residential use fulfills the purpose of Agnes Etherington's contribution to Queen's and recovers some of its intangible value, respectively. The retention and repair of the original interior Period Windows, installation of purpose built 1-over-1 sash storm windows that will display the interior windows, the repair of the east elevation woodwork, masonry repointing, and roofing repair works will enhance/maintain the historic house for the long term. These restoration/maintenance works will further assist in drawing a distinction between new and old while also allowing for the rejuvenation of retained heritage attributes.

As the Agnes has an extensive redevelopment history, including the historic house itself, this proposal allows for the building to be appropriately redeveloped in the future by not permanently altering its heritage attributes. The goal of increasing the building's accessibility and integrating the northern entrance into a well traveled pedestrian route will allow more persons to experience the site's retained heritage value while increasing its usability. Further, the expansion of the museum use will help maintain the Agnes's contribution to Queen's Cultural Heritage Landscape. The forthcoming Heritage Protection and Conservation Plan should provide a clear strategy on ongoing maintenance requirements and additional clarity on how select works on the historic house will be undertaken to ensure these long-term alterations are entirely reversible. While impacts are present, they are reversible.

Staff are of the opinion that the subject application will uphold the heritage conservation objectives set out within the City of Kingston's Official Plan, the Ministry of Ministry of Citizenship and Multiculturalism's Eight Guiding Principles in the Conservation of Built Heritage Properties, and Parks Canada's Standards and Guidelines for the Conservation of Historic Places in Canada. Broadly, the application will:

- Achieve the goal of Section 7.0 (City of Kingston Official Plan): Conserve and enhance built heritage resources within the City so that they may be accessed, experienced and appreciated by all residents and visitors, and retained in an appropriate manner and setting, as a valued public trust held for future generations;
- Achieve Guiding Principle Numbers 2, 4, 6, 7 & 8:
    - Respect for the original location – Do not move buildings unless there is no other means to save them. Site is an integral component of a building. Any change in site diminishes heritage value considerably.
    - Respect for original fabric – Repair with like materials, to return the resource to its prior condition without altering its integrity.
    - Reversibility – Alterations should be able to be returned to original conditions. This conserves earlier building design and technique. For instance, when a new door opening is put in a stone wall, the original stones are numbered, removed and stored, allowing for future restoration.
    - Legibility – New work should be distinguishable from old. Buildings should be recognized as products of their own time, and new additions should not blur the distinction between old and new.
    - Maintenance – With continuous care, future restoration will not be necessary. With regular upkeep, major conservation projects and their high costs can be avoided.
- Achieve Standards 2, 5, 7, 8 & 12 of Parks Canada's Standards and Guidelines:
    - Conserve changes to a historic place that, over time, have become character-defining elements in their own right.
    - Find a use for a historic place that requires minimal or no change to its character-defining elements.
    - Evaluate the existing condition of character-defining elements to determine the appropriate intervention needed. Use the gentlest means possible for any intervention. Respect heritage value when undertaking an intervention.
    - Maintain character-defining elements on an ongoing basis. Repair character-defining elements by reinforcing their materials using recognized conservation methods. Replace in kind any extensively deteriorated or missing parts of character-defining elements, where there are surviving prototypes.
    - Create any new additions or related new construction so that the essential form and integrity of a historic place will not be impaired if the new work is removed in the future.

Previous Approvals

A commentary on the evolution of the Agnes has been included in the Heritage Impact Statement submitted on DASH.

Comments from Department and Agencies

The following internal departments have commented on this application and provided the following comments:

Building Services:
No comment.

Engineering Services – General:
The barrier curb that is used as a small retaining wall should not exceed the encroachment of the existing retaining walls within the municipal property.

Please show the easement for Bader Lane on the drawings to ensure that the building foundation does not encroach into the easement.

The owner will be responsible for the maintenance of paver stones proposed within the municipal property. A clause will be required in the agreement indicating that the maintenance of the pavers will be the responsibility of the property owner.

Engineering Services – Noise:
Noise study will be required and reviewed at the Site Plan Control stage.

Engineering Services – Storm Water:
Storm water management report will be required and reviewed at the Site Plan Control stage.

Active Transportation:
No comments. Retaining wall/curb should not encroach further into municipal right-of-way.

Traffic Review*:*
No comments. Retaining wall/curb should not encroach further into municipal right-of-way.

Utilities Kingston:
Utilities Kingston has no issues or concerns with the heritage permit. All Utilities Kingston comments have been applied to the Site Plan Control Application.

Planning Services:
Site Plan Control approval is required for the proposal. A Pre-application Site Plan Control application has been received and is under technical review (City File Number D02-004-2023).

Forestry Services:
A Tree Permit will be required to address tree removals necessary to accommodate building demolition and to establish Tree Preservation Zones (TPZ) for preserved trees identified in the Tree Preservation Plan through the D02 pre-application submission. Arborist Report and Tree Preservation plan along with Tree Protection fencing details to be submitted in support of the Tree Permit application.

Environmental Services:
No comment.

Kingston Hydro:
No comment.

Transportation Services:
No comment.

Consultation with Heritage Kingston

The Kingston Heritage Properties Committee was consulted on this application through the DASH system. Heritage Services has received comments from four members of the Kingston Heritage Properties Committee. The Committee's comments have been compiled and attached as Exhibit E as well as summarized below.

One member noted that the addition should not "impinge on the integrity of the house in any way" and should not act as a background for or obstacle [to] the view of the historic house. They would rather see a "long, low building which reflects Queen's traditional architecture." This same member noted that the height should be no higher than Kingston or Ban Righ Hall and all works should be reversible.

Another member noted that they thought the wood accents add a "poetic contextual element as well as tactility and human scale…" but cautioned that aluminum louvers might not have the same effect. They would not be opposed to seeing a third option that had a similar function and "feel to wood." They also noted that they would like to see the railing for the terrace in the renderings.

A third member noted that only one such red brick building is on that side of University Avenue, which contributes its own value. They also noted that while renovations might be necessary, that the proposed design overwhelms the historic house and additional thought should be considered regarding expanding the building to the rear (perhaps link with the music school building). The use of glass behind the historic house would be more visually appropriate while also beautifying the western pathway that abuts the building. An accessible entrance might also be better along this western pathway. They were also concerned that the heritage attributes of the historic house might be negatively impacted by the reinstated residential use. They also wanted to know if the "Richarson/Benedickson families have been asked for their feedback" on this proposal.

A fourth member noted that the massing would be less impactful for Ban Righ Hall if the three-storey addition could be softened and scaled down along Bader Lane. It currently appears as a "blocky wall and utilitarian face along much of Bader Lane and across from Ban Righ." They also noted that the recommendations from the ERA HIS should be followed.

Conclusion

Staff recommends approval of the application File Number (File Number: P18-073-2023), subject to the conditions outlined herein, as there are no objections from a built heritage perspective, and no concerns have been raised by internal departments.

Existing Policy/By-Law:

Standards and Guidelines for the Conservation of Historic Places in Canada (Parks Canada)

Ontario Heritage Act, R.S.O. 1990, C.O. 18 (Province of Ontario)

Ontario Heritage Tool Kit (Ministry of Citizenship and Multiculturalism)

City of Kingston Official Plan

By-Law Number 2023-38 Procedural By-Law for Heritage

Queen's University and City of Kingston 1998 Heritage Easement Agreement

Policy on Masonry Restoration in Heritage Buildings

Policy on Window Renovations in Heritage Buildings

Notice Provisions:

Pursuant to Section 33(4) of the *Ontario Heritage Act (OHA),* notice of receipt of a complete application has been served on the applicant.

Accessibility Considerations:

None

Financial Considerations:

None

Contacts:

Joel Konrad, Manager, Heritage Planning, 613-546-4291 extension 3256

Phillip Prell, Intermediate Planner, Heritage 613-546-4291 extension 3219

Other City of Kingston Staff Consulted:

None

Exhibits Attached:

Exhibit A Mapping Information

Exhibit B Excerpt from Queen's University at Kingston and The Corporation of the City of Kingston Heritage Agreement, 1998

Exhibit C HIS, HIS Addendum, Architectural Plan, Window Review & Landscape Plan

Exhibit D Site Visit Pictures

Exhibit E Correspondence Received from the Kingston Heritage Properties Committee

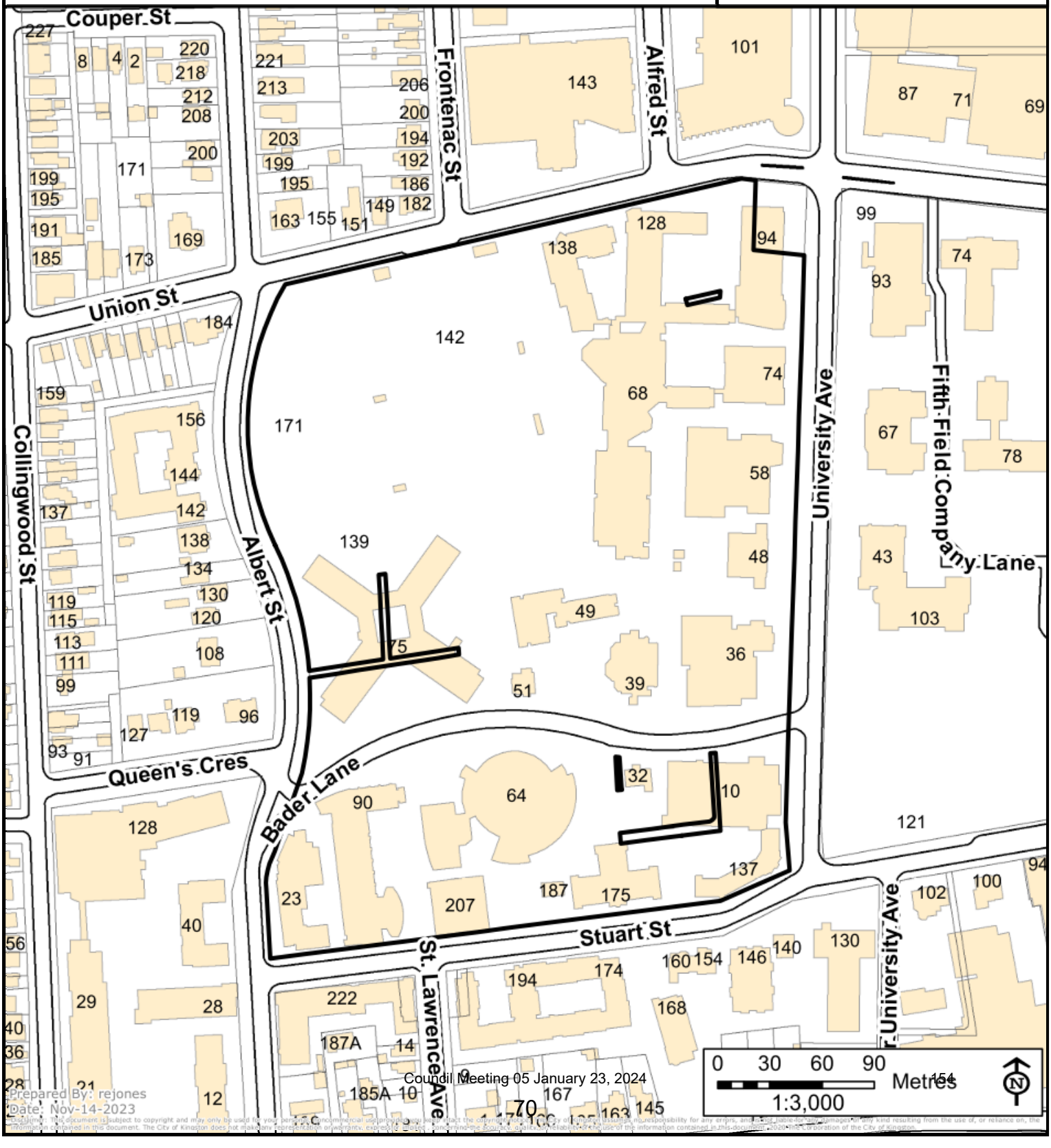
Planning Services

Kingston Heritage Properties Committee

Key Map

Address: 36 Univeristy Avenue
File Number: P18-073-2023

Subject Lands



Prepared By: rejones
Date: Nov-14-2023

KINGSTON

Planning Services

Kingston Heritage Properties Committee

Neighbourhood Context (2023)

Address: 36 Univeristy Avenue
File Number: P18-073-2023

Subject Lands
Property Boundaries
Proposed Parcels

Prepared By: rejones
Date: Nov-14-2023

14

The Agnes Etherington Art Centre
Date: 1879

Reasons for Very Good Classification

This building is rated as Very Good because it is a superior example of a early twentieth century remodelling of an older building, the work of a noted architect, with historical associations to prominent Kingston families and to its current use as an important art gallery, with important historical associations and located on a prominent streetcorner.

Building Description

The Agnes Etherington Art Centre is a 2 storey brick detached house with modern additions. Both the main block and the additions have flat roofs. The main block is set on a high stone foundation and its 3 bay facade has a projecting central pavilion and a recessed, full height wing adjoining bay 3 in which the main entrance is housed in a projecting one storey section. There are double French windows flanked by large single windows in the first storey of the central pavilion, with two windows above; in bays 1 and 3 are paired windows on the first storey and single windows above. Details in this section complement the overall Neo Georgian style: the entranceway has a transomed doorway with a classical frame of reeded pilasters supporting a moulded architrave, broken pediment and a large six-panelled door; the window mullions, proportions, iron balustrades, stone keystones and sills, flat-arched surrounds and wooden shutters are correct to this style; the cornice is white, moulded and dentilled, and; the roof is hidden by a brick parapet topped with stone and broken in sections by white balustrades.

The north face of the main block has a three bay facade with a slightly projecting central pavilion. In bay 1, two small windows in the first storey (one blind) have above them a large round-arched window. In bay 3, there is a large double French window with a transom light with a similar window above in the second storey. This upper window has a small iron-railed balcony. The south face of the main block has at the eastern end a wide chimney breast flanked by single windows on each floor. The remainder of the south face has irregular fenestration in the second storey and a large sun room with a single storey brick extension linked by a glassed passageway to the gallery wing. Brick wings to the west and south have been added to increase gallery space. No interior features were noted, although the gallery highlights several of the rooms in the main block, and many interior fixtures and features in these rooms have been retained.

The building has been substantially altered twice, once to enlarge the residential space, and later to convert the dwelling into an art gallery. The building is sited at the east end of Queen's Crescent on lower University Avenue, just west of Grant Hall, and thus is a minor campus landmark.

The main block was built in 1879 to designs by J.Power and Son, architect. The original tall Victorian house was extensively remodelled in 1920 in the Neo Georgian style to designs by David Shennan, architect. After being acquired by Queen's, the building was remodelled in 1956-57, again to designs by Shennan. The main wing was designed in 1962 by Barrot, Marshall, Merrett, Barrot, architects and further additions and alterations were made in 1975 and 1978. A further expansion is pending (1995). Historical associations are with the Richardson family, prominent locally and nationally. The house was built for George Richardson, former University Chancellor, occupied from 1921 by his

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eldest daughter, Agnes, who had married Dr. Frederick Etherington. Agnes Etherington willed the house to Queen's "for the furthering of art and music at the University". The Art Centre has since become the University's main gallery space and is regarded as one of Canada's most respected and active art museums.

Character Defining Elements

The main block Neo Georgian style, brick walls, projecting central gabled pavilion, French windows, the flat roof and brick parapet with balustrade, the moulded and dentilled cornice, the wooden entrance surround and panelled door, iron balustrades, stone keystones and sills, flat arched window surrounds, window mullions, and the wooden shutters, are essential to this building's character.

Theological Hall (Old Arts Building)
Date: 1880

Reasons for Excellent Classification

This building is rated as Excellent because it is one of the finest architecturally on campus, and the first Romanesque Revival building on campus, influencing much subsequent construction. The work of prominent architects, it is retained virtually intact from the time of its construction during the first major University expansion in the late nineteenth century. At that time it housed the major University functions and commanded a prominent site in the centre of the original campus.

Building Description

Theological Hall is a two storey limestone building with a third storey attic under a gabled roof. The principal, south-facing facade is symmetrical. The main block has projecting pavilions at each end and a central tower. The pavilions are two and a half storeys high, rising to a gable end. The central tower contains the main entrance and is four storeys high, with the top storey rising to gables on each face with a smaller tower topped by pinnacles at each corner. The bays flanking the tower are two storeys high with dormers centred in the roof gable. At each corner of the tower and end pavilions are two storey buttresses. Unifying the vertical elements are string courses which extend across the entire five bays: a plain ashlar course forming the sill of the first storey windows; a narrow, moulded, darker course at the base of the second storey windows; and a narrower dark course across the tops of these windows. This is echoed in the corbel table and billet moulding which extends around the building at cornice level. Further unity is given by the use of predominantly square-headed windows on the first storey, and round-headed windows on the second.

The main entrance is in a monumental, round-arched entryway with voussoirs and compound arches rising from the capitals of rounded pilasters. The middle arch has billet moulding, and similar mouldings mark the panel above the double doors. The panel contains an electric lantern in its centre. Above the entry are a pair of round-arched windows separated by a short, engaged column whose capital supports square stones at the springing of the arch. The third storey of the tower has three narrow round-arched windows with a common sill. Above this, a corbel table supports a moulding at the base of the fourth storey. Four large round-headed openings with shuttered covers are centred above the moulding in each of the tower faces, traced with a dark string course over the tops of the

AGNES ETHERINGTON ART CENTRE

HERITAGE IMPACT STATEMENT

36 UNIVERSITY AVENUE KINGSTON

Issued: September 3 2023

1.1 Specific Project Parameters

The proposed development project at the AEAC involves:

- The conservation of the identified cultural Heritage Value of the AEAC and its Character-Defining Elements;
- The removal of later building additions; and
- The construction of a new addition to the existing museum facilities which will increase indigenous programming on campus; expand community amenities including gallery, and education spaces; and improve accessibility and universal access to the AEAC.

The AEAC is considered as a Part IV Designated property as it is included in the Queen's University Heritage Easement Agreement (HEA) with the City of Kingston. This HIS has been prepared as part of an application for approval to Alter, Erect or Demolish on a designated heritage property under the Ontario Heritage Act.

Heritage Value: *the aesthetic, historic, scientific, cultural, social or spiritual importance or significance for past, present and future generations. The heritage value of an historic place is embodied in its character-defining materials, forms, location, spatial configurations, uses and cultural associations or meanings.*

Character-Defining Element: *the materials, forms, location, spatial configurations, uses and cultural associations or meanings that contribute to the heritage value of an historic place, which must be retained to preserve its heritage value.*

Source: Parks Canada Standards and Guidelines

1.2 Potential Impacts to Heritage Resources

The new addition will conserve the AEAC's identified Character-Defining Elements and will have no negative physical impacts to the identified heritage value of the property. To accommodate the new addition the project proposes the removal of the southeast portion of the 2000 addition and the full removal of the 1974 and 1989 additions to the Historic House on the property. The additions proposed for removal are not included in the HEA description of Character-Defining Elements of the property.

While the proposed project will impact the view of the Historic House from Bader Lane and from the south of University Avenue, it will activate the prominent corner on which the gallery is located and will allow for a much needed gallery expansion. The proposal will increase access points, improving accessibility, and renewing the AEAC's landscaping and outdoor spaces. The proposed development is sensitive to its local context and surrounding heritage adjacencies through the use of carefully planned setbacks, curvilinear forms, and its legibility as a contemporary intervention which is materially subordinate to the existing heritage fabric of the campus.

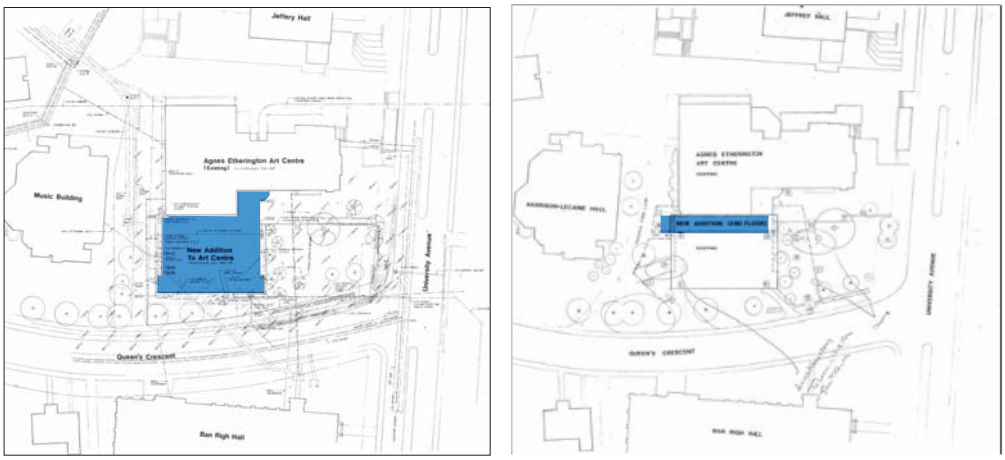
1.3 Submission Number

23TMP-002342

2.3 Proposed Development: Agnes Etherington Art Centre

2. Rendering of proposal (KPMB, 2023)

Known as The Agnes, the AEAC is located at the intersection of University Avenue and Bader Lane, at the heart of the Queen's University Campus. The evolving AEAC has expanded beyond the footprint of a Historic House which was bequeathed by Agnes Etherington to Queen's University in 1956. It has since served as the art gallery and conservation hub for the art collection at Queen's. The Historic House has had several significant additions over the years to accommodate the expansion of its collection and programming. The current development project proposes the removal of the 1974 and 1989 additions, along with the southeast portion of the 2000 addition to accommodate



3. 1974 (left) and 1989 (right) Site Plan drawings with additions indicated in blue (Source: Mill, Ross, and Sadhina Architects; and Marshall, Merret, Stahl, Elliott, Mill, Ross Architects, annotated by ERA).

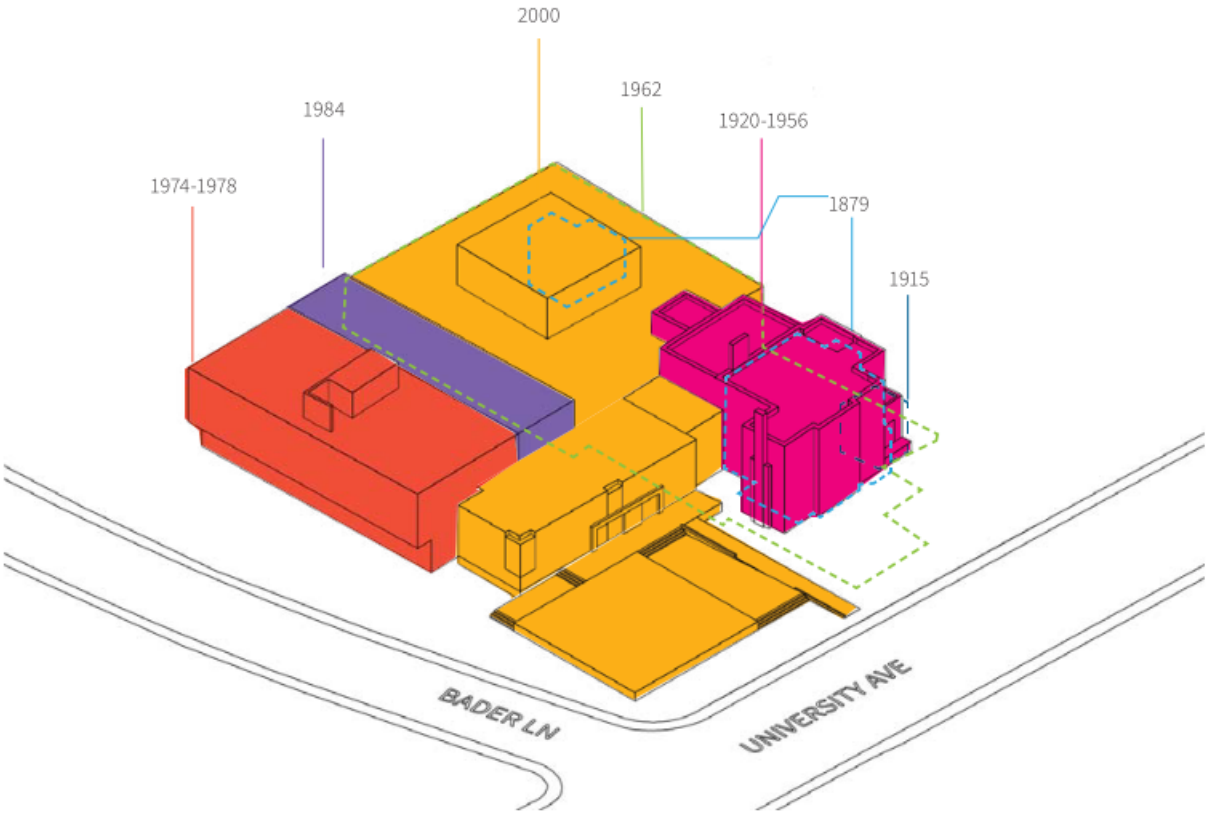
new programming spaces. The additions proposed for removal are not included in the HEA's description of Character-Defining Elements.

A new three-storey, glazed, tiered addition is proposed at the south quadrant of the property. The massing of the addition steps down to one-storey at the south and east (front) elevation of the property. It increases to a two-storey glazed addition at the intersection of the new development and the Historic House. The highest portion of the addition is setback from University Avenue and situated in the southwestern quadrant of the site along the rear lane.

This proposal will increase indigenous programming, exhibition, research, conservation, and gathering spaces at the AEAC. This will result in increased opportunities for new uses and participatory community engagement with the Historic House and the gallery as a whole. It will also provide needed animation to Bader Lane and to the north side of the Historic House at its exterior.

The proposed new addition is sensitive to, and distinguishable from, the Character-Defining Elements of the AEAC, and the existing setbacks and context of University Avenue and the Queen's campus. The new addition also reflects the historic evolution of the AEAC and its role as the Art Centre of Queen's University. While the proposal is distinguishable and physically and visually compatible with the Historic House . The proposal will also provide a nationally important opportunity for Indigenous self-determination on the Queen's university campus, and in the City of Kingston.

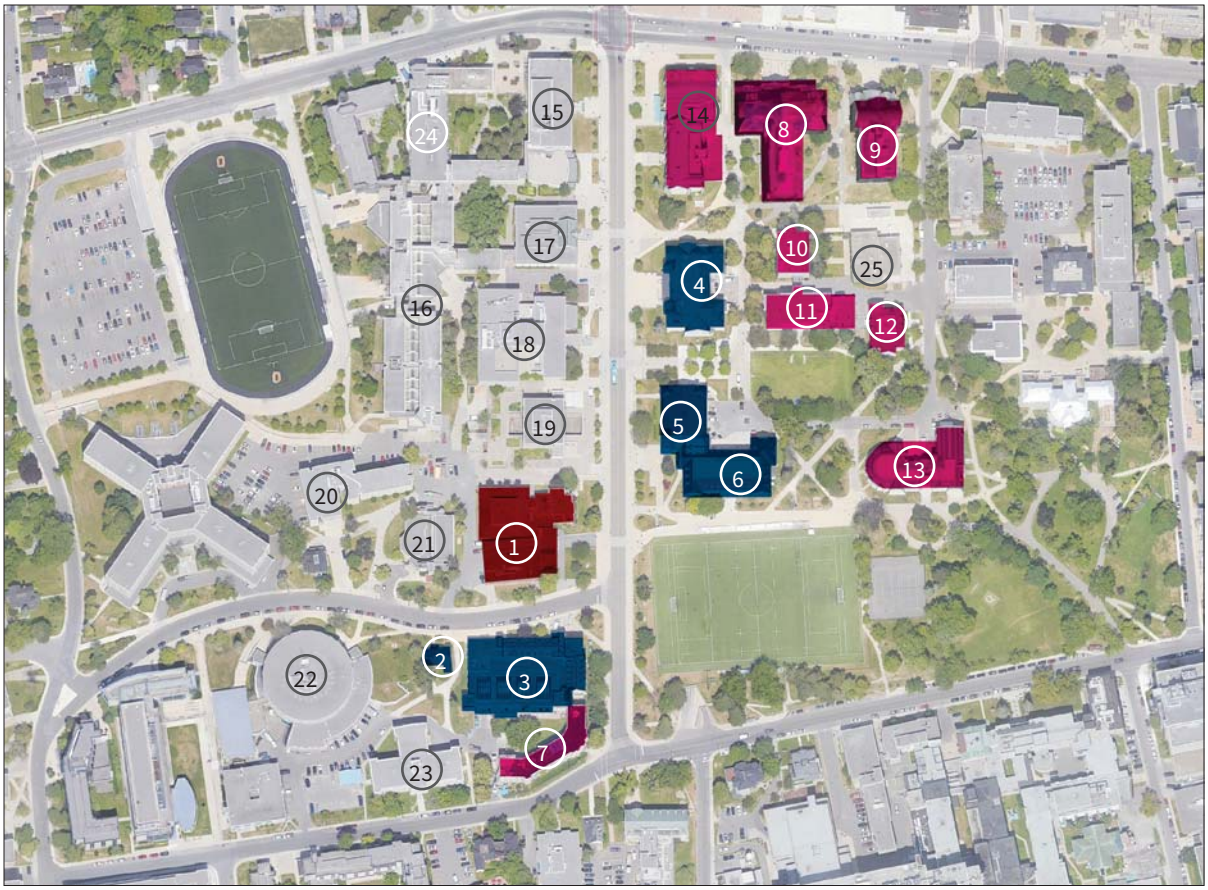
Building Evolution Diagram



49. Axonometric diagram of building evolution with dates. (Source: ERA)

Legend

- 1879 - J.Power and Son (Since modified)
- 1915 - Unknown
- 1924- 1956 - David Shennan, Architect
- 1962 - Mackenzie, Marshall & Merrett (demolished)
- 1974 - Marshall, Merrett, Stahl, Elliott, Mill & Ross
- 1978 - Marshall, Merrett, Stahl, Elliott, Mil & Ross
- 1984 - Mill, Ross, & Sardinha Architects
- 2000 - DSAI



79. Satellite view showing the Site within the wider campus context (Google Earth; Annotated by ERA).

1 Agnes Etherington Art Centre

Adjacent Heritage Easement Properties

- 2 Ban Righ Centre
- 3 Ban Righ Hall
- 4 Ontario Hall
- 5 Grant Hall
- 6 Kingston Hall

Other Heritage Easement Properties

- 7 Adelaide Hall
- 8 Gordon Hall
- 9 Nicol Hall
- 10 Fleming Hall - Stewart Wing
- 11 Fleming Hall - Jemmett Wing
- 12 Carruthers Hall
- 13 Theological Hall
- 14 Douglas Library

Other Properties

- 15 Dunning Hall
- 16 Mackintosh-Corry Hall
- 17 Richardson Hall
- 18 Ellis Hall
- 19 Jeffery Hall
- 20 Watson Hall
- 21 Harrison-LeCaine Hall
- 22 Stirling Hall
- 23 Chown Hall
- 24 The Law Building
- 25 Clark Hall

Agnes Etherington Art Centre (AEAC)

The Reasons for Classification of the AEAC included in the HEA speak to the history and uses of the of the Historic House. These include an understanding of the house:

- As the superior remodeling of an older building;
- As the work of a noted architect;
- For its historical associations to prominent Kingston families (the Richardsons);
- For its current use as an important art gallery; and
- For its location on a prominent street corner.

Throughout the evolution of the property, all of these have been maintained through the full retention in situ of the Historic House and its continued use as an Art Gallery named for Agnes Etherington.

Several Character-Defining Elements are called out in the HEA as being essential to the building's character, and these are limited to the architectural features on the exterior of the Historic House portion of the AEAC. These Character-Defining Elements are crucial to the reading of the Historic House as an excellent example of Neo-Georgian residential architecture and its understanding as a former residential home. While the HEA addresses the Historic House's 1920s remodeling, it does not mention any details about the subsequent additions and modifications, and it does not include any interior features on the list of Character-Defining Elements.

80. Diagram of heritage attributes for the original Agnes Etherington Historic House (Source: ERA)

Character-Defining Elements of the AEAC

1	Main block Georgian Style	9	Stone keystones and sills
2	Brick walls	10	Flat arched window surrounds
3	Projected central gabled pavilion	11	Window mullions
4	French windows	12	Wooden shutters
5	Flat roof with brick parapet with balustrade		
6	Moulded and dentiled cornice		
7	Wooden entrance surround and paneled door		
8	Iron balustrades		

3.6 Condition Assessment

Overall, the current condition of the Historic House is generally good. The majority of its components have been clearly well maintained, with only some minor elements showing signs of deterioration. The main exception to this statement is the condition of the wood windows.

Stone Base

The pale grey limestone base is generally in good condition, with no signs of cracking or spalling. There are a small number of open mortar joints around the basement windows.

Brick

The brick is generally in good condition, with only small amounts of open mortar joints that require repointing. An area of brick at the east end of the south façade and wrapping the corner to the east façade is covered with ivy. The brick parapets and the Historic House's two chimneys are all in good condition.

Windows and Doors

The main entrance door in the east façade is in fair condition. The wood surround was refinished in 2006, but joints are now opening in the edges of the fluted pilaster. The window openings in the side bays of the primary east façade have wood shutters, which appear to be in fair condition.

The French doors at the north elevation are in poor condition. The outside has been painted shut, the paint is peeling, and the wood has started deteriorating. The high bottom rail is in need of replacement along with the bottom sections of the stiles. The putty is cracked and missing in several locations, suggesting that water is getting into the muntin bars. The other set of French doors at the east elevation are in fair condition. The majority of the original windows consist of two parts: an interior window, and an exterior storm sash, separated by a cavity that is 2-3" deep. While the interior windows are generally in good condition, the exterior wood storm sashes are in poor condition and many are not original. They frequently do not appear to close properly (though some have been screwed shut), allowing moisture into the cavity that has resulted in peeling paint at all frames and muntin bars, and deteriorated putty and wood. Some original windows on the Historic House have been bricked in over time.

An inventory of window types is below:

- Basement level: three windows are single-glazed wood windows; and four windows have been infilled with masonry.
- First Floor: six windows are single-glazed wood windows; five windows have original internal windows with exterior wood storms; two windows have been infilled with masonry; two are French doors with wood frames and storm windows; and two windows are not original and were introduced during previous phases of renovations.
- Second Floor: five windows have original internal windows with exterior wood storms; fourteen windows at the second floor are original single-glazed wood windows with non-original exterior aluminum storm windows; and one window has been infilled with masonry

Roof and Flashings

The three areas of flat roof have all been replaced since 2010, and are all in very good condition, finished with pea gravel at the two main roof areas and stone ballast at the smaller west roof.

Other Exterior Features

The metal iron balustrades on the east and north façades are in good condition, although the connections to the brick at the two north balconies are poorly executed.

3.7 Heritage Adjacencies

The following section summarizes the cultural heritage value of identified adjacencies and provides a brief contemporary heritage analysis. All the Character-Defining Elements listed in the Statement of Significance for these adjacencies have been maintained, and a visual assessment from the exterior at grade indicated that the buildings are generally in good condition.

Kingston Hall

Kingston Hall is noted for its architectural features including its proportionality, use of rusticated limestone and Romanesque Revival features, as well as for its historical and associative value. Designed by prominent architects Symons and Rae in 1903, Kingston Hall was one of the first limestone buildings purpose-built for the campus and anchors the southern edge of University Avenue.

Ontario Hall

Ontario Hall is noted for its fine character-defining features, including its Romanesque Revival features, and striking main façade with its main entrance way and curvilinear twinned staircases at the main elevation. Also designed by Symons and Rae in Queenston Limestone, Ontario Hall was the second landmark building to be constructed along University Avenue in this style.

Grant Hall

Built in the Romanesque Revival style with Edwardian details, Grant Hall was also designed by Symons & Rae in 1905. Like their designs for the adjacent Ontario and Kingston Halls, Grant Hall is built using rusticated Queenston Limestone and completes the grouping of these monumental buildings on campus. Grant Hall is one of the most recognizable landmark buildings on the Queen's Campus, due to its clock tower and composition, and siting on University Avenue. It features several significant architectural details and is significant for its development history. It is named for one of the University's most significant Principals, George Munro Grant.

Ban Righ Hall

Designed by architects Allward and Gouinlock, the property is noted for its architectural features and historical association as the first women's residence on the Queen's Campus. As the first institutional building to be erected on the west side of University Avenue, the use of Queenston limestone connects the building to the University Avenue context on the east side and anchors the south side of Bader Lane. Ban Righ Hall has undergone several later sympathetic additions built with rusticated Queenston Limestone; however, these are not clearly distinguishable from the original building fabric.

Ban Righ Centre

Noted for its characteristic Arts and Crafts style, this remaining house form building to the west of the Ban Righ Hall is a remnant of the previously residential character of Bader Lane, which existed well into the 20th Century.

Neighbourhood and Community Context

The AEAC and its noted adjacencies make a strong contribution to the varied character of University Avenue and its importance to the Queen's campus as a Cultural Heritage Landscape.

The interface of buildings in a range of architectural styles and periods provides visual evidence of an expanding and evolving University, while maintaining the respective character of their context through the use of consistent setbacks. The setbacks along University Avenue are consistent with the setback of the AEAC's Historic House.

The landscape of Bader Lane retains the curvilinear layout of the street which is a remnant of the original survey and later development of the area. The current interface of the south elevation of the AEAC additions does not positively impact or contribute to the Bader Lane streetscape.

Cultural Heritage Landscape: (a) geographical area that has been modified, influenced or given special cultural meaning by people, and that has been formally recognized for its heritage value. Cultural landscapes are often dynamic, living entities that continually change because of natural and human-influenced social, economic and cultural processes.

While the resulting forms may sometimes be simple and other times complex, there is a common language and approach developed for the conservation of cultural landscapes.

Source: Standards and Guidelines for the Preservation of Historic Places in Canada.

4 PROPOSED CONSERVATION APPROACH

The proposed conservation approach is a full rehabilitation. This will revitalize the existing identified heritage resources on the property and ensure its ongoing contribution and innovation as an important Art Centre on the Queen's University Campus.

This rehabilitation will conserve and augment the AEAC's identified Character-Defining Elements through carefully considered conservation work and localized repairs. The proposal will convert the Historic House into a live-in artist residency and community-facing cultural hub, while maintaining public access and its siting on campus. It will also accommodate a fully accessible community-facing, participatory project space and trans-disciplinary resource on the Queen's campus. This transformation honours Agnes Etherington's original bequest of her house to create an Art Centre to "further the cause of art and community".

The conservation approach is in keeping with industry best practices including the Ontario Heritage Toolkit and the Parks Canada Standards and Guidelines for the Preservation of Historic Places in Canada.

Conservation: all actions or processes that are aimed at safeguarding the character-defining elements of an historic place so as to retain its heritage value and extend its physical life. This may involve Preservation, Rehabilitation, Restoration, or a combination of these actions or processes.

Preservation: the action or process of protecting, maintaining, and/or stabilizing the existing materials, form, and integrity of an historic place, or of an individual component, while protecting its heritage value.

Rehabilitation: the action or process of making possible the continuing or compatible contemporary use of an historic place, or an individual component, while protecting its heritage value.

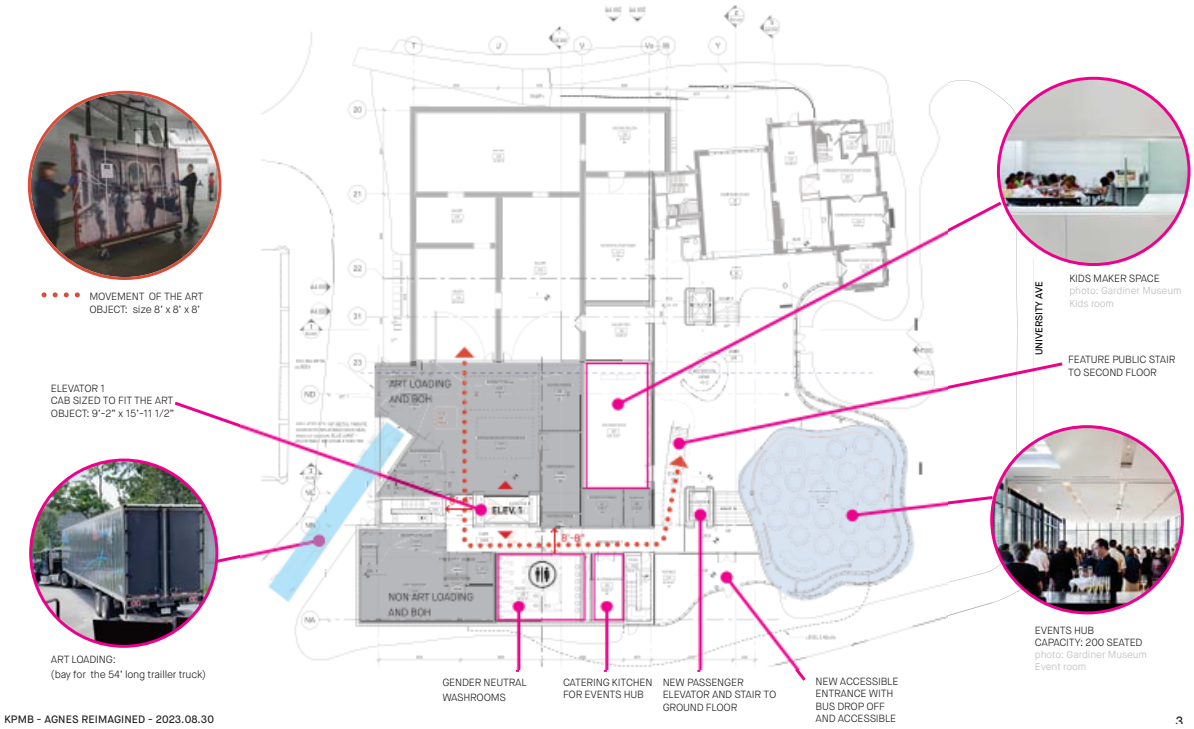
Restoration: the action or process of accurately revealing, recovering or representing the state of an historic place, or of an individual component, as it appeared at a particular period in its history, while protecting its heritage value.

Source: Parks Canada Standards and Guidelines for the Preservation of Historic Places in Canada.

4.1 Development Analysis of the Agnes Etherington Art Centre

The design for the proposed revitalization of the AEAC was developed by KPMB in consultation with Indigenous Affairs consultant Georgina Riel, and Queen's University. The revitalization proposes the following site interventions:

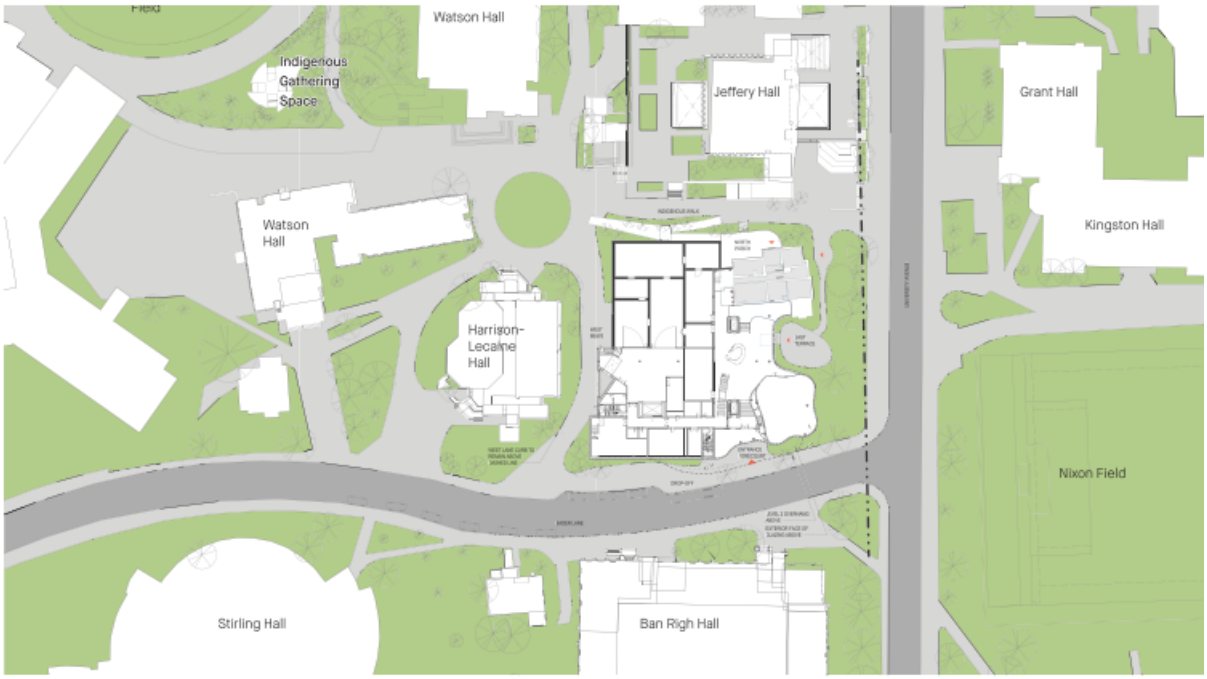
- Preservation of the Character-Defining Elements of the Historic House.
- Rehabilitation of the Historic House building fronting onto University Avenue to enhance its heritage value and to accommodate new programming.
- Removal and replacement of the 1974, 1989, and parts of the 2000 additions to facilitate the inclusion of a new addition.
- The new addition will support expanded programming, conservation, gathering, and indigenous cultural space.



83. Site Plan Diagram of Program and Site Constraints (Source: KPMB, 2023)

The new addition will feature a new glazed double height lobby space and reception area off of University Avenue which will open onto an Arts and Events hub at the southern and eastern ends of the building. The upper floors will step back along the front east elevation at the second and third floors, to retain views to the Historic House at the exterior while expanding interior spaces. This will accommodate a 200% increase in exhibition and alternative programming spaces for curatorial experimentation and public engagement; Indigenous self-determination spaces; as well as new art study spaces and conservation resources.

A Welcome Centre with a new entrance forecourt is proposed to replace the existing addition at Bader Lane. The ground floor of the new extension will serve as a service space and loading area for the existing 1-storey galleries at the east end of the site and will connect new gathering spaces with an expanded main floor at the Historic House's west elevation. An accessible entrance is proposed from Bader Lane which will provide a new entrance into the gallery and serve to animate the interface of the AEAC with the surrounding streetscape.



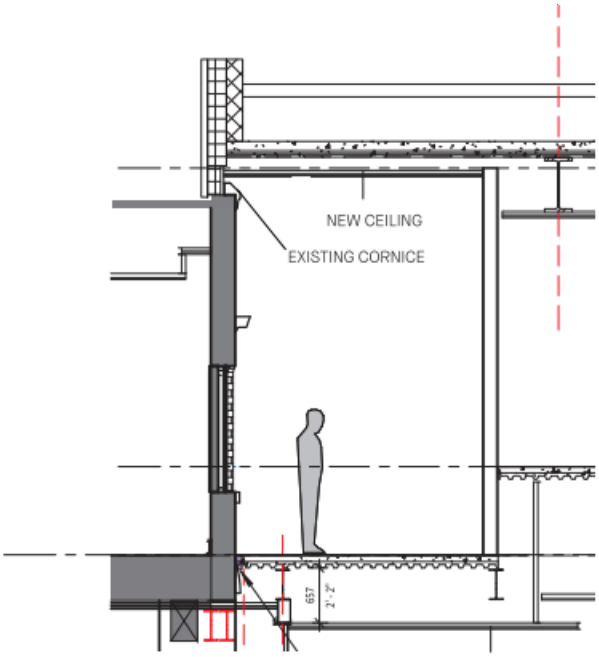
84. Site Plan of the proposed development (Source: KPMB, 2023)

A new accessible entrance is proposed in an existing opening along the north elevation. This will provide access to the AEAC which responds to current campus paths of travel and will provide an accessible entrance which does not obscure or impact the front façade of the Historic House. The entrance will be at the top of a 1:20 ramp which connects a proposed 'Indigenous Walk' landscaped pathway to the Historic House by a new terrace. Both the ramp and the terrace will not be anchored to the Historic House. While the colour of the ramp and its metal guardrails have not yet been determined, they will be muted and within the same colour palette as the Historic House.

This new extension at the east and south is proposed to be further set back at the upper floors of the addition and on its frontage with Bader Lane. The addition is clad in an exterior solar shading system consisting of louvres connected to a framing system over glazed walls. The materials will consist of either tamarack poles or aluminum louvres with a textured Coraflon paint. Both the tamarack and the Coraflon paint will create a soft surface finish with a matte quality which will be distinct and complimentary to the existing materials of the AEAC and with its adjacent heritage adjacencies. The addition at the north and west elevations will be constructed from metal with a textured Coraflon paint. While the final colour selection has not been made, all new elements will be muted and within the palette of the campus landscape.

New mechanical equipment is proposed to be introduced at the north elevation of the new addition, as it is not feasible to be located below grade. The equipment will be screened to minimize noise and visual impacts, and the design of the screen is still under development. It will be designed to have a minimal visual impact and is set back from the Historic House so that it will not be visible from the street. A new garbage enclosure is also proposed at the west elevation, as this location is at a distance from the Historic House. Design details are also in progress, and will be submitted to city staff for approval.

The guiding design principle at all interfaces between new and existing will be a reveal that separates the two to ensure the integrity of the existing expression is not compromised. At the junction of the new ceiling and the existing south parapet of the heritage house a 75mm reveal is proposed. As a result the new ceiling plane will 'float' above the top of the existing cornice line.



85. Section Drawing of Existing Cornice with New Ceiling (Source: KPMB, 2023)

The proposed development will augment the landscape around the AEAC by introducing meadowing and native plantings. Most of the trees on the site will be retained, however one tree that is in ailing health on University Avenue will be removed and replaced with a tree with a slimmer profile, in order to maximize views to the Historic House from the south of University Ave. New plantings will be minimized in front of the Historic House, in order to maximize its visibility.

4.2 Conservation and Impact Analysis

The Historic House

The proposed development will conserve the identified heritage value of the AEAC and will not result in a loss of cultural heritage value on the subject property. All interventions to the Historic House are proposed to be undertaken in a manner which is visually and physically compatible with the Character-Defining Elements. Conservation principles including "repair rather than replace" and "minimal intervention" will guide the approach to all identified heritage elements and new work which intersects with the Historic House will be legible as a distinct layer of change. The proposal is in keeping with the Standards and Guidelines for buildings undergoing "rehabilitation," including:

- Selecting the location for a new addition that ensures that the heritage value of the place is maintained.
- Designing a new addition in a manner that draws a clear distinction between what is historic and what is new.
- Designing an addition that is compatible in terms of materials and massing with the exterior form of the historic building and its setting.

Conservation Measures

Conservation and Rehabilitation measures will be undertaken in a manner which respects the original fabric of the Historic House and its historical materials and original location. Specific measures include:

- The sensitive conservation, cleaning, and repair of Character-Defining Elements including:
    - Minor repointing of the stone base.
    - Minor brick repointing.
    - Repair of original windows.
    - Minor refinishing of the entrance door surround.
- The removal of previous unsympathetic additions at the north elevation and south elevations of the Historic House.

Eight guiding principles in the conservation of historical properties

1. Respect for documentary evidence
Do not base restoration on conjecture. Conservation work should be based on historical documentation, such as historical photographs, drawings and physical evidence.

2. Respect for the original location
Do not move buildings unless there is no other means to save them. Site is an integral component of a building. Any change in site diminishes heritage value considerably.

3. Respect for historical material
Repair or conserve rather than replace building materials and finishes, except where absolutely necessary. Minimal intervention maintains the historical content of the resource.

4. Respect for original fabric
Repair with like materials, to return the resource to its prior condition without altering its integrity.

5. Respect for the buildings history
Do not restore to one period at the expense of another. Do not destroy later additions to a house solely to restore it to a single time period.

6. Reversibility
Alterations should be able to be returned to original conditions. This conserves earlier building design and technique. For instance, when a new door opening is put in a stone wall, the original stones are numbered, removed and stored, allowing for future restoration.

7. Legibility
New work should be distinguishable from old. Buildings should be recognized as products of their own time, and new additions should not blur the distinction between old and new.

8. Maintenance
With continuous care, future restoration will not be necessary. With regular upkeep, major conservation projects and their high costs can be avoided.

Source: Ontario Heritage Toolkit.

Potential Impacts

Two examples of Character-Defining Elements (a French door and an iron balustrade) will also be removed to create an accessible doorway off the north elevation into the main gallery space. A new accessible 1:20 ramp and terrace space is proposed at the north elevation to the house which will have a minor visual impact on the Historic House by partially obscuring the building's masonry at the north façade. No additional impacts are anticipated to the Historic House, provided that careful planning is made for the demolition of the additions proposed for removal.

Mitigation Measures

The proposed work will continue the legacy of a "superior remodeling of an older building" on the property while maintaining the identified heritage value of the Historic House through the following mitigation measures:

- Its current use as an important art gallery will continue with an expanded mandate to facilitate increased indigenous presence and self-determination on campus, which is vital to the principles of reconciliation and the objectives of Queen's University.
- Historical associations to prominent Kingston families will be retained through the continuation of the Agnes Etherington name and the full retention of the Historic House.
- The proposed development will restore a residential component to the Historic House while continuing public access to its ground floor.
- The Historic House will remain in its original location and animate the prominent corner on which it is situated.
- The new terrace and accessible ramp proposed at the north elevation of the Historic House will be poured on a separate foundation which is not affixed to the Historic House, and will be constructed in a manner which is reversible.
- The landscape surrounding the ramp will slope up to meet the ramp surface along its north edge, minimizing the ramp's visual impact within the landscape as a whole. The colour of the ramp is still being determined, but it will be compatible with the colour palette of the Historic House and have a muted finish.

Eight guiding principles in the conservation of historical properties

1. Respect for documentary evidence
Do not base restoration on conjecture. Conservation work should be based on historical documentation, such as historical photographs, drawings and physical evidence.

2. Respect for the original location
Do not move buildings unless there is no other means to save them. Site is an integral component of a building. Any change in site diminishes heritage value considerably.

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New work should be distinguishable from old. Buildings should be recognized as products of their own time, and new additions should not blur the distinction between old and new.

8. Maintenance
With continuous care, future restoration will not be necessary. With regular upkeep, major conservation projects and their high costs can be avoided.

Source: Ontario Heritage Toolkit.

- The ramp and terrace will be designed with a rail featuring painted metal pickets. The colour of the rail is still being determined, but the choice will be muted, within the overall building palette, and have a matte finish to minimize its visual impact.
- Improved accessible access and circulation to the AEAC is in keeping with the Parks Canada Standards and Guidelines recommendation regarding "finding solutions to meet accessibility requirements that are compatible" with the exterior form of heritage properties. The new entrance and ramp at the north elevation will not block views or access to the principal façade of the Historic House.
- All masonry repointing and repair will be carried out in accordance with the City's Policy on Masonry Restoration in Heritage Buildings.
- A Heritage Protection and Conservation Plan will be prepared and submitted to the City of Kingston for approval, prior to any site demolitions or removals. While no blasting or underground parking is being proposed, the Heritage Protection and Conservation Plan will include a Vibration Impact Assessment and a plan which will be put into place prior to any site demolitions or removals. The Conservation Plan will contain additional information about material choices, repair methodologies, and the interface of new elements with the Historic House fabric.
- All Character-Defining Elements will be fully retained, conserved, and rehabilitated with the exception of the set of French doors and an iron balustrade.

Window and Door Impact Mitigation Measures

As stated in the City of Kingston's 2012 *Policy on Window Renovations in Heritage Buildings*, Kingston recognizes that Period Windows are an integral component of heritage buildings, and that their conservation is of great importance to the City's character. The rehabilitation of the AEAC will include the retention and refurbishment of existing period windows, with the exception of one set of French doors at the north façade.

The policy also acknowledges that the thermal efficiency of windows is an important part of improving the energy use of a building, and that older windows can be upgraded to maximize their efficiency.

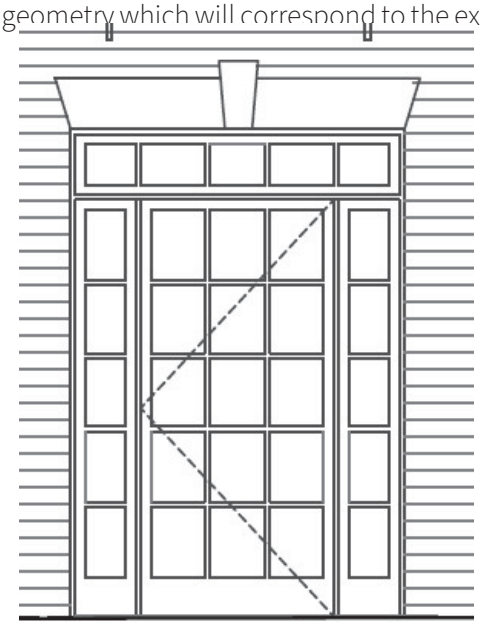
- Where exterior storm windows are missing or have been replaced with unsympathetic aluminum framed storms, new 1-over-1 wood frame storm windows are proposed for single glazed windows at the first and second floor. These storm windows will be historically appropriate and will have a single horizontal division that lines up with the interior sash. This design will maximize the visibility of the exiting original windows and the new exterior storms will be installed in a manner which is reversible and causes minimal impact to the exiting historical windows.
- The new exterior storm windows will be fastened into the wood frame, to match the location within the opening of the existing wood sashes that are to be retained. Although the fasteners will make holes in the wood frame, these holes will be easily repaired with wood filler if the storm windows are ever removed. There will be no impact on the existing wood sashes.

86. Archival photo of AEAC showing 1-over-1 storm windows at second floor of the Historic House

- The original French door proposed for removal will accommodate a new accessible entrance, which responds to existing patterns of travel on the campus and is in keeping with the Queen's University Accessibility Standards. While this intervention will require the removal of a Character-Defining Element, another example of the French doors and their associated iron balustrade also exist at the primary elevation of the house along University Ave. These Character-Defining Elements will be refurbished and remain in-situ in their more prominent location on the Historic House. The proposed removal is a reversible intervention, and the original doors will be salvaged and safely stored.

- The new accessible door at the north elevation will be designed in a manner which is sensitive and sympathetic to the original door. The masonry opening will not be altered and a new door will be installed to meet the Queen's Accessibility Standards requirement for a 950mm clear door opening. Design details will be finalized in the conservation plan, and new hardware will be selected in keeping with the spirit of the existing Historical House and its existing fixtures.

- The removal of this Character-Defining Element will not impact the identified heritage value of the property as another more prominent example of this attribute will remain on the primary facade of the Historic House. The proposed new intervention will be sensitively designed to minimize any visual or physical impacts. The new door will feature proportional sidelights and geometry which will correspond to the existing conditions.



87. Proposed design for new accessible door at north elevation. (Source: KPMB)

New Addition

Conservation Measures

The new work will follow the *Standards and Guidelines for the Preservation of Historic Places* in Canada Standard 11 by ensuring that the heritage value and Character-Defining Elements are conserved, and that the work is physically and visually compatible with and distinguishable from the Historic House. Standard 11 also advises that an addition should be subordinate to the historic place which is understood to mean that the addition must not detract from the historic place or impair its heritage value.

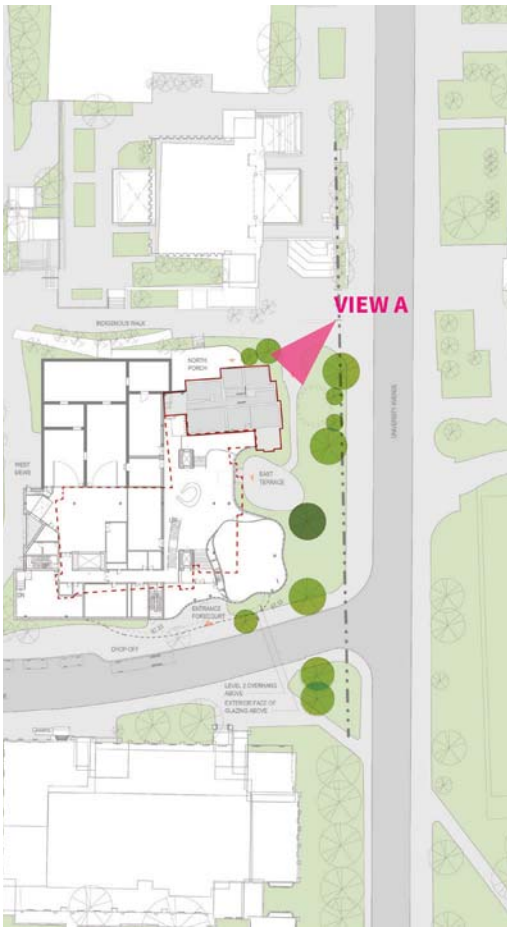
Potential Impacts

A need for expanded programming and site constraints have resulted in the proposal of a large addition. As a result, views to the Historic House will be impacted from Bader Lane and from the south of University Avenue.

88. Annotated Site Plan of the proposed development with impacted views shaded in blue and unaffected views shaded in pink. Note: annotated tree will be a replacement for the current existing tree (Source: KPMB, 2023)

View A - North Elevation

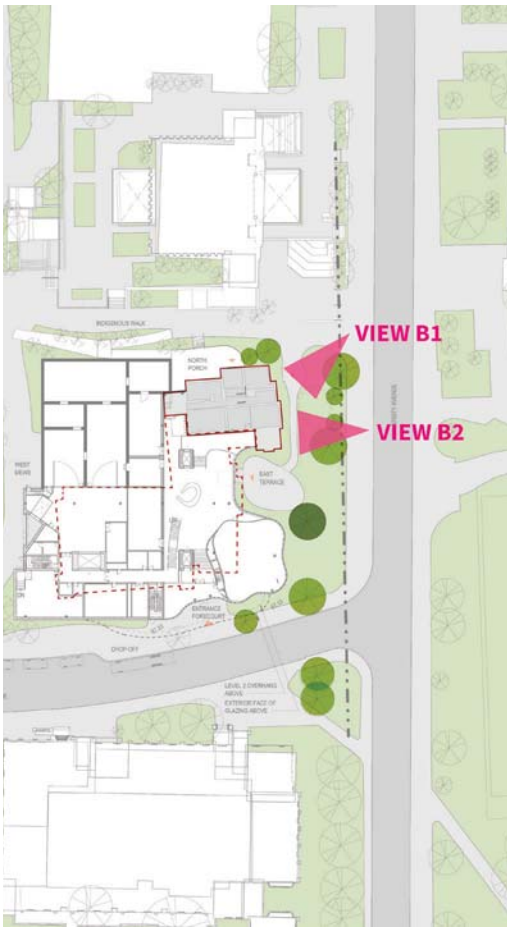
89. TOP Perspective View A: Rendering of the proposed north elevation Note: views to the Historic House are not impacted (Source: KPMB, 2023).
90. BOTTOM Perspective View A: Current image of north elevation (Source: ERA, 2021)



91. Key Map indicating View A

View B - East Elevation

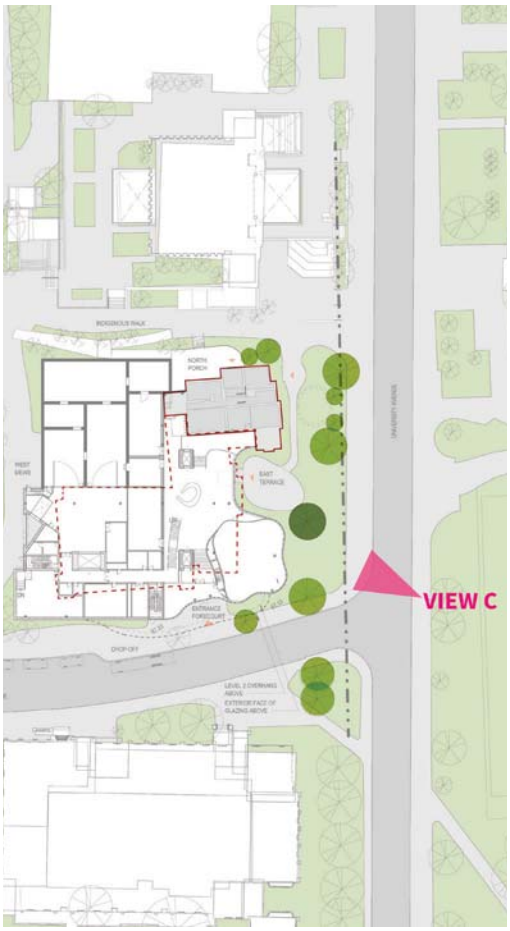
92. TOP Perspective View B2: Rendering of the proposed east elevation Note: views of the Historic House are not impacted (Source: KPMB, 2023).
93. BOTTOM Perspective View B2: Current image of east elevation (Source: KPMB, 2023)



94. Key Map indicating View B

View C - South-East Elevation

95. TOP Perspective View C: Rendering of the proposed south-east elevation Note: views of the Historic House are not impacted (Source: KPMB, 2023).
96. BOTTOM Perspective View C: Current image of south-east elevation (Source: KPMB, 2023)



97. Key Map indicating View C

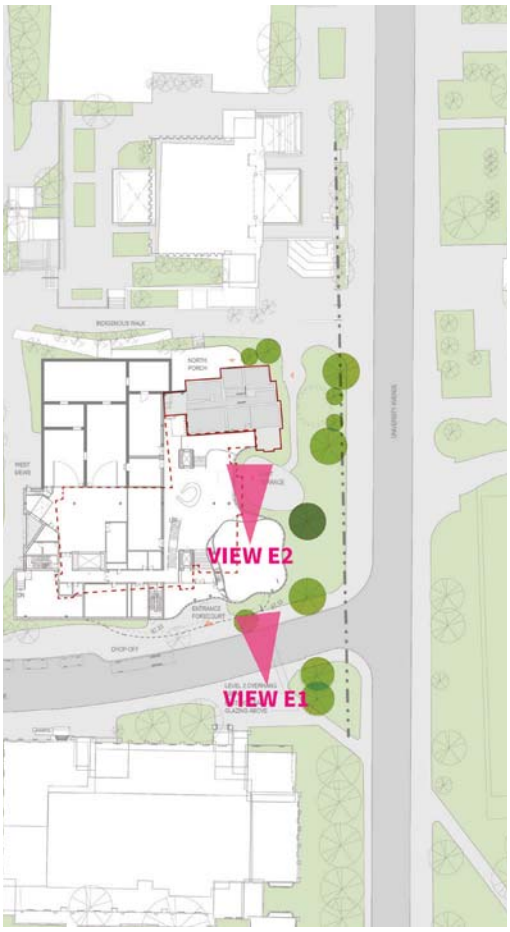
View D - South Elevation

98. TOP Perspective View D: Rendering of the proposed south elevation (Source: KPMB, 2023)
99. BOTTOM Perspective View D: Current image of south elevation (Source: Google Street View, 2020)

100. Key Map indicating View D

View E - South Elevation

102. TOP Perspective View E2: Rendering of the proposed south elevation (Source: KPMB, 2023)
103. BOTTOM Perspective View E1: Current image of south elevation (Source: KPMB, 2023)



101. Key Map indicating View A

Mitigation Measures

- The new addition and its proposed new entrances at Bader Lane and at the north of the AEAC will animate the campus and the important corner on which the AEAC is located.
- The new addition's size and massing will allow Queen's to expand its internationally recognized conservation, teaching, and exhibition spaces while establishing a vital hub for indigenous art, culture, and programming. The recessed area between the southern portion of the new addition and the Historic House will not detract from or impair the heritage value and understanding of the Character-Defining Elements and importance of the property. It will also physically manifest the project's intention to present indigenous and western world views side-by-side.
- The setbacks of the new addition will allow for continued views of all of the Historic House from the public realm and from key vantage points along University Avenue.
- The massing of the new addition as seen from Bader Lane will correspond to the massing of Ban Righ Hall, and they will work together to create a gateway from Bader Lane to University Avenue.
- The materials of the new addition have been selected for their complimentary texture and appearance within the existing material palette of the campus, the Historic House, and its heritage adjacencies. The materials do not seek to mimic what is existing and they will be a distinct layer of change from the Historical House. Final materials and colour selections will be included in the Conservation Plan for city approval.
- The proposal includes rewilded meadowed landscape and indigenous gardens which will enrich the University Avenue landscape and create a visible indigenous presence at an important campus location. Large plantings which obscure views to the Historic House will not be introduced. A new tree is proposed to replace an existing yet ailing tree at University Avenue.
- Documentation of all additions proposed for removal and the gallery as a whole is recommended to provide an archival record of the evolving AEAC property and its history.

Heritage Adjacencies and Neighbourhood and Community Context

The proposed development is part of the continued development of University Avenue within the Queen's campus and its context within the City of Kingston. The contemporary style of the proposed development makes it a distinct and contextually appropriate addition to this important cultural landscape. It does not seek to replicate adjacent buildings, and the proposed material and massing will introduce a new and complimentary layer of design to University Avenue and Bader Lane. Landscaping and gathering spaces are also proposed at the north and south of the site, activating the surrounding area and connecting it with other campus spaces.

Potential Impacts

The proposed addition will have a positive impact on the surrounding campus context by expanding programming, improving landscaping, increasing animation, and creating additional outdoor gathering space at Queen's.

Mitigation Measures

Construction staging and management should be planned to minimize disruption and access to the identified cultural heritage resources adjacent to the AEAC and in the surrounding campus area. A Vibration Impact Assessment and a Vibration Plan should be prepared. Final materials should be selected which are complimentary and distinct from the adjacent heritage resources.

5 CONCLUSIONS AND RECOMMENDATIONS

The Agnes Reimagined project has been designed to expand the programming opportunities of this world renowned art gallery and conservation space while providing a unique opportunity for reconciliation and indigenous expression on campus. While the proposed addition is, it is contextually appropriate and will ensure that the heritage value of the property is maintained. The proposed new addition draws a clear distinction between what is historic and what is new and is compatible in terms of its massing with the exterior form of the historic building and its setting. The conservation measures for the site prioritize rehabilitation while allowing for a new and contextually appropriate contemporary building. The full retention of the Historic House and its identified Character-defining Elements will also allow for a new understanding of the development and evolution of the Queen's University Campus.

The proposal will also allow for a significant expansion of the AEAC and will facilitate increased indigenous and community programming, while animating an important corner in the city.

This HIS recommends that:

- Future planning for the project should also consider the necessary protections for the Historic House and its adjacencies during all demolition and construction activities;
- A Vibration Impact Assessment should be prepared and a Vibration Plan should be put into place prior to any demolition or construction.
- A Conservation Plan which includes the above information, along with all identified rehabilitation measures for the Historic House and design details for all new elements which impact the Historic House should be prepared and submitted to the City of Kingston for approval.
- A documentation report which includes information and photographs of all additions to be removed should be completed prior to any demolition, for archival purposes.
- The Character-Defining Elements which are proposed for removal should be salvaged and safely stored for any potential future reinstatement.

The proposed conservation measures and impacts of this project are in keeping with best heritage practices and will augment the Cultural Heritage Landscape of Queen's University Campus, the identified Character-Defining Elements of the AEAC, and its adjacencies. This proposal will result in a project of national importance and create an Important opportunity for indigenous reconciliation and excellence in the arts.

The following addendum has been prepared by ERA Architects to outline all known changes and any anticipated changes to the Agnes Etherington Art Centre (AEAC) project since the September 2023 Heritage Impact Statement (HIS) submission to the City of Kingston.

1. REPLACEMENT OF 2-BY-5 FRENCH WINDOW AND REMOVAL OF IRON BALUSTRADE ON NORTH ELEVATION

The AEAC features two sets of 2-by-5 French windows on the Historic House which are listed as Character-Defining Elements. One is located at the primary (east) elevation, and another is located on the north elevation. The 2-by-5 French window at the north elevation and its associated iron balustrade are proposed for removal to accommodate a new accessible door. The window slated for removal is in poor but repairable condition: The outside has been painted shut, the paint is peeling, and the wood has started deteriorating. The high bottom rail is in need of replacement along with the bottom sections of the stiles. The putty is cracked and missing in several locations, suggesting that water is getting into the muntin bars.

While the 2-by-5 French window at the north façade can be repaired, it does not meet requirements for an accessible door. Its existing geometry cannot provide the 965mm clear width required for new accessible doors by the Queen's Accessibility Standards (QAS), the 860mm clear width required by the QAS for retrofitted doors, or the 960mm required by the Ontario Building Code. Possible modifications were explored, but it cannot be appropriately modified while maintaining its original geometry. No other locations on the north facade were possible for the inclusion of a new accessible door and other interventions were not possible owing to the limited number of existing openings and Queen's programming requirements. Therefore, a new accessible door is being proposed in this location with a new design which will maintain the French window’s geometry and attributes as closely as possible, in a style common among buildings of this style.

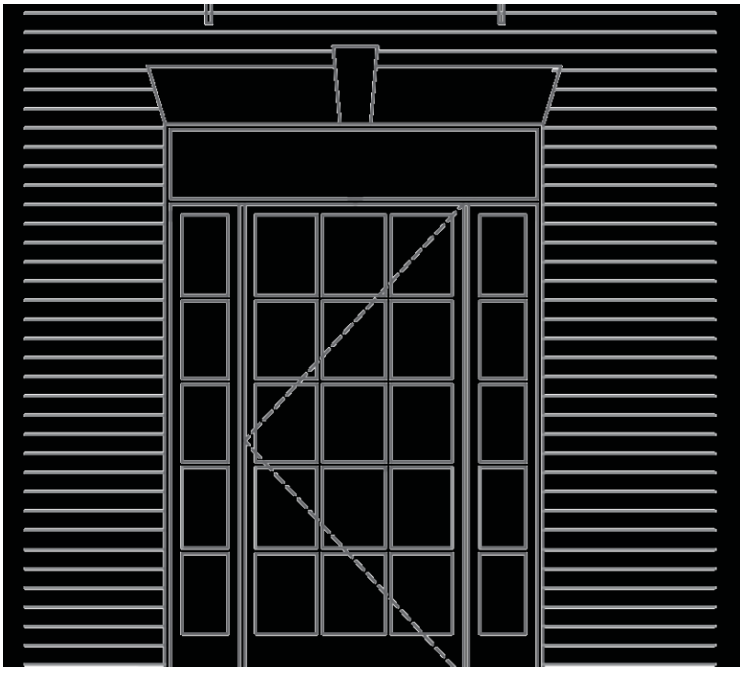


Fig. 1 Proposed replacement door design for French window at north Elevation.

The proposed location will avoid the need to make additional masonry openings or alter existing masonry openings while accommodating the AEAC's programming. As there won't be any storms on this door, the new design will be double glazed with a new transom which will match the existing appearance. A proposed design is included with this addendum on page 1. New door hardware will also be introduced which will meet accessibility standards and have a sympathetic and compatible appearance with the existing heritage elements of the Historic House.

The 2-by-5 French window and its associated iron balustrade will be removed and stored in a secure, climate-controlled location to maintain their identified heritage value. Prior to being stored, the French window will be repaired. The repair will happen in situ, if possible, but it is likely that the window will have to be removed from its hinges/original location for the repair.

2. REPLACEMENT OF 1-BY-3 FRENCH WINDOW AND REMOVAL OF IRON BALUSTRADE ON SOUTH ELEVATION

The AEAC features 1-by-3 French windows on the Historic House which are listed as Character-Defining Elements: one is located at the south elevation of the second floor of the Historic House and has an associated iron balustrade. This 1-by-3 French window and its associated balustrade are proposed for removal to accommodate a new accessible door leading to a proposed new balcony area, which is part of the new addition to the AEAC.

The 1-by-3 French window proposed for removal is in poor but repairable condition: there is peeling paint and wood deterioration, and it is not able to close properly. While the 1-by3 French window can be repaired it cannot be modified to meet requirements for an accessible door. Its existing geometry cannot provide the 965mm clear width required for new accessible doors by the Queen's Accessibility Standards (QAS), the 860mm clear width required by the QAS for retrofitted doors, or the 860mm required by the Ontario Building Code. Possible modifications were explored, but it cannot be appropriately modified while maintaining its original geometry. No other locations were identified to provide access to the balcony from the proposed new artist residence owing to the limited number of existing openings on the Historic House and Queen's programming requirements. Therefore, a new accessible door is being proposed in this location with a design which will maintain the windows geometry as closely as possible, in a style common among buildings of this style. No alterations are being proposed to the size of the masonry opening. The design details of this door are in development and will be submitted for input and approval from the Heritage Staff at the City of Kingston. New door hardware will also be introduced which will meet accessibility standards and have a sympathetic and compatible appearance with the existing heritage elements of the Historic House.

The removed 1-by-3 French window and its associated iron balustrade will be removed and stored in a secure, climate-controlled location, to maintain their identified heritage value. Prior to being stored, the French window will be repaired. The repair will happen in situ, if possible, but it is likely that the window will have to be removed from its hinges/original location for the repair.

3. MATERIALS

Materials proposed for the new additions to the AEAC are intended to be in keeping with the material palate and colours of the Historic House and the Queen's campus. New materials include honed grey

granite and light grey/silver toned corrugated metal. The primary elevation of the new addition will include glazing and an aluminum louvre system, painted with a white or light grey Coraflon paint, or a wooden pole system. The previous HIS identified this wooden pole material as tamarack, but the proposal has been revised to identify Ontario cedar as the preferred wood option. Proposed materials can be found on page 4 of this addendum.

4. ROOF VENTILATION, EXHAUST, AND MECHANICAL PENTHOUSE

Revisions to the placement of ventilation, exhaust, and mechanical equipment have occurred since the first HIS submission. New equipment is being proposed on the secondary roof at the rear of the Historic House. This location has been chosen to provide the required services to the Historic House, while minimizing the visual impact of the equipment. It will not be visible from grade.

A new mechanical penthouse is also being introduced, and while it has been shown on the drawings submitted with the September 3 HIS, a revised SPA submission will reflect a new location. These details have been updated in a revised roof plan (A2.106) which is included on page 5 of this addendum.

The orientation of the new mechanical penthouse has been adjusted to better align with the existing mechanical penthouse on the roof of the 2000s addition, and the orientation and position of the required generator have been adjusted at the west portion of the roof to accommodate servicing requirements. The generator will be concealed with a screen to “minimize noise and visual impacts” per Queen’s Campus Master Plan Design Guidelines. The design of this screen is still under development, but the choice will be muted, within the overall building palette, and designed to minimize its visual impact.

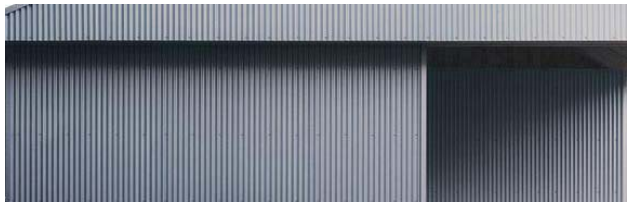
5. HISTORIC HOUSE ROOF

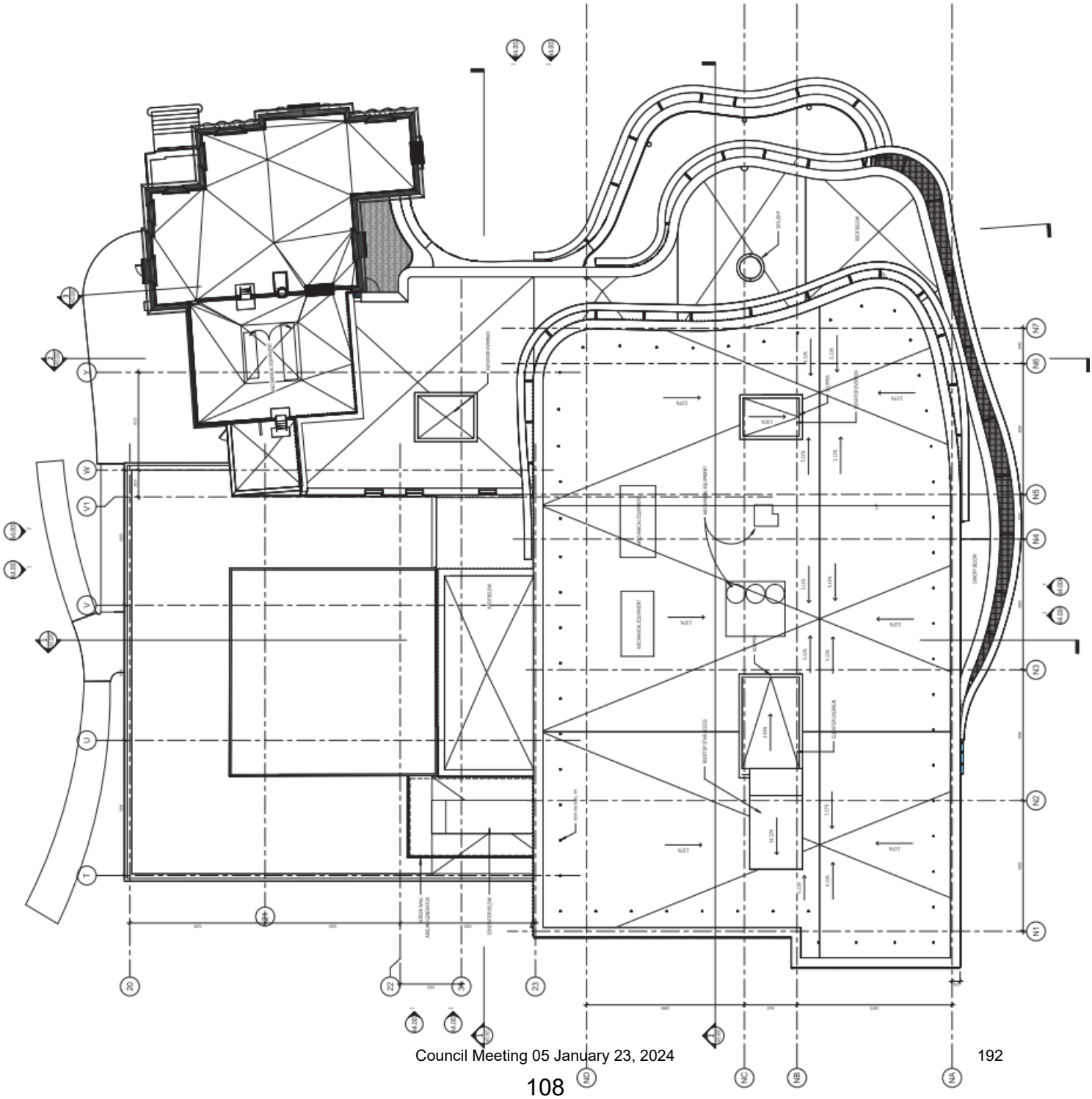
In the past two months there have been leaks in the flat roof of the Historic House which have impacted on the AEAC’s office spaces. An evaluation is under way to determine the cause of these incursions and whether these roof areas can be repaired or if any replacement will be required. Any repair and/or replacement will be undertaken in a manner which is in keeping with the original design and the existing roof materials, in consultation with Heritage Staff at the City of Kingston.

6. NEW SIGNAGE

New signage will be introduced to the AEAC and is proposed at three locations: along University Avenue, on Bader Lane, and affixed to the new accessible ramp at the north side of the Historic House. These proposed locations are included on page 6 of this addendum. The design of this signage is still under development, but it will be designed in a manner which respects the materiality and palate of the Historic House and the surrounding campus, and it will not be attached to the Historic House or obscure views to Character-Defining Elements. The final designs will be submitted to Heritage Staff at the City of Kingston for approval.

EXTERIOR MATERIAL LEGEND

MATERIAL	TAG	DESCRIPTION	LOCATION	IMAGE	COLOR RANGE
Granite	ST-2	Manufacturer: Polycor Type: Granite, "Concord Gray" Finish: Honed. Thickness: 38 mm slab or as noted. Dimensions: as indicated on drawings. For other criteria see General Notes for all Stone types.	Base / Grade		
Wood Poles (Alternate)	VL-2	Eastern White Cedar Wood Poles (175mm to 225mm smallest OD) Bark removed, all branching smoothed flush. Poles to be treated with clear exterior fire retardant, CHECMO or approved equal. Flame spread of 25 or less.	Level 1,2 & 3		
Aluminum Louvers	VL-1	Type: aluminum tubes Dimensions and quantity as indicated on drawings. Coraflon paint	Level 1,2 & 3		WHITE TO LIGHT GREY TONES
Corrugated Metal	MT-1	Type: 63mm corrugated aluminum vertical siding Dimensions and quantity as indicated on drawings. Coraflon paint	Level 1,2 & 3	 	LIGHT GREY/SILVER TONES



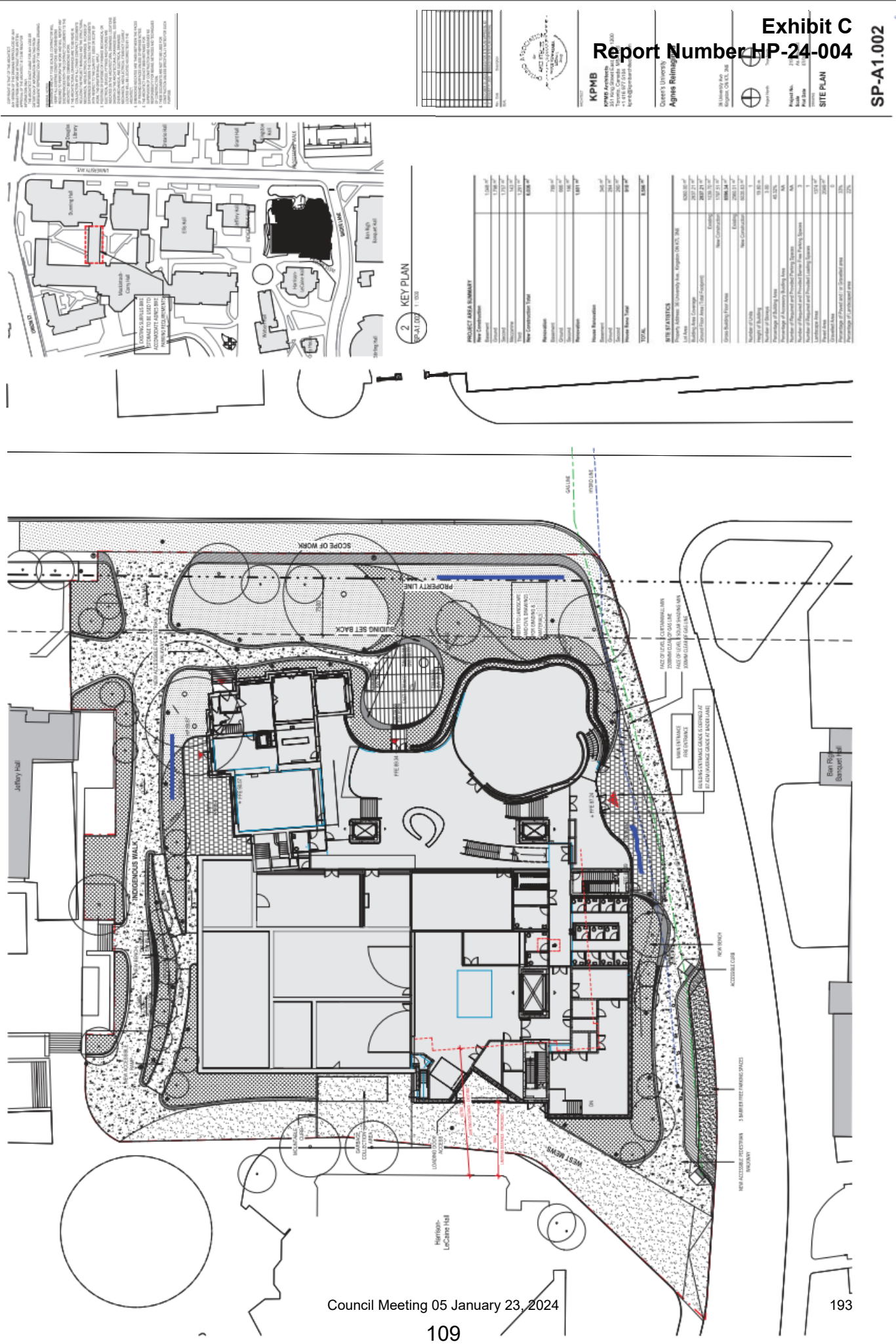

SP-A1.002
SITE PLAN
KPMB
Queen's University
Agnes Reimagined
KEY PLAN
PROJECT AREA SUMMARY
SITE STATISTICS
SCOPE OF WORK
PROPERTY LINE
BUILDING SET BACK
INDIGENOUS WALK
WEST WERVE
Jeffery Hall
Ban Righ Hall
Harrison-LeCaine Hall

Exhibit C
Report Number HP-24-004

Agnes Reimagined

36 University Ave
Kingston, ON K7L 3N6

ISSUED FOR SITE PLAN APPROVAL #2

OCTOBER 30, 2023

ARCHITECT	KPMB Architects	351 King St E, Suite 1200, Toronto, ON, M5A 0L6
STRUCTURAL	ENTUITIVE	200 University Ave, 7th Floor, Toronto, ON, M5H 3C6
MECHANICAL	CROSSEY Engineering Ltd.	2255 Sheppard Ave. E, Suite E—331, Toronto, ON, M2J 4Y1
ELECTRICAL	MULVEY & BANANI International Inc.	90 Sheppard Ave. E, Suite 500, Toronto, ON M2N 3A1
HERITAGE	ERA ARCHITECTS	625 Church St, #600, Toronto, ON, M4Y 2G1
LANDSCAPE	PFS	1777 W 3rd Ave, Vancouver, BC, V6J 1K7
SUSTAINABILITY & ENERGY	CROSSEY Engineering Ltd.	2255 Sheppard Ave. E, Suite E—331, Toronto, ON, M2J 4Y1
LIGHTING DESIGN	TILLOTSON Design Associates	40 Worth St, #703, New York, NY, 10013, United States
AV DESIGN	MULVEY & BANANI International Inc.	90 Sheppard Ave. E, Suite 500, Toronto, ON M2N 3A1
IT	MULVEY & BANANI International Inc.	90 Sheppard Ave. E, Suite 500, Toronto, ON M2N 3A1
CIVIL	WSP	25 York St, Toronto, ON M5J 2V5

KPMB
KPMB Architects

Queen's University
Agnes Reimagined

36 University Ave
Kingston, ON K7L 3N6

COVER SHEET

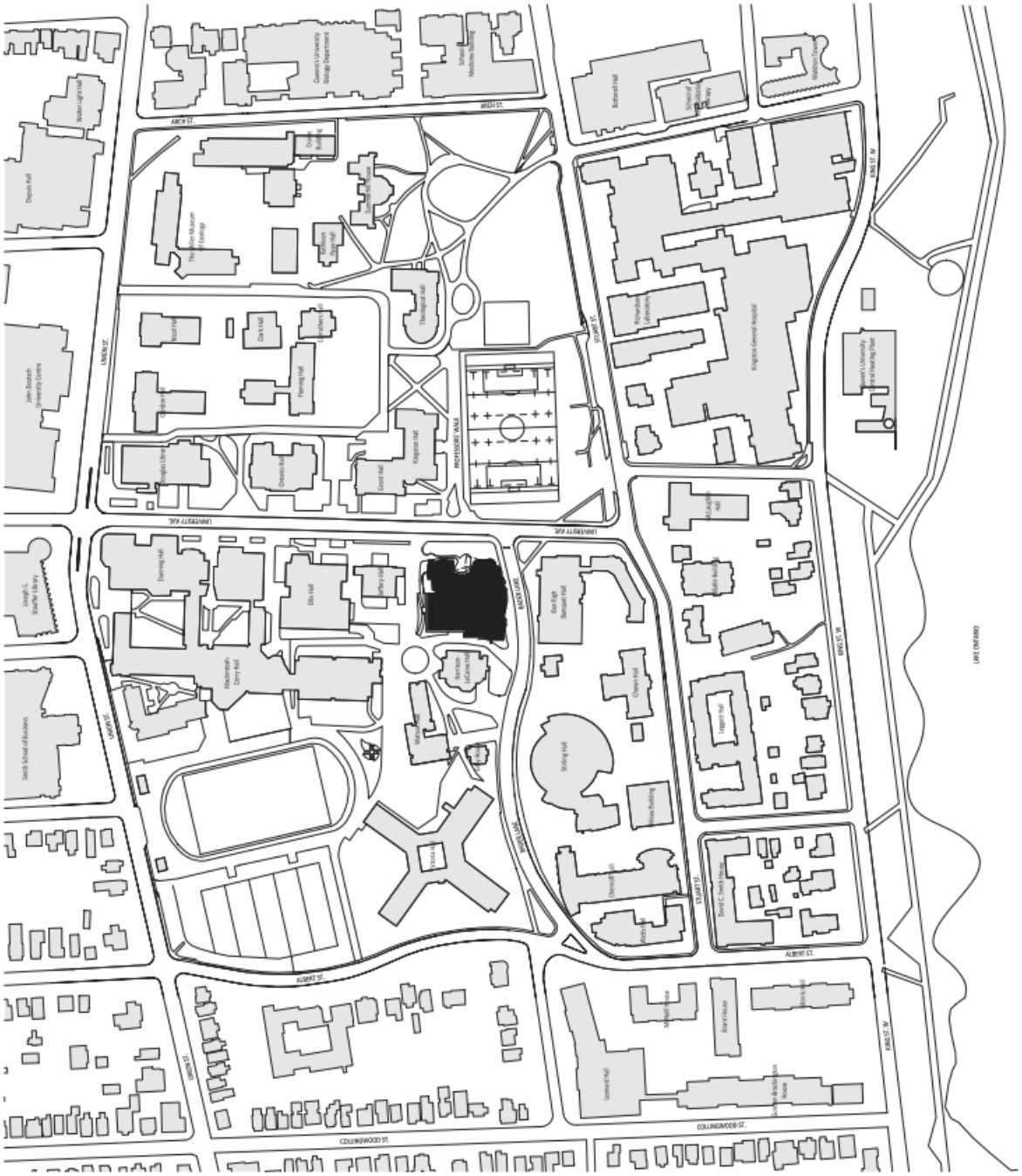
SP-A0.000

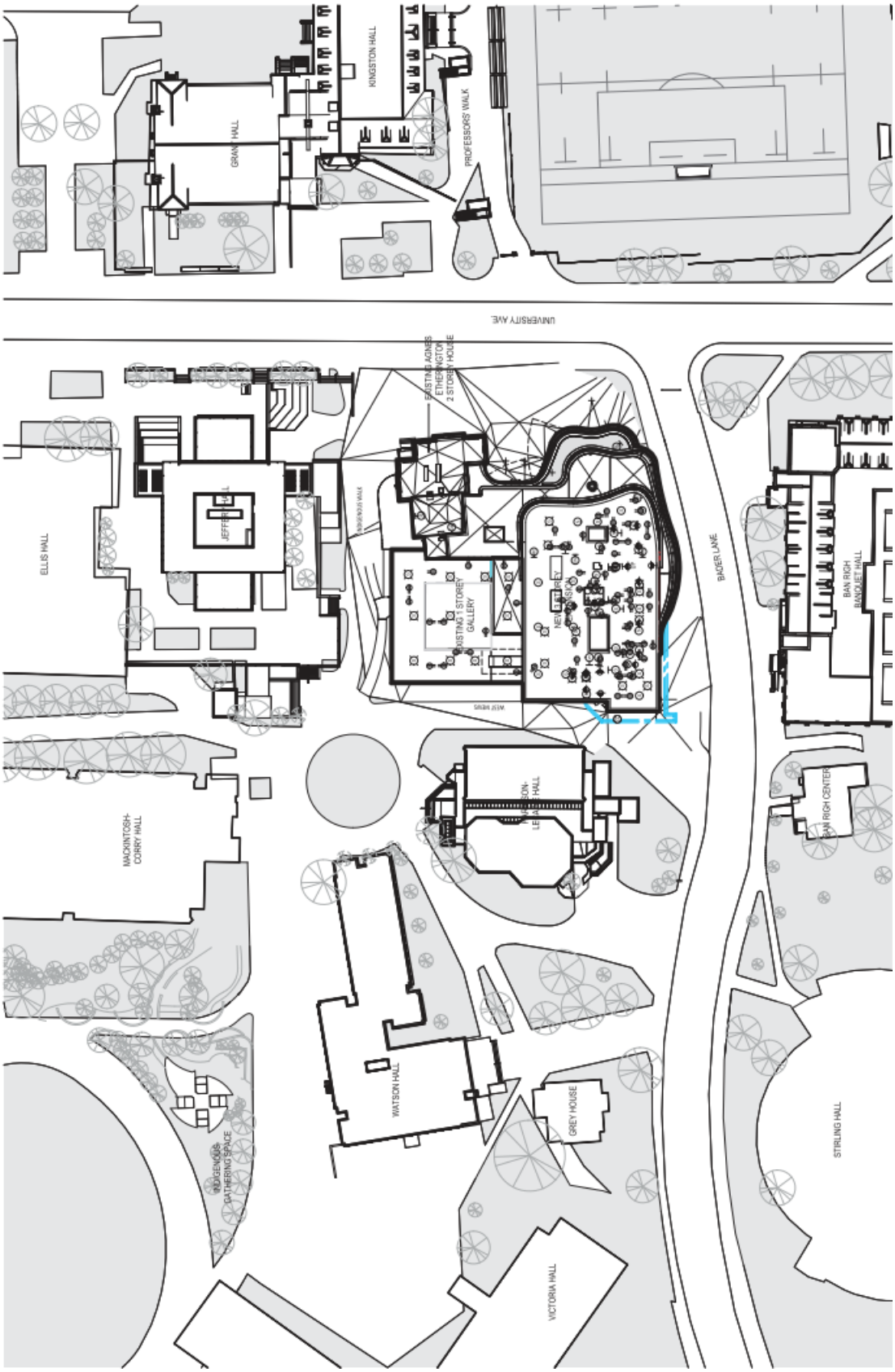
KPMB

Queen's University
Agnes Rainsford

KEY PLAN

SP-A1.000




KINGSTON HALL
GRANT HALL
PROFESSORS WALK
UNIVERSITY AVE
EXISTING AGNES ETHERINGTON 2 STOREY HOUSE
JEFFERY HALL
ELLIS HALL
EXISTING 1 STOREY GALLERY
NEW ADDITION
BADER LANE
BAN RIGH RESIDENCE HALL
BAN RIGH CENTRE
MACKINTOSH-CORRY HALL
WATSON HALL
GREY HOUSE
STIRLING HALL
VICTORIA HALL
INDIGENOUS GATHERING SPACE

SP-A1.002

KPMB

Queen's University
Agnes Raimas

SITE PLAN

KEY PLAN

SCOPE OF WORK

PROPERTY LINE

BUILDING SET BACK

INDIGENOUS WALK

WEST MEWS

Jeffery Hall

Harrison-LeCaine Hall

Ban Righ Banquet Hall

DEMOLITION LEGEND

- ZONE OF DEMOLITION WORK
- EXISTING FLOOR AREA TO REMAIN
- EXISTING WALLS TO REMAIN
- EXISTING DOOR TO REMAIN
- EXISTING FLOOR / CEILINGS TO BE REMOVED
- EXISTING SLAB TO BE REMOVED
- EXISTING TO BE REMOVED
- V.I.F. — VERIFY IN FIELD
- XX — DEMOLITION NOTES

DEMOLITION GENERAL NOTES

EXTERIOR
E1. DEMOLISH EXISTING EXTERIOR WALLS AND ASSOCIATED STRUCTURE. REFER TO DEMOLITION ELEVATIONS
E2. REMOVE EXISTING ROOFING, ROOF STRUCTURE. COORDINATE W/ STRUCTURAL.
E3. REMOVE EXTERIOR CONCRETE STEPS
E4. REMOVE JUILETTE BALCONY
E5. REMOVE ROOFING, COORDINATE WITH STRUCTURE

FLOORS
F1. REMOVE EXISTING SLAB, COORDINATE WITH STRUCTURAL
F2. REMOVE CONCRETE RAMP AND LANDING, COORDINATE WITH STRUCTURE
F3. REMOVE FLOOR FINISHES DOWN TO SUBSTRATE

PARTITIONS
P1. DEMOLISH EXISTING PARTITION
P2. DEMOLISH AND REMOVE PLASTER, MESH AND LATH PARTITION AND SUPPORTING VERTICAL WOOD STUDS, COORDINATE WITH STRUCTURE
P3. REMOVE MASONRY WALL, COORDINATE WITH STRUCTURAL
P4. REMOVE FOUNDATION WALL, COORDINATE WITH STRUCTURAL
P5. REMOVE AND SALVAGE EXISTING BASE AND TRIMS
P6. REMOVE EXISTING BASE AND TRIM

CEILINGS
C1. DEMOLISH AND REMOVE CEILING PLASTER AND LATH, COORDINATE WITH STRUCTURAL
C2. REMOVE DRYWALL CEILING AND ASSOCIATED SERVICES. COORDINATE WITH STRUCTURAL

ASSEMBLIES
A1. REMOVE EXISTING DOOR & FRAME.
A2. REMOVE AND SALVAGE EXISTING DOOR, FRAME, TRIM & HARDWARE
A3. REMOVE EXTERIOR GLAZING SYSTEM
A4. DEMOLISH AND REMOVE MILLWORK
A5. REMOVE AND SALVAGE MILLWORK
A6. REMOVE AND SALVAGE HERITAGE WINDOWS
A7. REMOVE GLASS PARTITION
A8. REMOVE AND SALVAGE METAL BALCONY
A9. REMOVE AND SALVAGE STONE PIERS.

FF&E
X1. REMOVE PLUMBING FIXTURE
X2. REMOVE PERIMETER RADIATOR AT ALL WINDOWS
X3. REMOVE ROOFING, MECHANICAL EQUIPMENT, ASSOCIATED STRUCTURE
X4. REMOVE STEEL LADDER AND DOOR HATCH
X5. REMOVE WASHROOM PARTITIONS ASSEMBLY
X6. REMOVE STEEL LADDER

GENERAL NOTES
1. REFERENCE ARE NOT TO BE SCALED. CONTRACTOR WILL VERIFY ALL EXISTING CONDITIONS AND DIMENSIONS REQUIRED TO PERFORM THE WORK AND WILL REPORT ANY DISCREPANCIES WITH THE CONTRACT DOCUMENTS TO THE ARCHITECT BEFORE PROCEEDING.
2. DRAWINGS ARE NOT TO BE SCALED. FIGURED DIMENSIONS TO BE USED IN CONJUNCTION WITH ALL OTHER CONTRACT DOCUMENTS INCLUDING THE PROJECT MANUALS AND THE STRUCTURAL, MECHANICAL AND ELECTRICAL DRAWINGS. WORKS OF DIFFERENCE BETWEEN THE CONSULTANTS' DOCUMENTS WITH RESPECT TO THE QUANTITY, SIZES OR SCOPE OF WORK, THE GREATER SHALL APPLY.
3. POSITIONS OF EXPOSED OR FINISHED MECHANICAL OR ELECTRICAL DEVICES, FITTINGS AND FIXTURES ARE INDICATED ON THE ARCHITECTURAL DRAWINGS. LOCATIONS SHOWN ON THE ARCHITECTURAL DRAWINGS SHALL GOVERN OVER MECHANICAL AND ELECTRICAL DRAWINGS.
4. MECHANICAL AND ELECTRICAL TO COORDINATE CLOSELY WITH ALL BUILDING MECHANICAL TRADES BY DIRECT CONTACT WITH THE ARCHITECT.
5. DIMENSIONS INDICATED ARE TAKEN BETWEEN THE FACES OF FINISHED SURFACES UNLESS OTHERWISE NOTED.
6. THE ARCHITECT AND HIS CONSULTANTS ARE NOT RESPONSIBLE FOR SUPERVISION OF CONSTRUCTION AND ASSUMES NO RESPONSIBILITY FOR MEANS, METHODS AND TECHNIQUES OF CONSTRUCTION.
7. THESE DOCUMENTS ARE NOT TO BE USED FOR CONSTRUCTION UNLESS SPECIFICALLY NOTED FOR SUCH PURPOSE.

No.	Date	Description
1	2024-01-23	ISSUED FOR HERITAGE PERMIT

ARCHITECT
KPMB
KPMB Architects
331 King Street East, Suite 1200
Toronto, Canada M5A 0N6
+1 416 977 5184
kpmb@kpmbarchitects.com

Queen's University
Agnes Reimagined

36 University Ave
Kingston, ON K7L 3N6

Project North | True North

Project No.	21
Scale	As
Plot Date	01

Drawing
LOWER LEVEL DEMOLITION PLAN

SP-A2.000

SP-A2.001

LEVEL 1 DEMOLITION PLAN

KPMB

Queen's University
Agnes Rainsford

DEMOLITION LEGEND

ZONE OF DEMOLITION WORK
EXISTING FLOOR / CEILING TO BE REMOVED
EXISTING ELEVATOR TO BE REMOVED
EXISTING WALLS TO REMAIN
EXISTING DOOR TO REMAIN
EXISTING TO BE REMOVED
DEMOLITION NOTES
KEYNOTE REFERENCE

DEMOLITION GENERAL NOTES

EXTERIOR
E1. REMOVE EXISTING EXTERIOR WALLS AND ASSOCIATED STRUCTURE, REFER TO DEMOLITION ELEVATIONS
E2. REMOVE EXISTING CONCRETE SLAB AND FOUNDATION. COORDINATE W/ STRUCTURAL
E3. REMOVE EXTERIOR CONCRETE STEPS
E4. REMOVE JULIETTE BALCONY
E5. REMOVE ROOFING, COORDINATE WITH STRUCTURE

FLOORS
F1. REMOVE EXISTING SLAB, COORDINATE WITH STRUCTURAL
F2. REMOVE CONCRETE RAMP AND LANDING, COORDINATE WITH STRUCTURE
F3. REMOVE FLOOR FINISHES DOWN TO SUBSTRATE

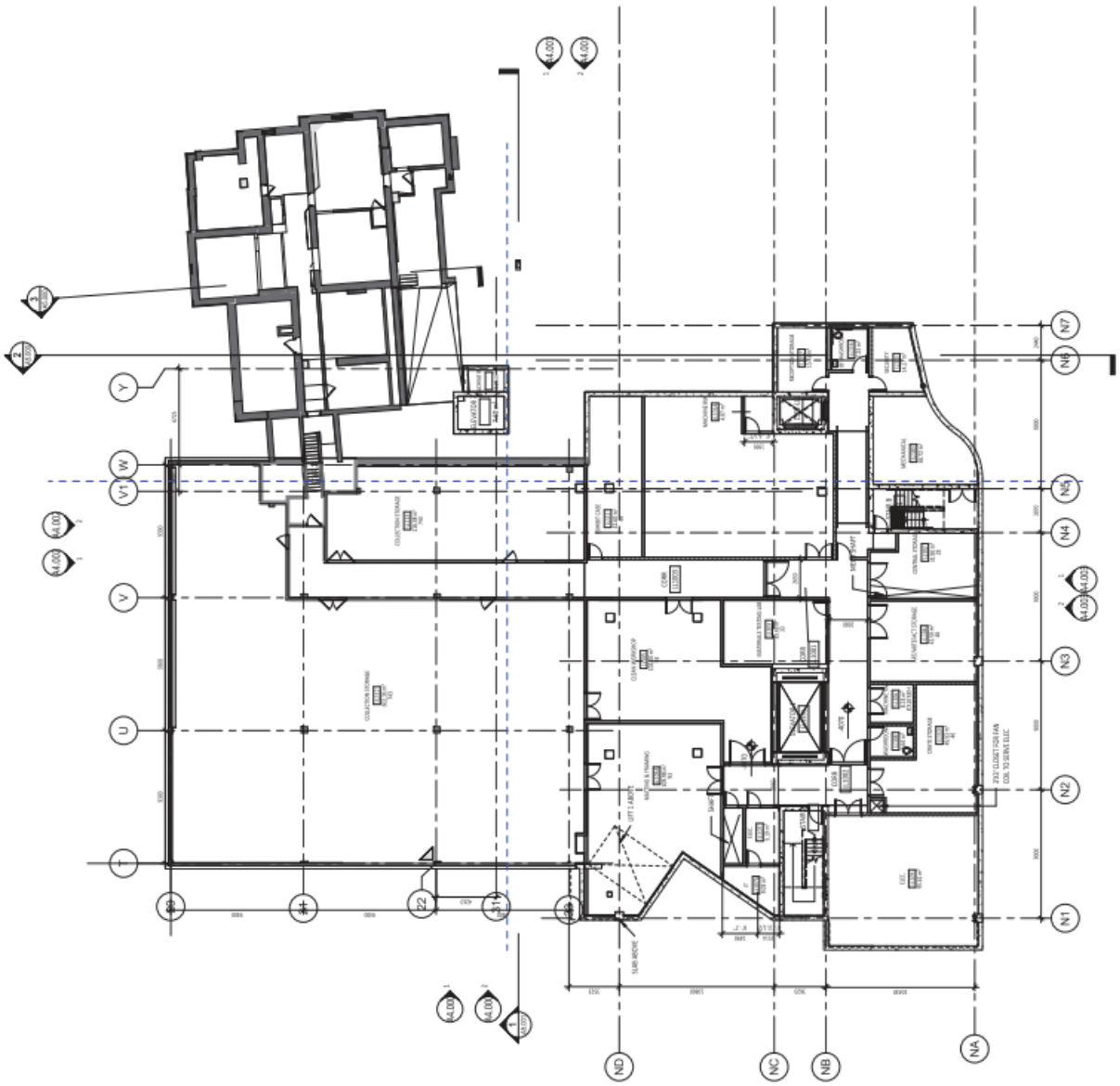
PARTITIONS
P1. REMOVE EXISTING PARTITION
P2. REMOVE AND REMOVE PLASTER, MESH AND LATH PARTITION AND SUPPORTING VERTICAL WOOD STUDS. COORDINATE WITH STRUCTURE
P3. REMOVE GLASS PARTITION, COORDINATE WITH STRUCTURE
P4. REMOVE FOUNDATION WALL, COORDINATE WITH STRUCTURAL
P5. REMOVE AND SALVAGE EXISTING BASE AND TRIMS
P6. REMOVE EXISTING BASE AND TRIM

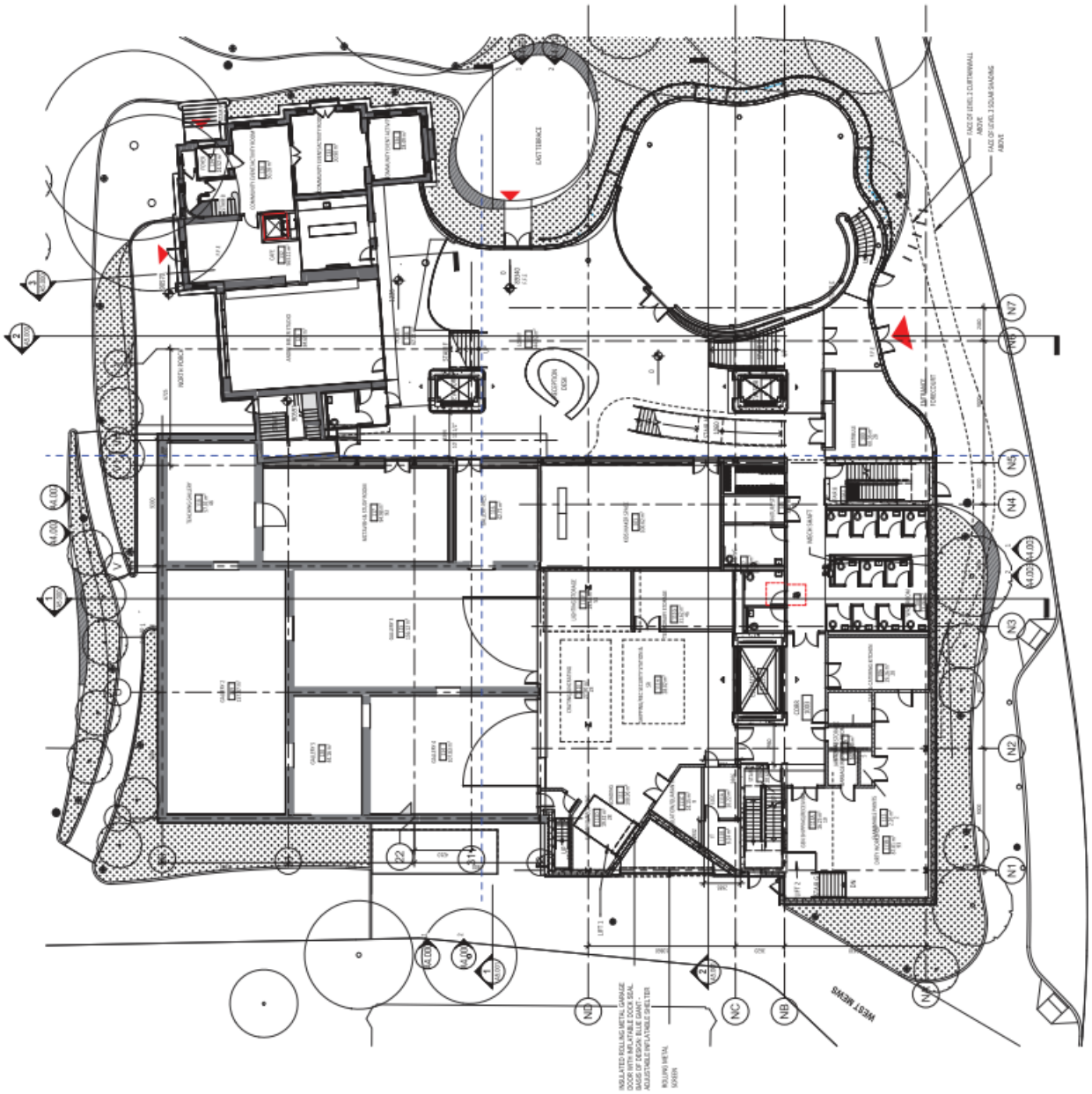
CEILINGS
C1. REMOVE AND REMOVE CEILING PLASTER AND LATH, COORDINATE WITH STRUCTURAL
C2. REMOVE DRYWALL CEILING AND ASSOCIATED SERVICES. COORDINATE WITH STRUCTURAL

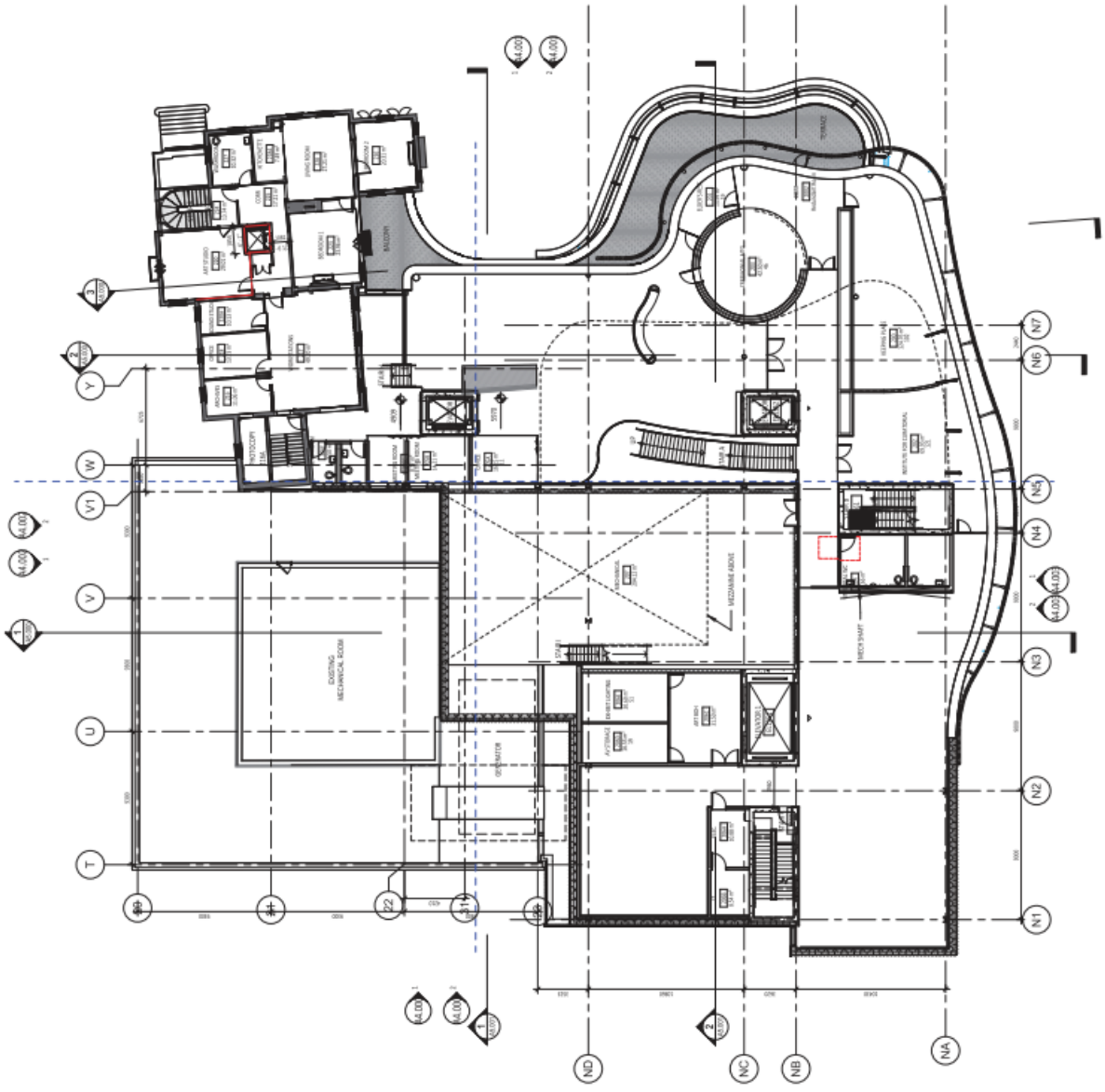
ASSEMBLIES
A1. REMOVE EXISTING DOOR & FRAME
A2. REMOVE AND SALVAGE EXISTING DOOR, FRAME, TRIM & HARDWARE
A3. REMOVE EXTERIOR CLADDING SYSTEM
A4. REMOVE AND SALVAGE RAILING
A5. REMOVE AND SALVAGE RAILING
A6. REMOVE AND SALVAGE HERITAGE WINDOWS
A7. REMOVE AND SALVAGE METAL BALCONY
A8. REMOVE AND SALVAGE STONE SILL

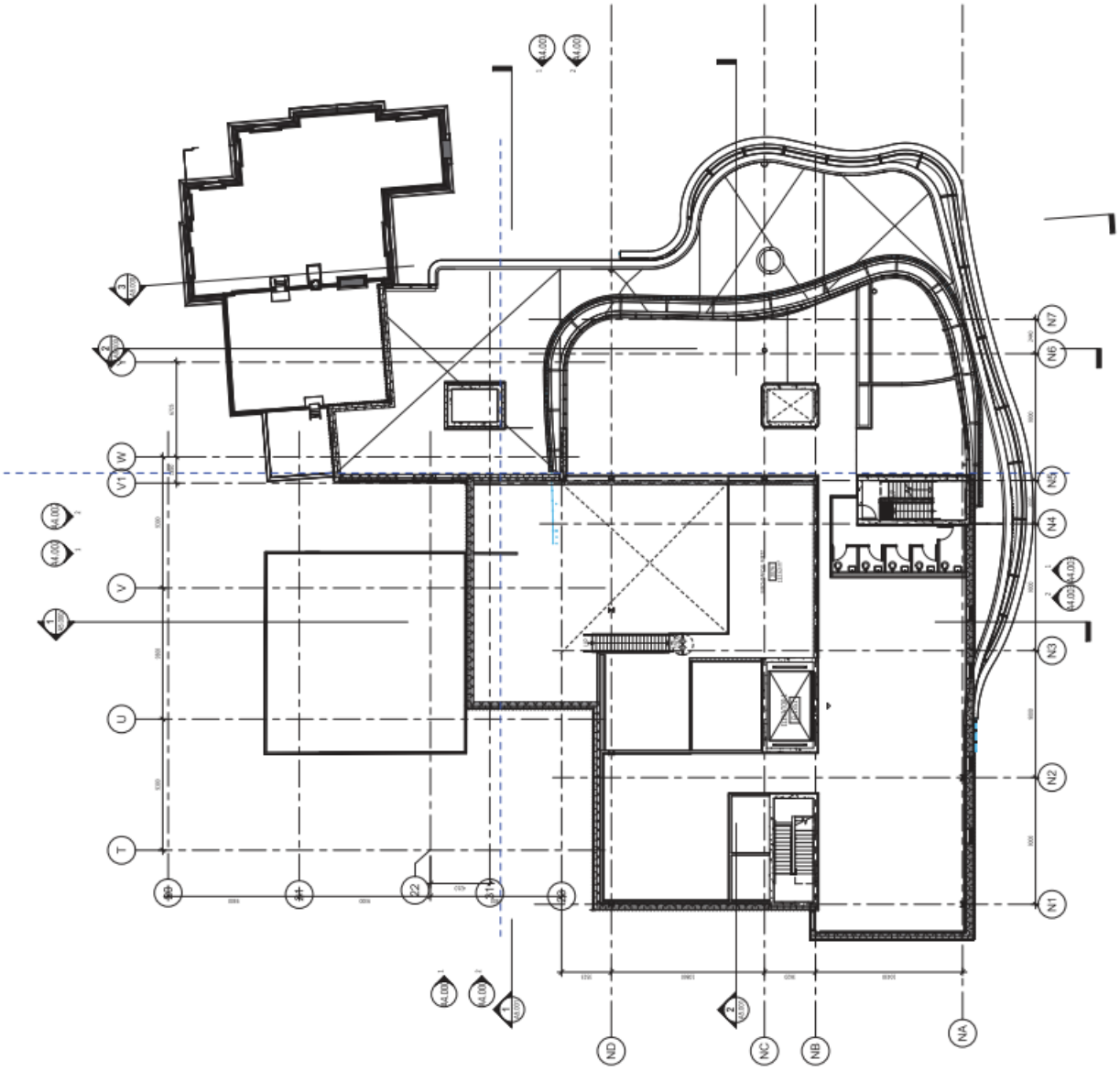
FFRE
X1. REMOVE PLUMBING FIXTURE
X2. REMOVE AND SALVAGE TYPICAL OF ALL WINDOWS
X3. REMOVE EXISTING MECHANICAL EQUIPMENT, ASSOCIATED STRUCTURE
X4. REMOVE STEEL LADDER AND DOOR HATCH
X5. REMOVE MASONRY PARTITION, ASSEMBLY
X6. REMOVE STEEL LADDER

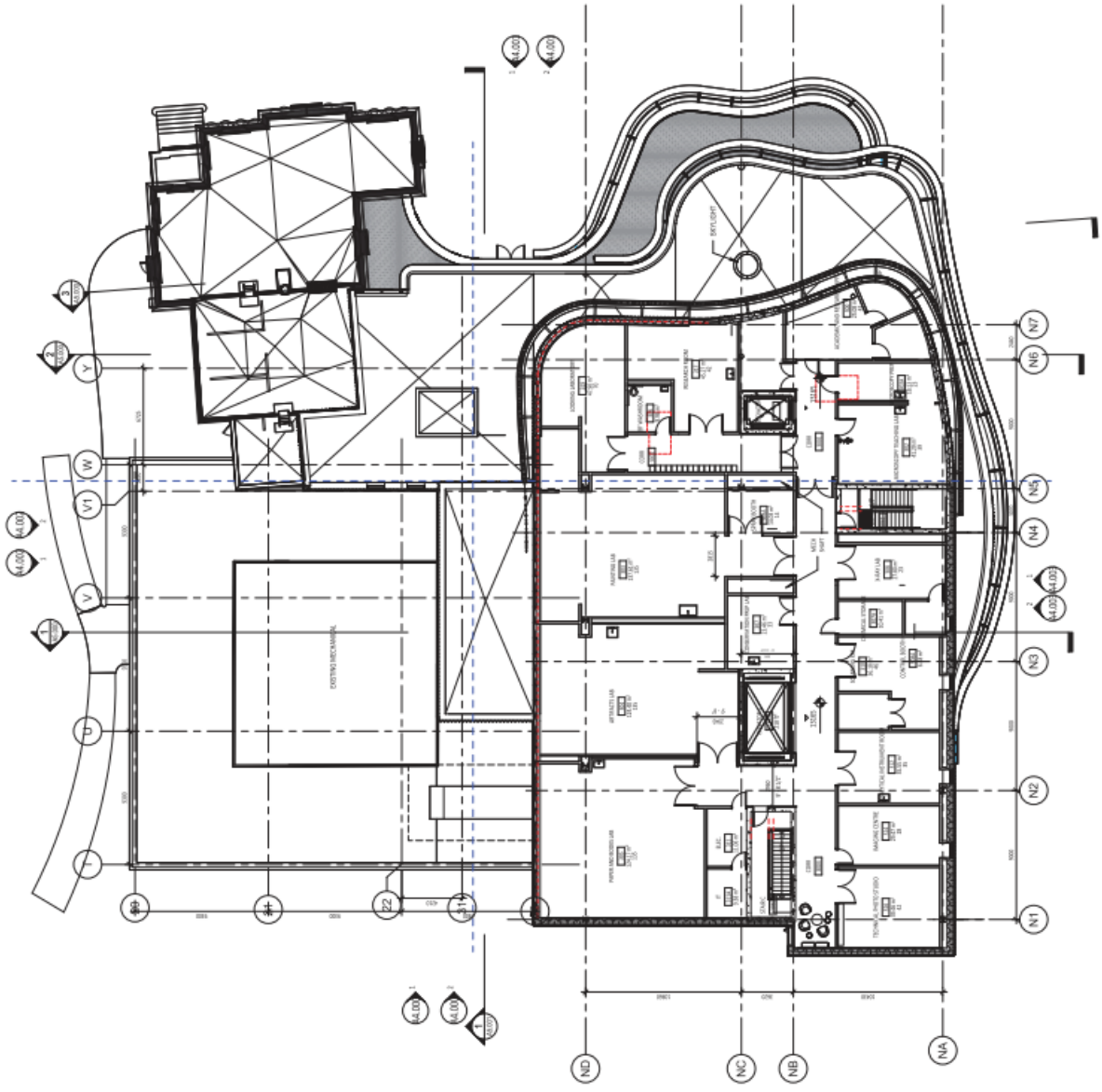
SP-A2.002
LEVEL 2 DEMOLITION PLAN
KPMB
Queen's University
Agnes Raimais
DEMOLITION LEGEND
DEMOLITION GENERAL NOTES











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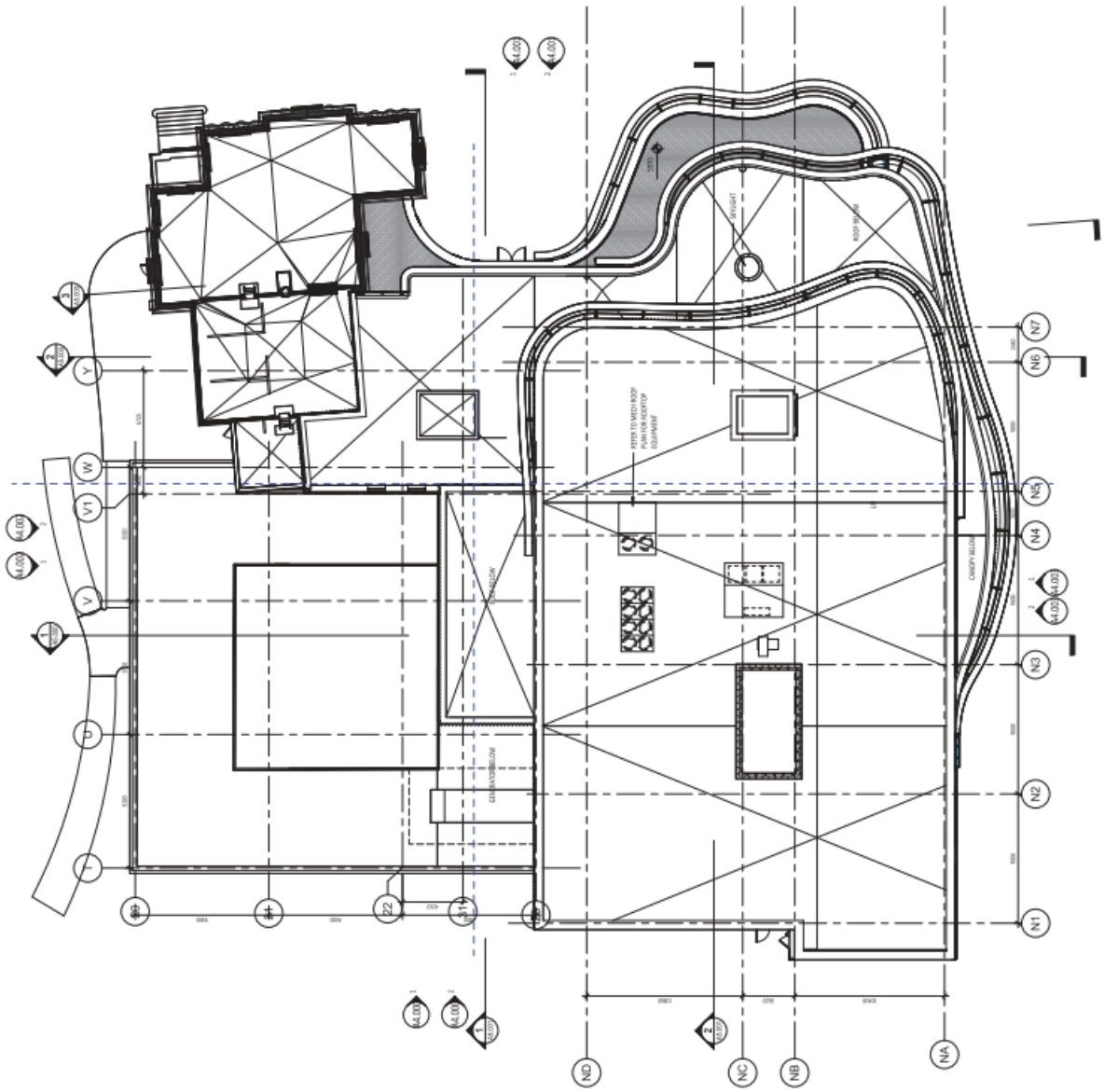
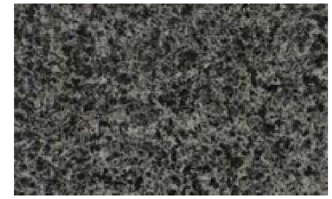
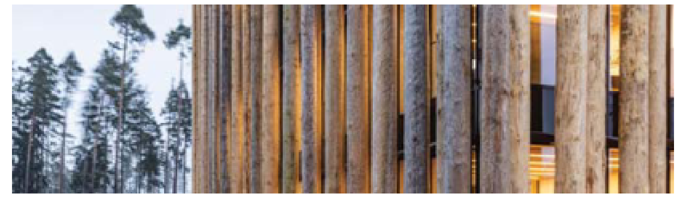
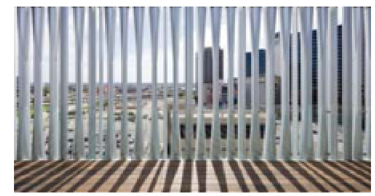
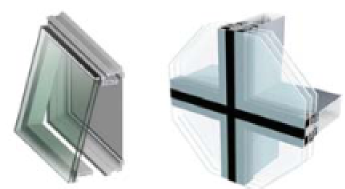
ROOF PLAN

SP-A2.105



MATERIAL	TAG	DESCRIPTION	LOCATION	IMAGE
Granite	ST-2	Type: Nero Assoluto granite. Finish: Honed. Thickness: 38 mm slab or as noted. Dimensions: as indicated on drawings. For other criteria see General Notes for all Stone types.	Base / Grade	
Wood Louvers Tamarack Poles (Alternate)	VL-2	Tamarack Poles (175mm to 225mm smallest OD) Bark removed, all branching smoothed flush. Poles to be treated with clear fire retardant. Basis of design for fire retardant: Flame Control No 10VOC.	Level 1,2 & 3	
Aluminum Louvers	VL-1	Type: aluminum tubes Dimensions and quantity as indicated on drawings. Coraflon paint	Level 1,2 & 3	
Corrugated Metal	MT-1	Type: 68mm corrugated aluminum vertical siding Dimensions and quantity as indicated on drawings. Coraflon paint	Level 1,2 & 3	
Low Iron Glazing, Triple SSG c/w Operable Windows, Zero Sight line	GL-1		Level 1,2 & 3	
Exterior Wood Deck	WD-1	Type: Kebony Deck Board Product: Southern Yellow Pine Product Number: K22115YP Dimensions: 5/4"x6" FSC®-certified	Level 2 Terrace	

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MATERIAL MA
SP-A3.000

SP-A3.100
WEST ELEVATION
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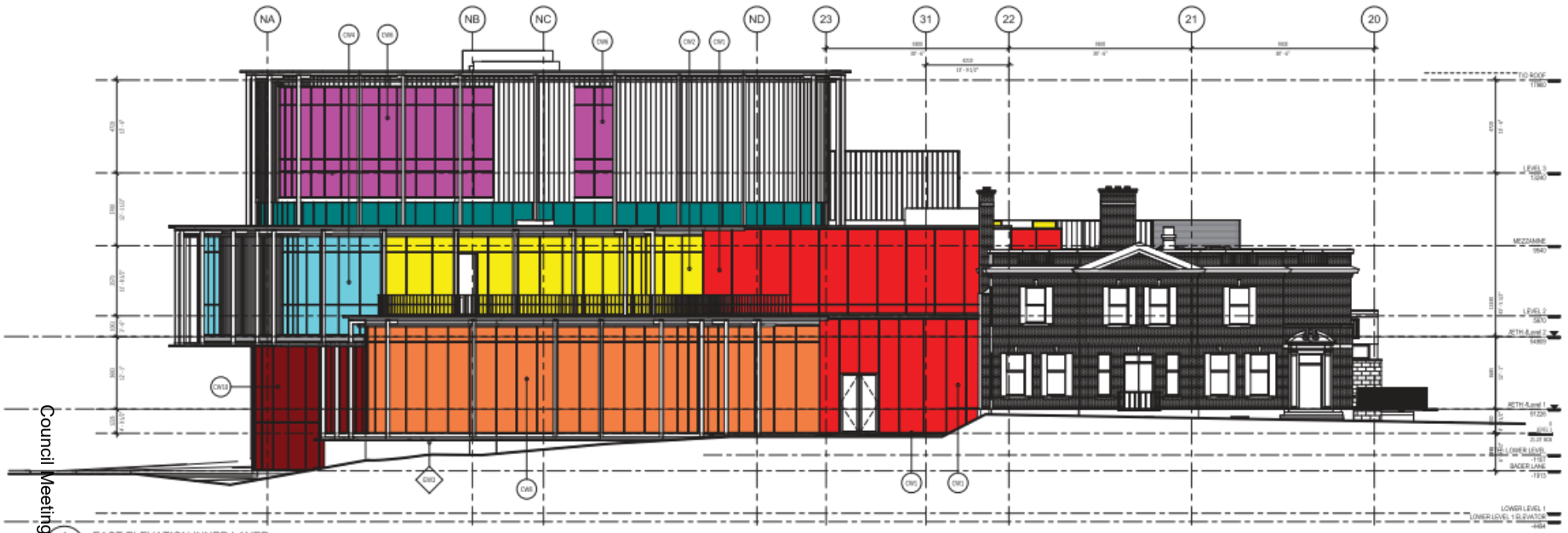
CORRUGATED VERTICAL SIDING (MT1)
TAMARAC LOUVER (VL-1)
OVERHEAD DOOR (PAINTED ALUMINUM)
WEST ELEVATION INNER LAYER
WEST ELEVATION OUTER LAYER



1 EAST ELEVATION INNER LAYER
SP-A3.101 1 : 100

2 EAST ELEVATION OUTER LAYER
SP-A3.101 1 : 100

ENVELOPE MATERIAL LEGEND

REFER TO ENVELOPE TYPE SCHEDULE FOR CURTAIN WALL TYPES AND EXTERIOR WALL SYSTEMS

- CW1
- CW2
- CW3 - NOT USED
- CW4
- CW5
- CW6
- CW7 - NOT USED
- CW8
- CW9 - NOT USED
- CW10
- CW11
- CW12
- CW13 - NOT USED
- CW14
- CW15 (SEE ELEVATIONS), OPERABLE WINDOW WITHIN CW SYSTEM C/W ACTUATOR
- MT1 - CORRUGATED PAINT SYSTEM ON CORRUGATED ALUMINUM ON EW2A, EW2B & EW4

KPMB

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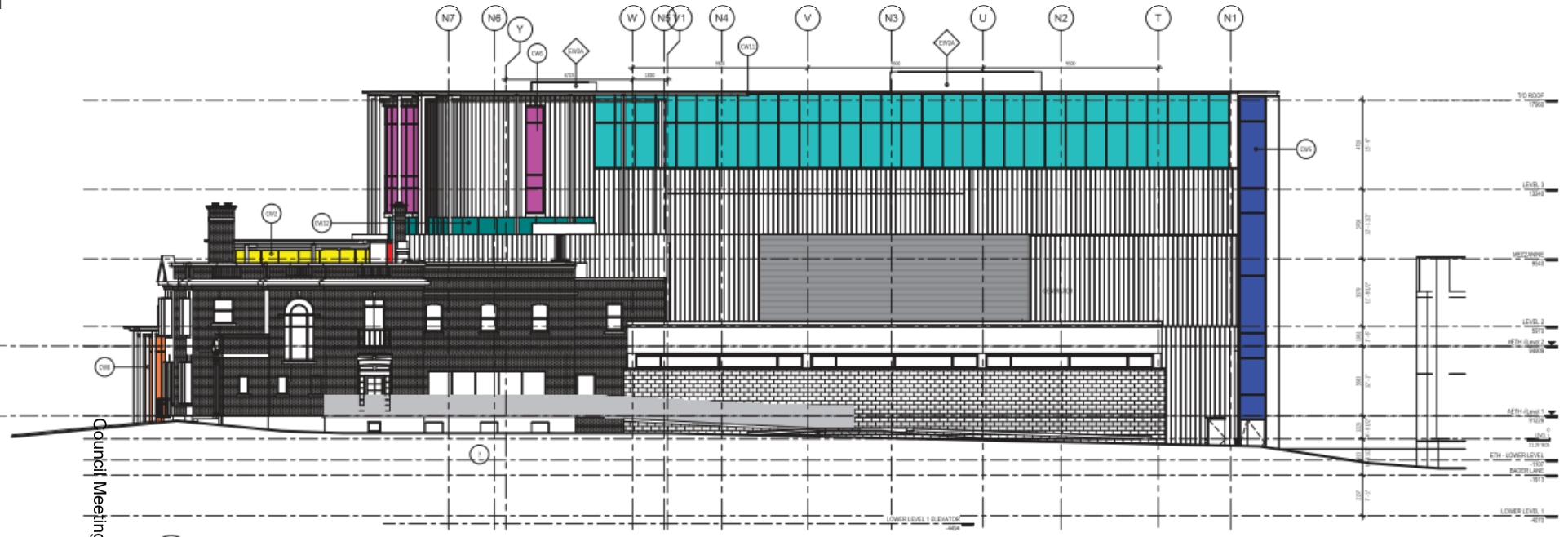
Kingston, ON K7L 3N6

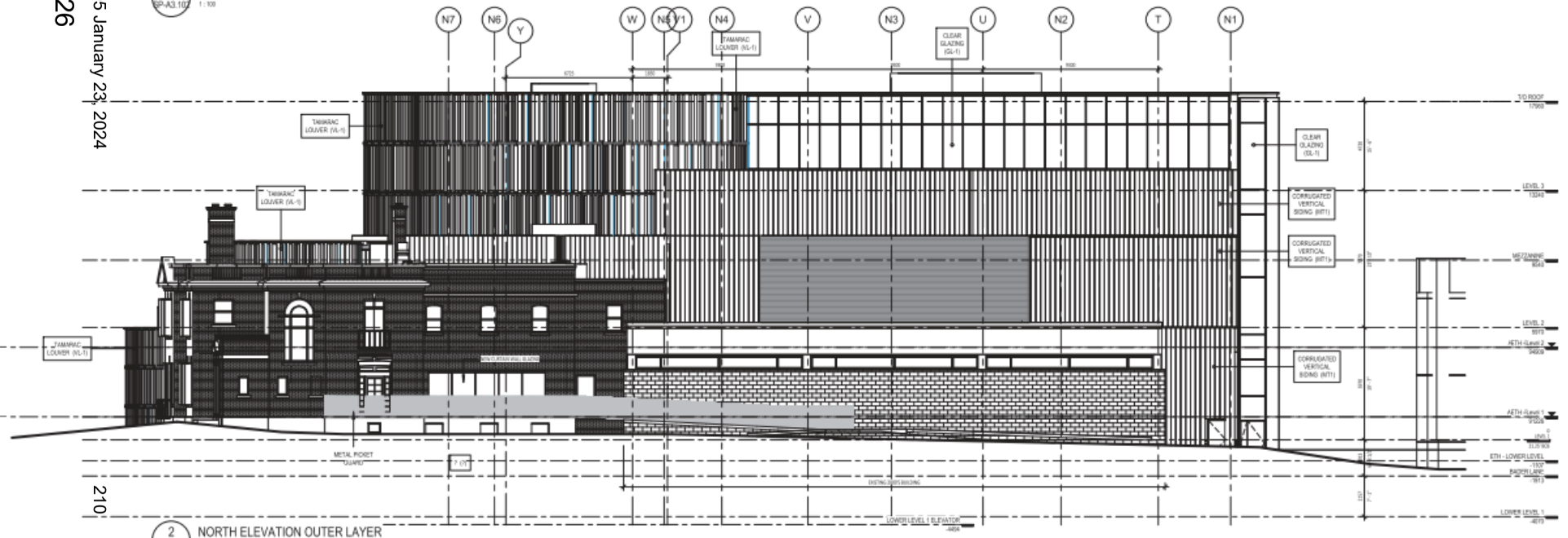
EAST ELEVATIONS

SP-A3.101

Exhibit C
Report Number HP-24-004



1 NORTH ELEVATION INNER LAYER
SP-A3.102 1 : 100



2 NORTH ELEVATION OUTER LAYER
SP-A3.102 1 : 100

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NORTH ELEVATIONS

SP-A3.102

Exhibit C
Report Number HP-24-004

SP-A3.103

SOUTH ELEVATION

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1 SOUTH ELEVATION INNER LAYER
1 : 100

2 SOUTH ELEVATION OUTER LAYER
1 : 100

AEAC Window Conservation Approach

As stated in the City of Kingston's 2012 Policy of Window Renovations in Heritage Buildings, Kingston recognizes that Period Windows are an integral component of heritage buildings, and that their conservation is of great importance to the City's character. The rehabilitation of the AEAC will include the retention and refurbishment of existing period windows, apart from one set of French doors at the north façade. The policy also acknowledges that the thermal efficiency of windows is an important part of improving the energy use of a building, and that older windows can be upgraded to maximize their efficiency. The section below outlines the strategy for the window at the Historic House portion of the AEAC. A condition assessment of the original French door proposed for removal can be found in the HIS

- Where exterior storm windows are missing or have been replaced with unsympathetic aluminum framed storms, new 1-over-1 wood frame storm windows are proposed for single glazed windows at the first and second floor. These storm windows will be historically appropriate and will have a single horizontal division that lines up with the interior sash. This design will maximize the visibility of the exiting original windows and the new exterior storms will be installed in a manner which is reversible and causes minimal impact to the exiting historical windows.

- The new exterior storm windows will be fastened into the wood frame, to match the location within the opening of the existing wood sashes that are to be retained. Although the fasteners will make holes in the wood frame, these holes will be easily repaired with wood filler if the storm windows are ever removed. There will be no impact on the existing wood sashes.

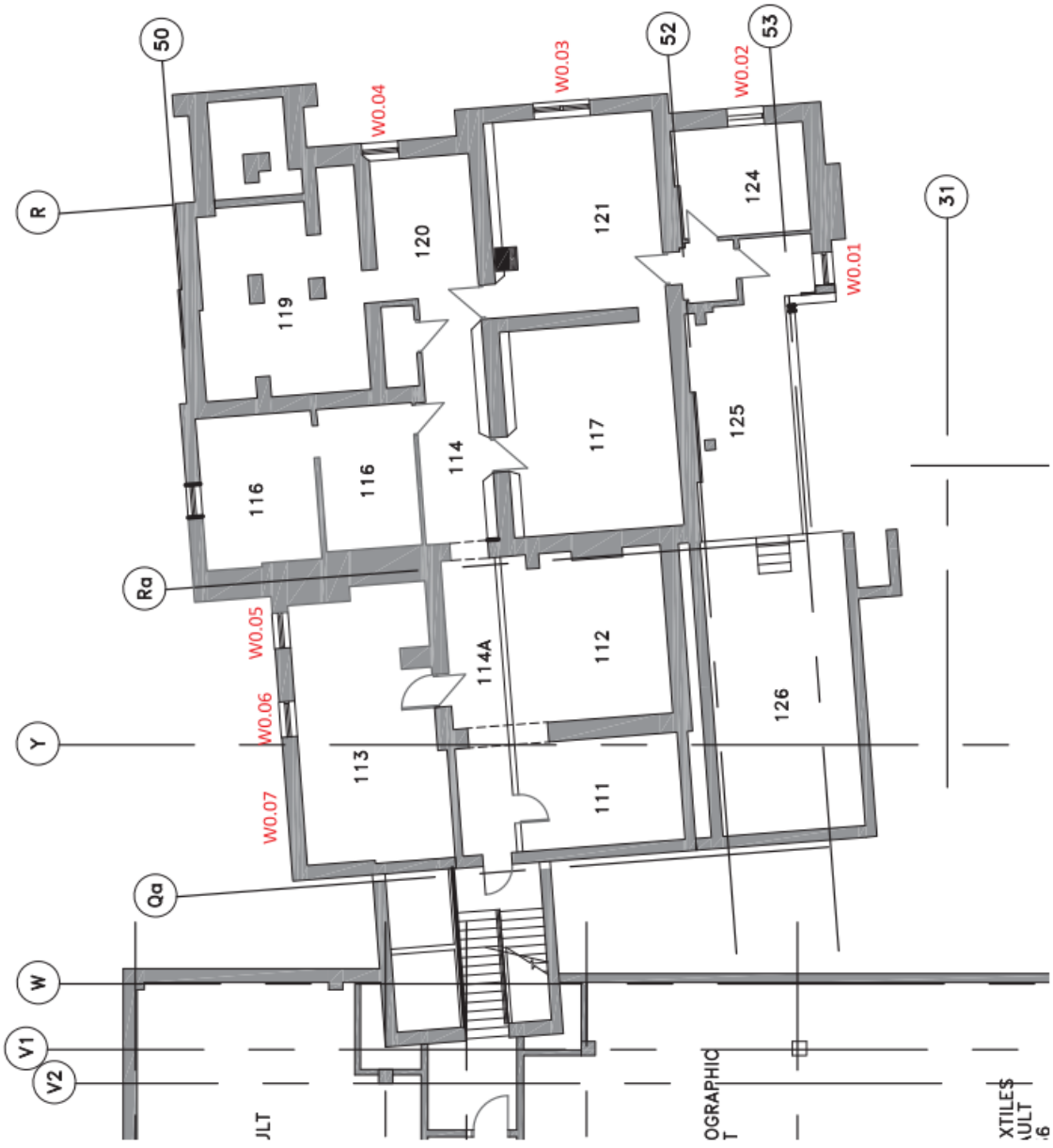
- The original French door proposed for removal will accommodate a new accessible entrance, which responds to existing patterns of travel on the campus and is in keeping with the Queen's University Accessibility Standards. While this intervention will require the removal of a Character-Defining Element, another example of the French doors and its associated iron balustrade also exist at the primary elevation of the house along University Ave. These Character-Defining Elements will be refurbished and remain in-situ in their more prominent location on the Historic House. The proposed removal is a reversible intervention, and the original doors will be salvaged and safely stored.

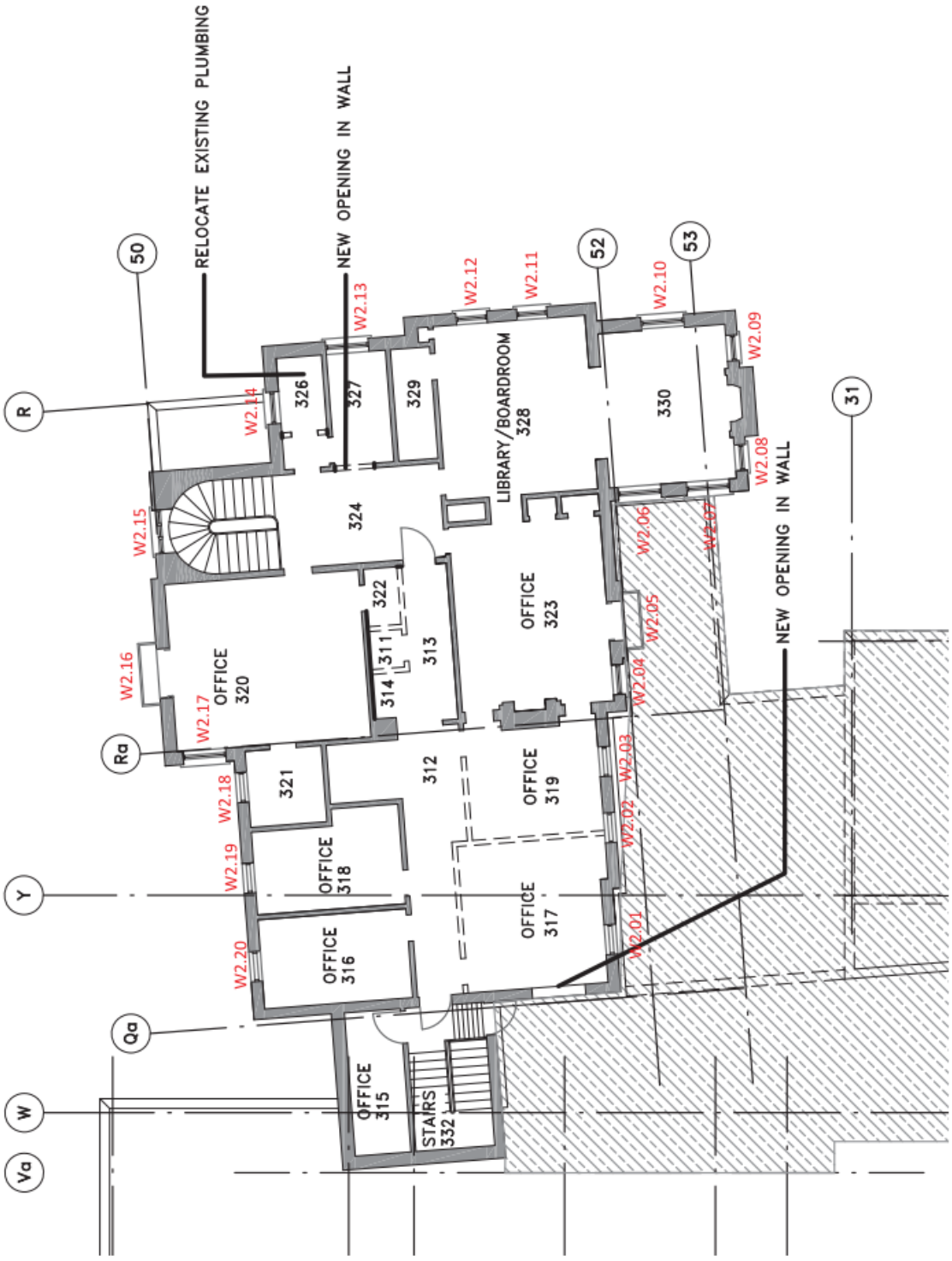
- The removal of this Character-Defining Element will not impact the identified heritage value of the property as another more prominent example of these attributed will remain on the primary facade of the Historic House. The proposed new intervention will be sensitively designed to minimize any visual or physical impacts.

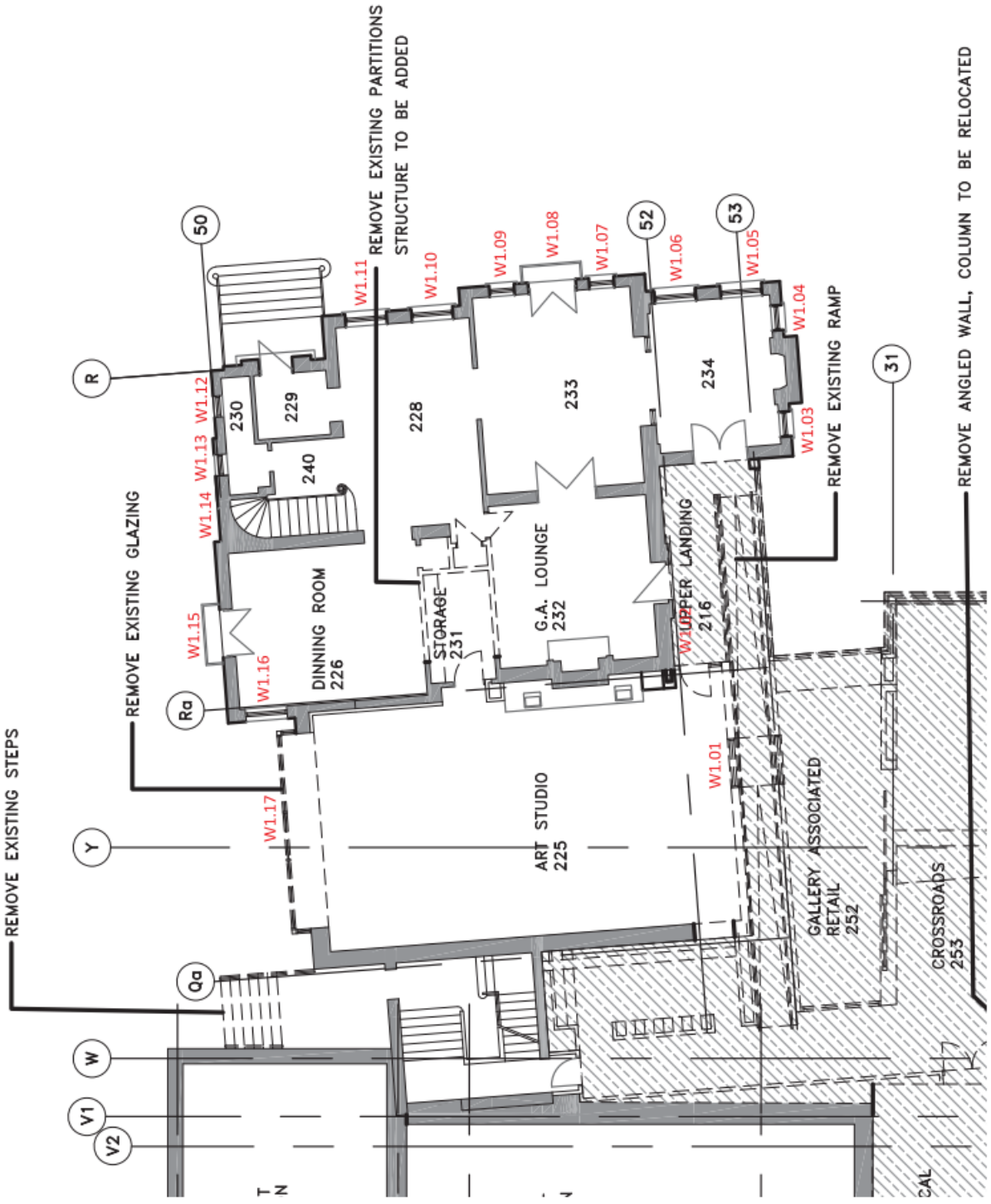
- The new accessible door at the north elevation will be designed in a manner which is sensitive and sympathetic to the original door. The masonry opening will not be altered and a new door will be installed to meet the Queen's Accessibility Standards requirement for a 950mm clear door opening. Design details will be finalized in the conservation plan, and new hardware will be selected in keeping with the spirit of the existing Historical House and its existing fixtures.

Agnes Etherington Art Centre: Window Inventory

Type	Description	Location	Proposed Strategy
Type 1	Single-glazed wood window at basement	WH0.01, WH0.03, WH0.04	Retain and refurbish - no storm to be added.
Type 2	Opening infilled w. masonry	WH0.02, WH0.05, WH0.06, WH0.07, WH1.14, WH2.02	To be left as is.
Type 3	Non-original window	WH1.01, WH1.17	New openings created in the 2000s renovation. Openings to be adapted.
Type 4	Infilled opening	WH1.02	Re-open infilled opening and convert to doorway.
Type 5	Wood window and exterior wood storm	WH1.03, WH1.04, WH1.08, WH1.12, WH1.13, WH2.05, WH2.08, WH2.09, WH2.15, WH2.16	Retain and refurbish wood window and exterior wood storm.
Type 6	Single-glazed wood window	WH1.05, WH1.06, WH1.07, WH1.09, WH1.10, WH1.11, WH1.16	Retain and refurbish and add new wood storm.
Type 7	French door with wood frame and storm window	WH1.15	Replace w. accessible glazed door to match existing style.
Type 8	Single-glazed wood window with aluminum storm window	WH2.01, WH2.03, WH2.04, WH2.06, WH2.07, WH2.10, WH2.11, WH2.12, WH2.13, WH2.14, WH2.17, WH2.18, WH2.19, WH2.20	Retain and refurbish single-glazed wood window and replace aluminum storm w. new wood storm.


50
52
53
31
R
Ra
Y
Qa
W
V1
V2
W0.01
W0.02
W0.03
W0.04
W0.05
W0.06
W0.07
119
120
121
124
116
116
114
117
125
114A
112
126
113
111
JLT
OGRAPHIC
T
XTILES
ULT


RELOCATE EXISTING PLUMBING
NEW OPENING IN WALL
NEW OPENING IN WALL
50
52
53
31
R
Ra
Y
Qa
W
Va
W2.01
W2.02
W2.03
W2.04
W2.05
W2.06
W2.07
W2.08
W2.09
W2.10
W2.11
W2.12
W2.13
W2.14
W2.15
W2.16
W2.17
W2.18
W2.19
W2.20
326
327
329
LIBRARY/BOARDROOM 328
330
324
322
311
313
314
OFFICE 320
OFFICE 323
321
312
OFFICE 319
OFFICE 318
OFFICE 317
OFFICE 316
OFFICE 315
STAIRS 332


REMOVE EXISTING PARTITIONS STRUCTURE TO BE ADDED
REMOVE EXISTING GLAZING
REMOVE EXISTING STEPS
REMOVE EXISTING RAMP
REMOVE ANGLED WALL, COLUMN TO BE RELOCATED
50
52
53
31
R
Ra
Qa
Y
W
V1
V2
W1.01
W1.02
W1.03
W1.04
W1.05
W1.06
W1.07
W1.08
W1.09
W1.10
W1.11
W1.12
W1.13
W1.14
W1.15
W1.16
W1.17
230
229
240
228
233
234
DINNING ROOM
226
STORAGE
231
G.A. LOUNGE
232
UPPER LANDING
216
ART STUDIO
225
GALLERY ASSOCIATED
RETAIL
252
CROSSROADS
253

QUEEN'S UNIVERSITY AGNES ETHERINGTON ART CENTRE

ISSUED FOR SPA - 2023.08.02

DRAWING LIST

LANDSCAPE ARCHITECTURE

GENERAL NOTES:

1) Existing survey information is based on the following drawings:

   a) dwg: 2022-0330GNDC POS_email_220615.dwg
   firm: HOPKINS CHITTY LAND SURVEYORS INC.
   date: June 16. 2023

2) Prior to commencement of construction, the contractor must make careful examination of existing site surface conditions and topography and advise the Landscape Architect of any unsatisfactory site surface conditions and topography. No allowances will be made later for any expenses incurred through failure to note unsatisfactory existing site surface conditions and topography.

3) Do not scale drawings. Use dimensional info as noted on drawing. Contact the Landscape Architect immediately if there is any ambiguity, lack of information or inconsistency. Disregard of this note and extra costs incurred will not be accepted.

4) The Contractor will clean and reinstate all areas damaged or affected by works outside the limit of work to the conditions that existed prior to construction or better and to the satisfaction of the Landscape Architect.

5) The Contractor shall verify dimensions shown on drawings and notify the Landscape Architect of any discrepancies or inconsistencies prior to construction.

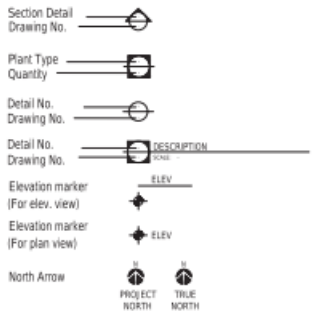
6) The Contractor shall be responsible for establishing the property line for the purpose of review and approval by City of Kingston prior to commencement of construction.

7) Contractor shall be responsible for verifying all underground utilities and taking the necessary precautions prior to and during construction. For comprehensive utilities/servicing plan, refer to civil drawings.

8) All lines and dimensions are parallel or perpendicular to the lines from which they are measured/ referenced unless noted otherwise. Contractor to provide a staked-out location on site for review by Landscape Architect prior to any excavation or installation. Verify all dimensions on Site.

9) All curves transitions shall be sinuous and shall not transition abruptly. On site adjustments may be necessary to achieve smooth transitions between the curve data provided on the drawings. Curves shall be laid out and reviewed by the Landscape Architect prior to installation.

LANDSCAPE ARCHITECTURAL SYMBOLS



LANDSCAPE ARCHITECTURAL ABBREVIATIONS

AD	Area Drain	NIC	Not in Contract
ALT	Alternate	NO	Number
ALUM	Aluminum	NTS	Not to Scale
ARCH	Architect/ Architectural	OC	On Center
AVG	Average	OD	Outside Diameter/Dimension
B	Bottom	PC	Point of Curvature
BC	Bottom of Curb Elevation	PERP	Perpendicular
BLDG	Building	PI	Point of Intersection
BOL	Bollard	PL	Property Line
BS	Bottom of Step/ Stair Elevation	PLNT	Plant/ Planting
BTW	Between	PO	Point of Origin
BW	Bottom of Wall Elevation	PP	Pedestrian Pole
CB	Catch Basin	PIP	Pour-in-Place
CIV	Civil	PSI	Pounds per Square Inch
CJ	Control Joint	PT	Point of Tangency
COJ	Construction Joint	QTY	Quantity
COMP	Compacted	R	Riser
CONC	Concrete	RA	Radius
DEG	Degree	REBAR	Reinforcing Bar
DET	Detail	REQ	Required
DIA	Diameter	ROW	Right of Way
DIM	Dimension	SB	Setback
DN	Down	SHT	Sheet
DWG	Drawing	SPEC	Specifications
EJ	Expansion Joint	SECT	Section
ENG	Engineer/ Engineering	SQ	Square
EQ	Equal	SS	Stainless Steel
EX	Existing	STA PT	Station Point
FC	Flush Curb	STD	Standard
FDN	Foundation	STL	Steel
FG	Finish Grade	STR/STRUC	Structure/ Structural
FIN	Finish	T	Top
FTG	Footing	T+B	Top and Bottom
GALV	Galvanized	TAN	Tangency
HEF	Horizontal Each Face	TC	Top of Curb Elevation
HP	High Point	TD	Trench Drain
HT	Height	TEMP	Temporary
ID	Inside Diameter/Dimension	THK	Thick
INCL	Include/ Including	TOS	Top of Slab
JT	Joint	TPZ	Tree Protection Zone
LA	Landscape Architect	TS	Top of Step/ Stair Elevation
LOW	Limit of Work	TW	Top of Wall Elevation
LT	Light	TYP	Typical
M	Meters/ Metres	VERT	Vertical
MAX	Maximum	VEF	Vertical Each Face
MIN	Minimum	w/	with
MISC	Miscellaneous	w/o	without

CLIENT:

Queen's University

ISSUANCE:

No.	Date	Details	By
1	JUNE 29, 2023	ISSUED FOR 100% SCHEMATIC DESIGN	
2	AUGUST 02, 2023	ISSUED FOR SPA	

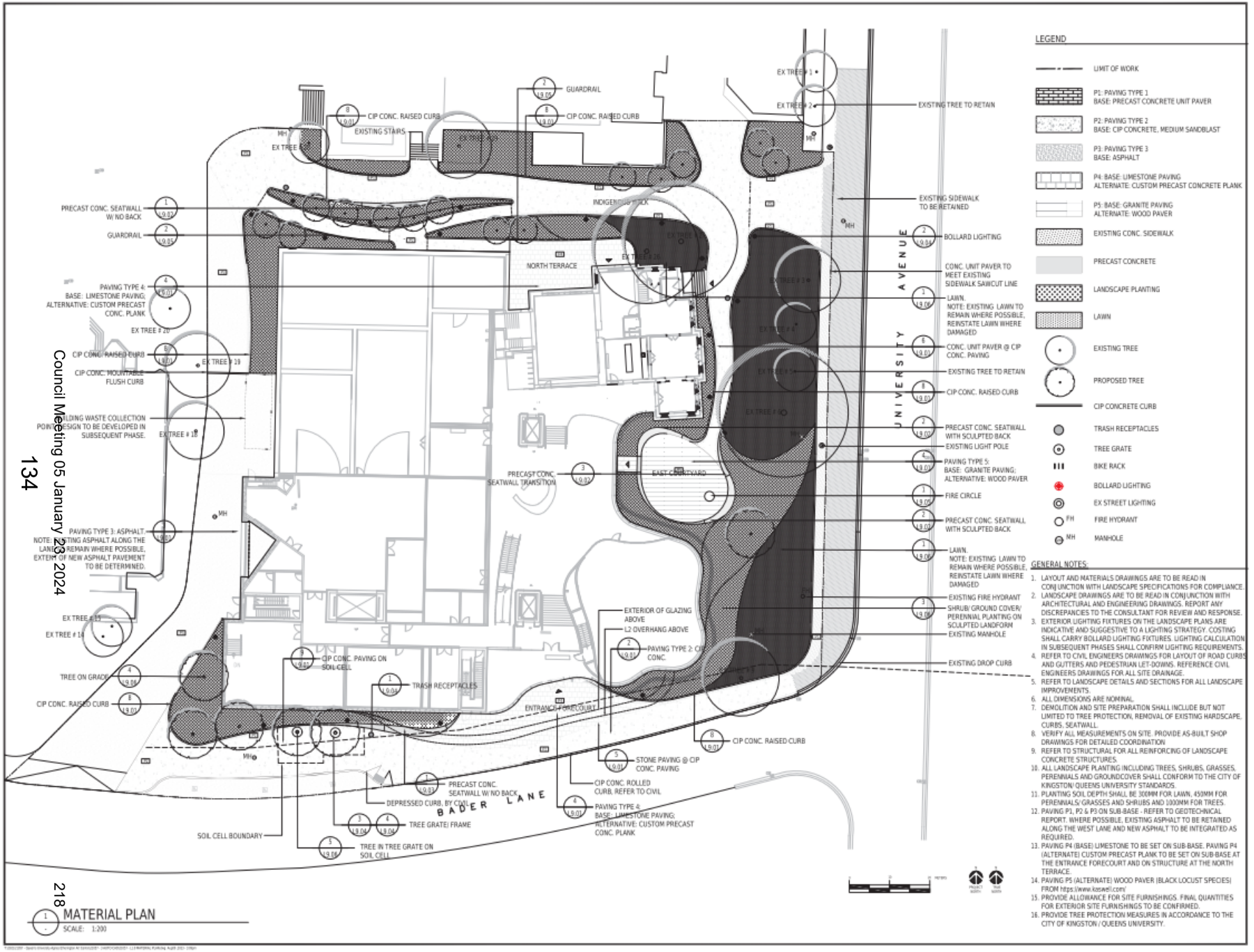
PFS STUDIO

STAMP:

PROJECT NAME:
QUEEN'S UNIVERSITY AGNES ETHERINGTON ART CENTRE

DRAWING TITLE:
COVER

PFS PROJECT NUMBER: 21057	DATE: 2023.08.08
DRAWN BY: KL/SW	CHECKED BY: SW
SCALE: NTS	
DWG. NO.: L0.00	OF:



1 MATERIAL PLAN
SCALE: 1:200

CLIENT:

Queen's UNIVERSITY

ISSUANCE:

No.	Date	Details	By
1	JUNE 29, 2023	ISSUED FOR 100% SCHEMATIC DESIGN	
2	AUGUST 02, 2023	ISSUED FOR SPA	

PFS STUDIO

STAMP:

PROJECT NAME:
QUEEN'S UNIVERSITY AGNES ETHERINGTON ART CENTRE

DRAWING TITLE:
MATERIAL PLAN

PFS PROJECT NUMBER: 21057	DATE: 2023.08.18
DRAWN BY: KL/SW	CHECKED BY: SW
SCALE: 1:200	
DWG. NO.: L1.00	OF:

Exhibit C
Report Number HP-24-004

LAYOUT PLAN
SCALE: 1:200

219

LEGEND

- LIMIT OF WORK
- P1: PAVING TYPE 1 BASE: PRECAST CONCRETE UNIT PAVER
- P2: PAVING TYPE 2 BASE: CIP CONCRETE, MEDIUM SANDBLAST
- P3: PAVING TYPE 3 BASE: ASPHALT
- P4: BASE: LIMESTONE PAVING ALTERNATE: CUSTOM PRECAST CONCRETE PLANK
- P5: BASE: GRANITE PAVING ALTERNATE: WOOD PAVER
- EXISTING CONC. SIDEWALK
- PRECAST CONCRETE
- LANDSCAPE PLANTING
- LAWN
- EXISTING TREE
- PROPOSED TREE
- CIP CONCRETE CURB
- TRASH RECEPTACLES
- TREE GRATE
- BIKE RACK

LAYOUT NOTES:

1. ALL DIMENSIONS/ MEASUREMENTS TO BE VERIFIED ON FIELD.

CLIENT:

Queen's University

ISSUANCE:

No.	Date	Details	By
1	JUNE 29, 2023	ISSUED FOR 100% SCHEMATIC DESIGN	
2	AUGUST 02, 2023	ISSUED FOR SPA	

PFS STUDIO

STAMP:

PROJECT NAME:
QUEEN'S UNIVERSITY AGN
ETHERINGTON ART CENTE

DRAWING TITLE:
LAYOUT PLAN

PFS PROJECT NUMBER:	DATE:
21057	2023.08
DRAWN BY:	CHECKED BY:
KL/SW	SW

SCALE:
1:200

DWG. NO.:
L2.00

OF:

LEGEND

- LIMIT OF WORK
- 2.0 % — SLOPE PERCENTAGE
- STORMWATER FLOW
- \+ EX 1048.65 — EXISTING GRADE
- \+ 1048.66 — DESIGN GRADES
- SURVEY GRADES (PARK DRAIN RIM, MANHOLE, CITY SIDEWALK AND PROPERTY LINE ELEVATIONS)

NOTE:
5% MAX SLOPE AT PAVED SURFACES,
10% MAX SLOPE AT DROP CURB,
30% MAX SLOPE AT PLANTING/LAWN

GRADING KEY:

CB	CATCH BASIN, REFER TO CIVIL
BS	BOTTOM OF STEP/ STAIR ELEVATION
TS	TOP OF STEP/ STAIR ELEVATION
BW	BOTTOM OF WALL ELEVATION
TW	TOP OF WALL, ELEVATION
FG	FINISH GRADE
HP	HIGH POINT
LP	LOW POINT
TC	TOP OF CURB ELEVATION
BC	BOTTOM OF CURB ELEVATION
TB	TOP OF BENCH TOP ELEVATION
FC	FLUSH CURB
RC	RAISED CURB

GRADING NOTES:

1. REFER TO CIVIL DRAWING FOR ALL SITE GRADING.
2. REFER TO SURVEY CITY BENCH MARK FOR ORIGINAL POINT OF BEGINNING.
3. WHERE PROPOSED GRADES MEET EXISTING, ENSURE GRADES ARE BLENDED TO PROVIDE A SMOOTH TRANSITION BETWEEN THE NEW AND THE EXISTING WORK AND NO PONDING OCCURS.
4. CONTRACTOR SHALL ADJUST ALL UTILITY ELEMENTS OR COVERS, WHETHER THEY APPEAR OR DO NOT APPEAR ON THE DRAWINGS (INCLUDING BUT NOT LIMITED TO MANHOLES, CATCH BASINS, INLETS, DRAIN COVERS, ETC.) TO BE FLUSH WITH ALL FINAL FINISHED GRADES.
5. CONTRACTOR SHALL LAYOUT THE ELEVATIONS OF ALL SITE ELEMENTS FOR APPROVAL BY THE LANDSCAPE ARCHITECT PRIOR TO START OF CONSTRUCTION.
6. CONTRACTOR SHALL ENSURE POSITIVE SURFACE DRAINAGE AND UNIFORM SLOPES IN ALL AREAS. IN PARTICULAR, ALL GRADING SHALL BE COMPLETED TO MAINTAIN POSITIVE DRAINAGE AWAY FROM ALL BUILDING FOUNDATIONS AND STRUCTURES. CONTRACTOR SHALL REPORT ALL CONFLICT FOR RESOLUTION PRIOR TO FINAL GRADES.
7. FOR CB RIM ELEVATIONS, REFER TO CIVIL DRAWINGS. REPORT ANY DISCREPANCY BETWEEN LANDSCAPE AND CIVIL ELEVATIONS.
8. 5% MAX SLOPE AT PAVED SURFACES, 10% MAX SLOPE AT DROP CURB, 30% MAX SLOPE AT PLANTING/LAWN.
9. TOP OF BENCH GRADES ARE MEANT ARE TO BE SINUOUS AND CONTINUOUS WITH NO ABRUPT CHANGES IN ANGLE, NO SEGMENTATION.

1 / L1.0 GRADING LANDSCAPE FEATURES
SCALE: 1:200

CLIENT:

Queen's University

ISSUANCE:

No.	Date	Details	By
1	JUNE 29, 2023	ISSUED FOR 100% SCHEMATIC DESIGN	
2	AUGUST 02, 2023	ISSUED FOR SPA	

PFS STUDIO

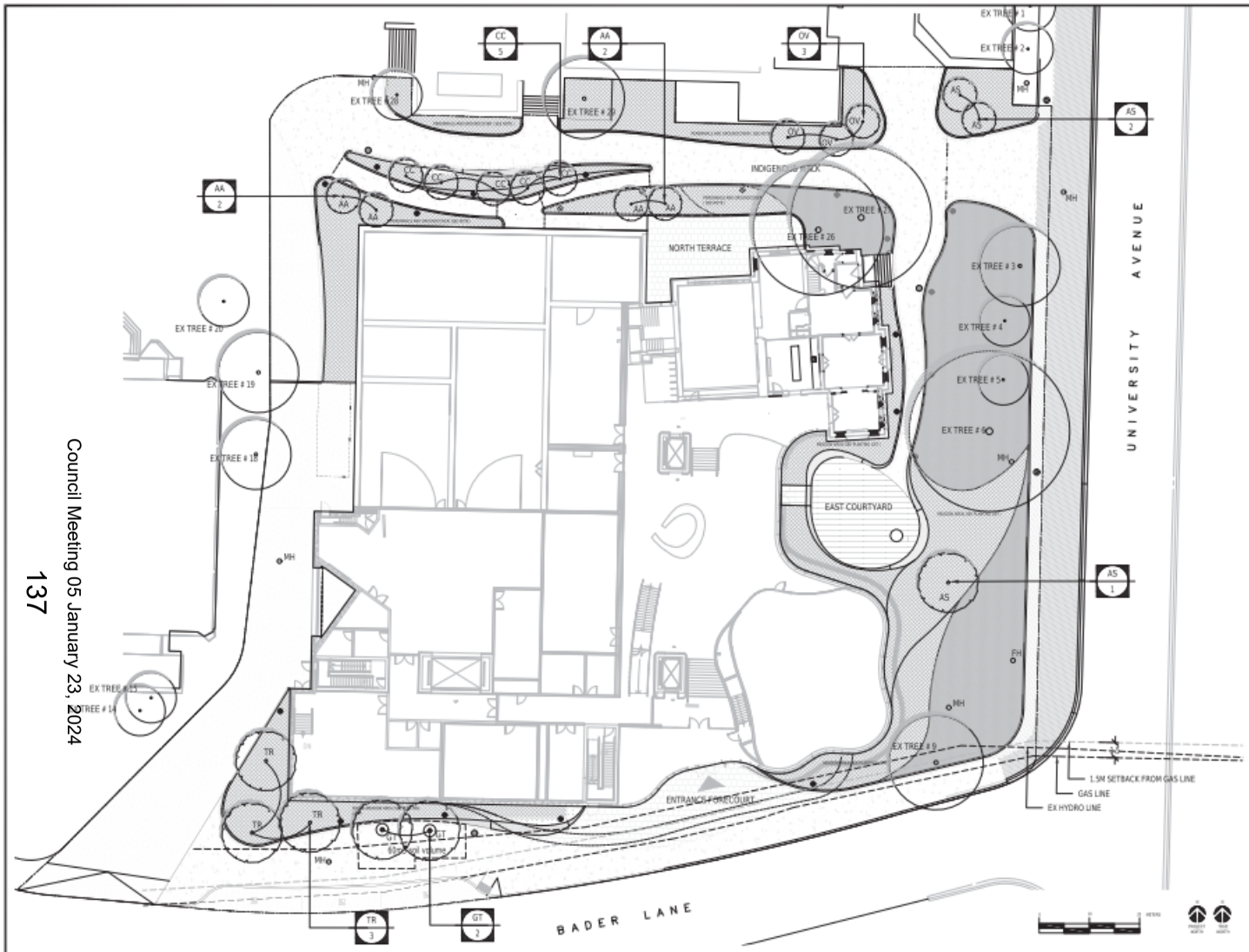
STAMP:

PROJECT NAME:
QUEEN'S UNIVERSITY AGNES ETHERINGTON ART CENTRE

DRAWING TITLE:
GRADING LANDSCAPE FEATURES

PFS PROJECT NUMBER: 21057	DATE: 2023.08
DRAWN BY: KL/SW	CHECKED BY: SW
SCALE: 1:200	
DWG. NO.: L3.00	OF:

Exhibit C
Report Number HP-24-004



LEGEND

- LIMIT OF WORK
- LANDSCAPE PLANTING
- LAWN
- EXISTING TREE
- PROPOSED TREE 60-80MM CAL.

PLANTING NOTES:

1. ALL LANDSCAPE PLANTING INCLUDING TREES, SHRUBS, GRASSES, PERENNIALS AND GROUNDCOVER SHALL CONFORM TO THE CITY OF KINGSTON/ QUEENS UNIVERSITY STANDARDS.
2. PLANTING SOIL DEPTH SHALL BE 300MM FOR LAWN, 450MM FOR PERENNIALS/ GRASSES AND SHRUBS AND 1000MM FOR TREES.
3. TREES PLANTED IN HARDSCAPE PAVING SHALL BE INSTALLED WITH SOIL CELLS TO CAPTURE A MINIMUM OF 30M3.
4. HOSE BIB SHALL BE LOCATED NEAR PLANTING AREAS TO ALLOW FOR HAND IRRIGATION OF LANDSCAPE PLANTING. PROVIDE 1 HOSE BIB CONNECTION AT THE FOLLOWING AREAS: ENTRANCE FORECOURT, EAST COURTYARD AND INDIGENOUS WALK.
5. PLANT MATERIALS SHALL COMPLY WITH THE CANADIAN STANDARDS FOR NURSERY STOCK (LATEST EDITION).
6. USE PLANT MATERIAL WITH STRONG ROOT SYSTEM FREE OF DISEASE, DEFECT OR INJURIES. USE TREES WITH STRAIGHT TRUNKS, STRUCTURALLY SOUND AND CHARACTERISTICALLY BRANCHED.
7. PLANT MATERIAL SUBSTITUTIONS SHALL NOT BE PERMITTED WITHOUT APPROVAL FROM THE LANDSCAPE ARCHITECT.
8. TREE SIZE SHALL BE A MINIMUM OF 80MM CALIPER.
9. SHRUB SIZE SHALL BE A MINIMUM OF 3 GALLON POT.
10. GRASSES, PERENNIALS AND GROUNDCOVER SIZE SHALL BE A MINIMUM OF 1 GALLON POT.
11. LANDSCAPE PLANTING AREAS SHALL INCLUDE 65% SHRUBS AND 35% GRASSES, PERENNIALS AND GROUNDCOVER.
12. A MINIMUM OF 75MM DEPTH OF MULCH TO BE PROVIDED WITHIN ALL TREE AND PLANTING BEDS.
13. REINSTATE ALL AREAS DAMAGED OR DISTURBED BEYOND THE LIMIT OF WORK.
14. SIZE OF TREE SYMBOLS ARE SHOWN INDICATIVELY.

MASTER PLANT LIST

KEY	QTY	BOTANICAL NAME	COMMON NAME	SIZE		DESCRIPTION/NOTES
Trees						
AA	-	Amelanchier arborea	Common Serviceberry	60mm cal	B&B	Native / Drought Tolerant
AS	-	Acer saccharum	Sugar Maple	80mm cal	B&B	Native / Drought Tolerant
OV	-	Ostrya virginiana	Ironwood	80mm cal	B&B	Native / Drought Tolerant
CC	-	Carpinus betulus	Musclewood	70mm cal	B&B	Native / Drought Tolerant
GT	-	Gleditsia triacanthos 'skyline'	Skyline Honey locust	80mm cal	B&B	Native / Drought Tolerant
TR	-	Tilia americana 'Redmond'	American linden	80mm cal	B&B	Native / Drought Tolerant

KEY	QTY	BOTANICAL NAME	COMMON NAME	SPACING	SIZE	DESCRIPTION/NOTES
Shrubs						
Csa	-	Cornus sericea 'Arctic Fire'	Arctic Fire Dogwood	1000mm o.c.	3 Gal. Pot	Native / Drought Tolerant
Dl	-	Diervilla lonicera	Bush Honeysuckle	1,200mm o.c.	5 Gal. Pot	Native / Drought Tolerant
Els	-	Euonymous fortunei 'Saracoxie'	Saracoxie Euonymous	600mm o.c.	3 Gal. Pot	Native / Drought Tolerant
Jhp	-	Juniperus horizontalis 'Prince Of Wales'	Price of Wales Spreading Juniper	600mm o.c.	3 Gal. Pot	Native / Drought Tolerant
Pb	-	Rosa blanda	Smooth Rose	600mm o.c.	3 Gal. Pot	Non-Native / Drought Tolerant
Tm	-	Taxus x media 'Wardii'	Ward's Yew	750mm o.c.	3 Gal. Pot	Non-Native / Drought Tolerant
Ro	-	Rubus odoratus	Flowering Raspberry	600mm o.c.	3 Gal. Pot	Native / Drought Tolerant
Perennials and Grasses						
ac	-	Anemone canadensis	Canada Windflower	300mm o.c.	1 gal Pot	Native
cp	-	Carex pensylvanica	Wood Sedge	300mm o.c.	1 gal Pot	Native / Drought Tolerant
as	-	Asarum canadensis	Wild Ginger	300mm o.c.	1 gal Pot	Native / Drought Tolerant
af	-	Athyrium felix-femina	Lady Fern	300mm o.c.	1 gal Pot	Native / Drought Tolerant
cg	-	Carex grayi	Mace Sedge	600mm o.c.	1 gal Pot	Native / Drought Tolerant
vs	-	Viola sorona	Common Blue Violet	450mm o.c.	1 gal Pot	Native / Drought Tolerant

KEY	QTY	BOTANICAL NAME	COMMON NAME	SPACING	SIZE	DESCRIPTION/NOTES
Meadow area						
as	-	Aster cordifolius	Heart Leaf Aster	450mm o.c.	1 gal Pot	Native / Drought Tolerant
bg	-	Bouteloua gracilis	Mesquito Grass	450mm o.c.	1 gal Pot	Native / Drought Tolerant
ac	-	Allium cernuum	Nodding Onion	450mm o.c.	1 gal Pot	Native / Drought Tolerant
ep	-	Echinacea purpurea	Purple Coneflower	300mm o.c.	1 gal Pot	Native / Drought Tolerant
he	-	Helenium autumnale	Sneezeweed	300mm o.c.	1 gal Pot	Native / Drought Tolerant
pv	-	Panicum virgatum 'Shenandoah'	Shenandoah Switch Grass	450mm o.c.	1 gal Pot	Native / Drought Tolerant
ss	-	Schizachyrium scoparium	Little Bluestem	450mm o.c.	1 gal Pot	Native / Drought Tolerant
sh	-	Sporobolus heterolepsis	Prairie Dropseed	300mm o.c.	1 gal Pot	Native / Drought Tolerant

1 PLANTING PLAN
SCALE: 1:200

CLIENT:

Queen's University

ISSUANCE:

No.	Date	Details	By
1	JUNE 29, 2023	ISSUED FOR 100% SD/DD/ARTIC DESIGN	
2	AUGUST 02, 2023	ISSUED FOR SPA	

PFS STUDIO

STAMP:

PROJECT NAME:
QUEEN'S UNIVERSITY AGN
ETHERINGTON ART CENTE

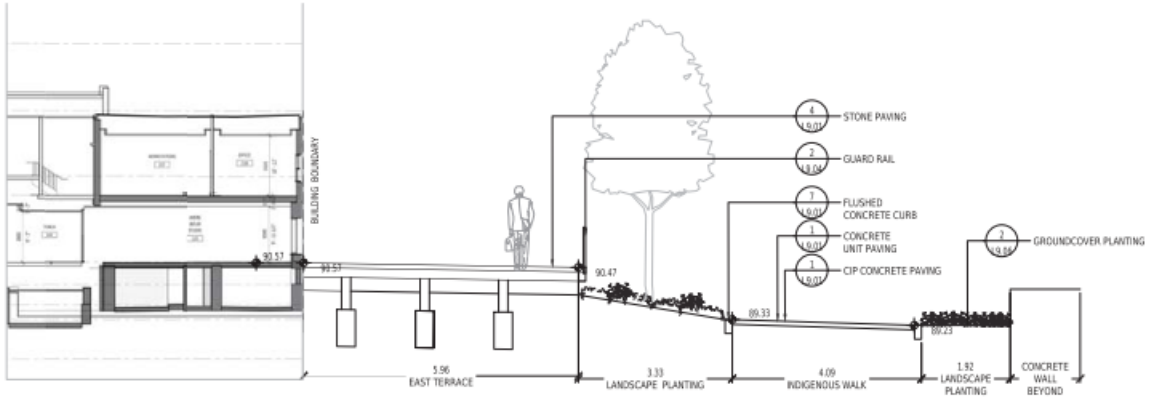
DRAWING TITLE:
PLANTING L PLAN

PFS PROJECT NUMBER:	DATE:
21057	2023.08
DRAWN BY:	CHECKED BY:
KL/SW	SW

SCALE:
1:200

DWG. NO.:
L4.00

OF:



SECTION A-A'
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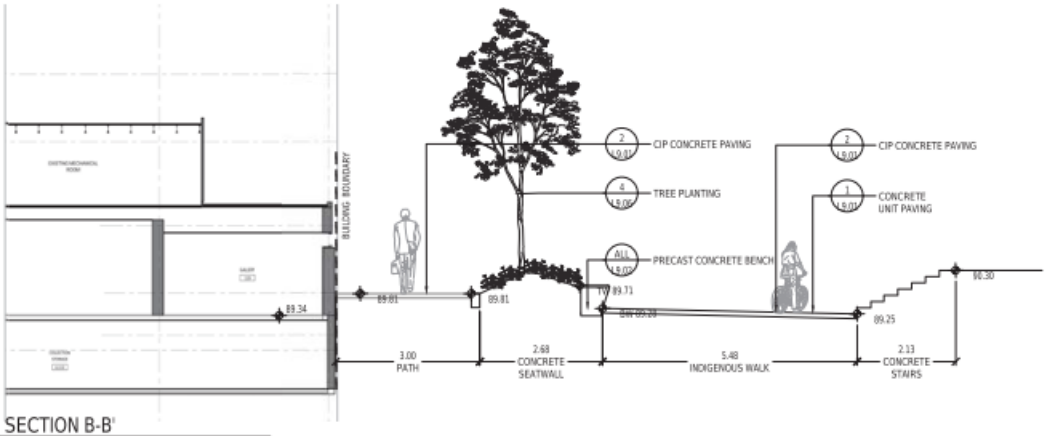

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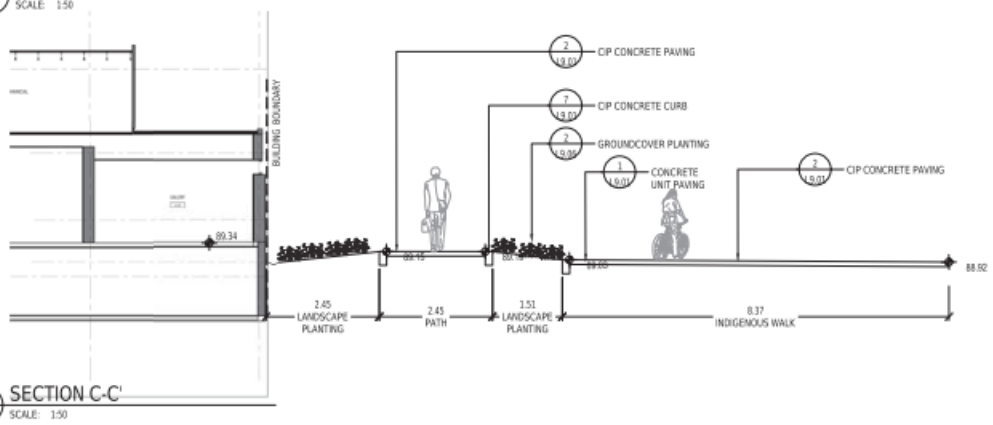

SECTION C-C'
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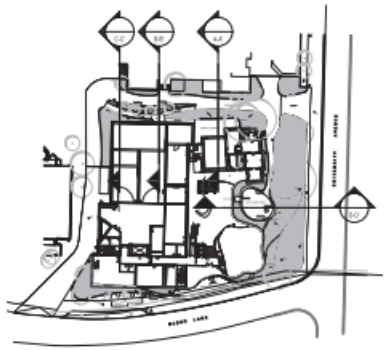


KEY PLAN
SCALE: 1:800

CLIENT:

Queen's UNIVERSITY

ISSUANCE:

No.	Date	Details	By
1	JUNE 29, 2023	ISSUED FOR SDPA SCHEMATIC DESIGN	
2	AUGUST 02, 2023	ISSUED FOR SPA	

PFS STUDIO

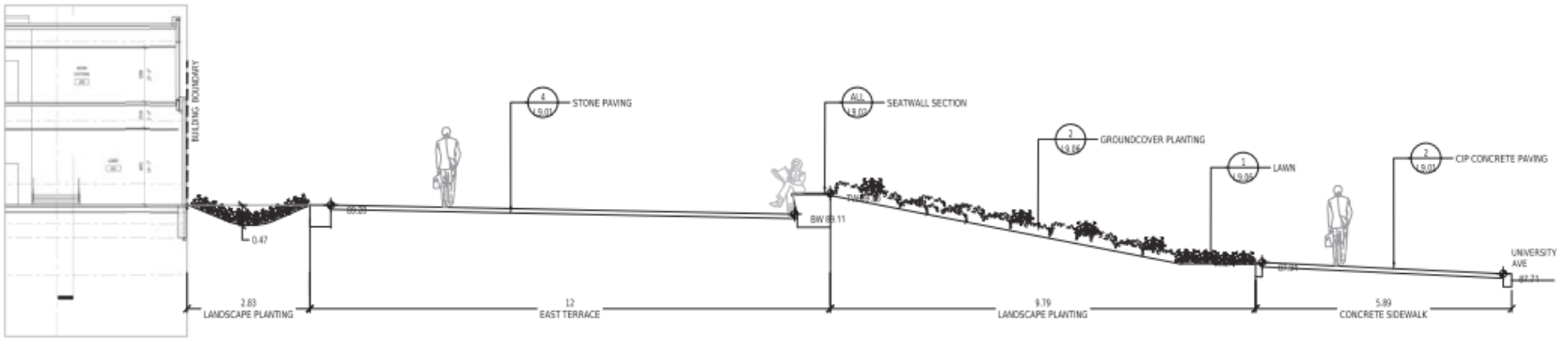
STAMP:

PROJECT NAME:
QUEEN'S UNIVERSITY AGN
ETHERINGTON ART CENTE

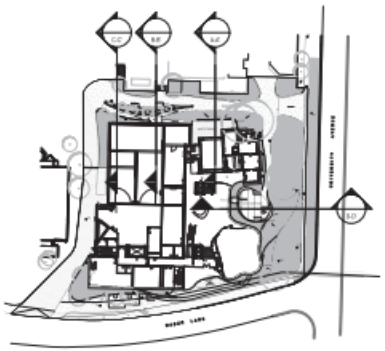
DRAWING TITLE:
LANDSCAPE SECTIONS

PFS PROJECT NUMBER:	DATE:
21057	2023.08.08
DRAWN BY:	CHECKED BY:
KL/SW	SW
SCALE: 1:50	
DWG. NO.: L7.00	OF:

Exhibit C
Report Number HP 24-004



4 SECTION D-D'
SCALE: 1:50



KEY PLAN
SCALE: 1:800

CLIENT:

Queen's UNIVERSITY

ISSUANCE:

No.	Date	Details	By
1	JUNE 29, 2023	ISSUED FOR DRB, SCHEMATIC DESIGN	
2	AUGUST 02, 2023	ISSUED FOR SPA	

PFS STUDIO

STAMP:

PROJECT NAME:
QUEEN'S UNIVERSITY AGN
ETHERINGTON ART CENTE

DRAWING TITLE:
LANDSCAPE SECTIONS

PFS PROJECT NUMBER:	DATE:
21057	2023.08
DRAWN BY:	CHECKED BY:
KL/SW	SW

SCALE:
1:50

DWG. NO.:
L7.01

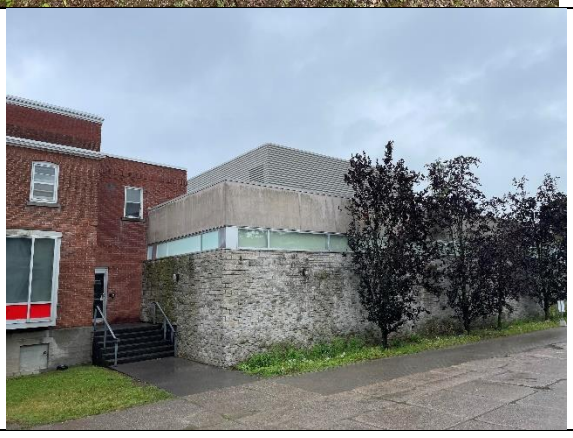
OF:

Site Visit Photos from 6-14-23 & 8-18-23:


AGNES YOUR ART GALLE


AGNES YOUR ART GALLERY


AGNES YOUR ART GALLERY







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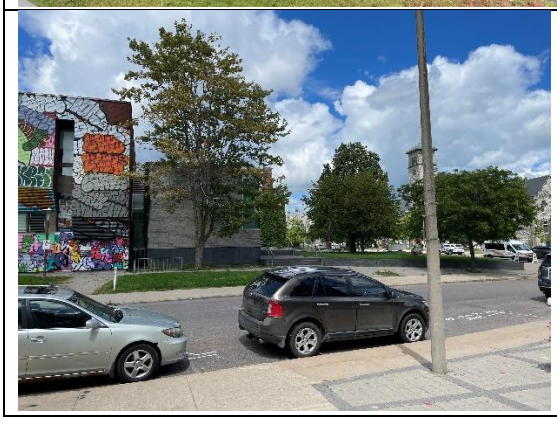
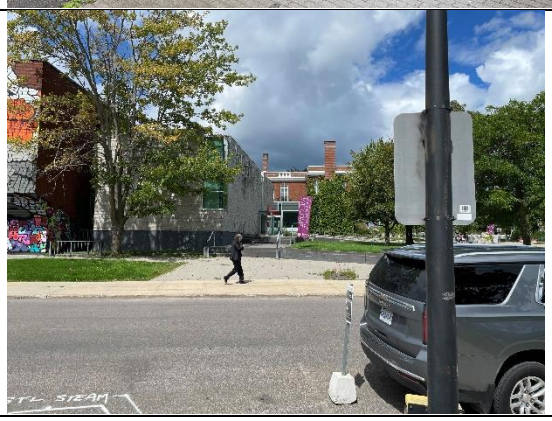

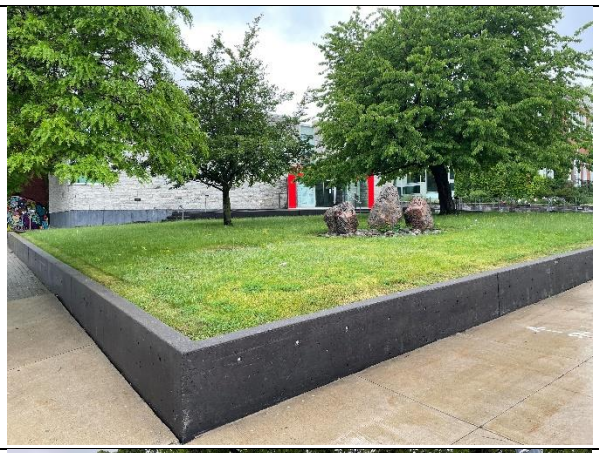


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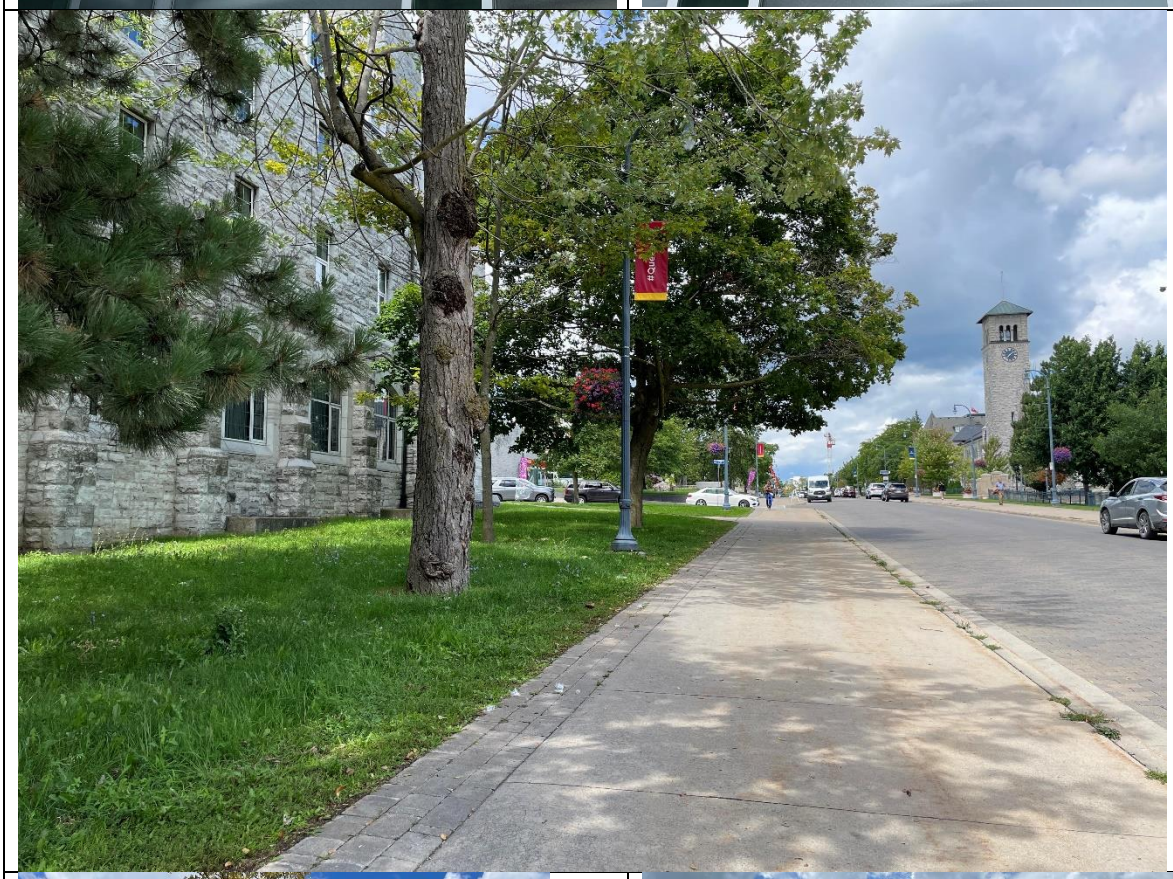
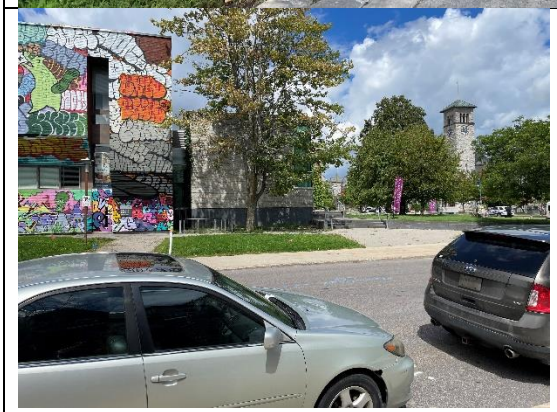




Kingston Heritage Properties Committee

Summary of Input from Technical Review Process

P18-073-2023

Committee Members	Comments Enclosed	No Comments Provided	No Response Received
Councillor Glenn			X
Councillor Oosterhof			X
Jennifer Demitor	X		
Gunnar Heissler			X
Alexander Legnini			X
Jane McFarlane	X		
Ann Stevens	X		
Peter Gower	X		

City of Kingston
216 Ontario Street
Kingston, Ontario
Canada, K7L 2Z3

Website: www.cityofkingston.ca
TTY: Dial 613-546-4889

where history and innovation thrive

Date:	September 12, 2023
Form:	Heritage Kingston Reviewer Form
Reviewer Name:	Peter Gower
Application Type:	Heritage Permit
File Number:	P18-073-2023
Property Address:	36 University Avenue

Description of Proposal:
An application for alteration under Section 37 of the Ontario Heritage Act (P18-073-2023), as per the Queen's Easement Agreement, has been submitted to request approval to demolish select additions of the museum (specifically the 1974, 1989 and the southeast portion of the 2000 addition) and replace those additions with a three-storey glazed, tiered addition along the south elevation that steps down to a one storey addition along the eastern elevation as well as a glazed two storey addition that connects to the historic Agnes Etherington House, and a three storey addition comprised of corrugated metal with limited glazing along the northwestern and western facades of the building.

Comments for Consideration on the Application:
Agnes Etherington complex. I support all f the work to be done on the house, as long as it is done to the highest standards (which Queen's work usually is) and that any changes necessary are able to be reversed. I have concerns with the expansion of the Art Centre. I do not believe it should impinge on the integrity of the house in any way. Access between the two should be minimal and not intrusive at all. The height of the new building should be no higher than Ban Righ, or Kingston Hall. It should not be a backdrop to the Etherington house as you walk from Union, and it should not hide it when you come from Stuart Street or Bader Lane. I would rather see a long, low building which reflects Queen's traditional architecture.

Recommended Conditions for the Application:

City of Kingston
216 Ontario Street
Kingston, Ontario
Canada, K7L 2Z3

Website: www.cityofkingston.ca
TTY: Dial 613-546-4889

where history and innovation thrive

Date:	November 14, 2023
Form:	Heritage Kingston Reviewer Form
Reviewer Name:	Jennifer Demitor
Application Type:	Heritage Permit
File Number:	P18-073-2023
Property Address:	36 University Avenue

Description of Proposal:
An application for alteration under Section 37 of the Ontario Heritage Act (P18-073-2023), as per the Queen's Easement Agreement, has been submitted to request approval to demolish select additions of the museum (specifically the 1974, 1989 and the southeast portion of the 2000 addition) and replace those additions with a three-storey glazed, tiered addition along the south elevation that steps down to a one storey addition along the eastern elevation as well as a glazed two storey addition that connects to the historic Agnes Etherington House, and a three storey addition comprised of corrugated metal with limited glazing along the northwestern and western facades of the building.

Comments for Consideration on the Application:
I find the thought that has gone into the project commendable. I think using the wood poles adds a poetic contextual element as well as tactility and human scale to the facade. I'm not convinced replacing them with aluminum textured versions would have the same effect. It might be my recent tour of the local maximum security prison but think a lot of attention to patterning, shaping and even variation in sizing would be necessary to give the same feeling to the vertical aluminum louvers. Not that it couldn't be done. I won't be opposed if the design team was interested in proposing a third option that would have a similar function and feel to the wood poles or even looked at another colour besides white/grey for the aluminum ones. The other concern that I have is the railings for the terrace. It would be good to see them in one of the renders.

Recommended Conditions for the Application:

City of Kingston
216 Ontario Street
Kingston, Ontario
Canada, K7L 2Z3

Website: www.cityofkingston.ca
TTY: Dial 613-546-4889

where history and innovation thrive

Date:	November 15, 2023
Form:	Heritage Kingston Reviewer Form
Reviewer Name:	Ann Stevens
Application Type:	Heritage Permit
File Number:	P18-073-2023
Property Address:	36 University Avenue

Description of Proposal:
An application for alteration under Section 37 of the Ontario Heritage Act (P18-073-2023), as per the Queen's Easement Agreement, has been submitted to request approval to demolish select additions of the museum (specifically the 1974, 1989 and the southeast portion of the 2000 addition) and replace those additions with a three-storey glazed, tiered addition along the south elevation that steps down to a one storey addition along the eastern elevation as well as a glazed two storey addition that connects to the historic Agnes Etherington House, and a three storey addition comprised of corrugated metal with limited glazing along the northwestern and western facades of the building.

Comments for Consideration on the Application:
The house, once owned by Agnes Etherington and donated to Queen's for an art gallery, is the only heritage building on that side of University Avenue. As such, its red brick construction gives colour to the streetscape and harkens back to the era in which it was built.
Over the years I've been interested how the gallery has expanded as its renowned collection grows. I understand the need for renovations and new building.
But the project, as it has so far been presented, really overwhelms the old building. The new glass-covered structure looks as if it is colliding with the heritage building. I'd really like to see if thought could be given to expand the building to the rear, perhaps even linking up with the music school building to have an arts hub. The glass would look stunning behind the heritage building, but also would give energy to that ugly back path of mixed surfacing materials. Accessible entrances would be easier there too. The University Avenue streetscape would still let Grant Hall and the heritage house to be prominent.
Am also concerned about heritage elements of the old house to be affected by someone living there The French doors need to be retained.
I'd also like to know if the Richarson/Benedickson families have been asked for their feedback. The late former Queen's chancellor Agnes Benidickson was Agnes

Etherington's niece. The Benidickson children live and work in the Peterborough/Ottawa areas.

Recommended Conditions for the Application:

City of Kingston
216 Ontario Street
Kingston, Ontario
Canada, K7L 2Z3

Website: www.cityofkingston.ca
TTY: Dial 613-546-4889

where history and innovation thrive

Date:	November 15, 2023
Form:	Heritage Kingston Reviewer Form
Reviewer Name:	Jane McFarlane
Application Type:	Heritage Permit
File Number:	P18-073-2023
Property Address:	36 University Avenue

Description of Proposal:
An application for alteration under Section 37 of the Ontario Heritage Act (P18-073-2023), as per the Queen's Easement Agreement, has been submitted to request approval to demolish select additions of the museum (specifically the 1974, 1989 and the southeast portion of the 2000 addition) and replace those additions with a three-storey glazed, tiered addition along the south elevation that steps down to a one storey addition along the eastern elevation as well as a glazed two storey addition that connects to the historic Agnes Etherington House, and a three storey addition comprised of corrugated metal with limited glazing along the northwestern and western facades of the building.

Comments for Consideration on the Application:
This massing of this proposal would present as less intimidating for Ban Righ Hall if the new three storey extension could be visually softened and possibly scaled down along the entire frontage on Bader Lane. As designed it seems to present a blocky wall and utilitarian face along much of Bader Lane and across from Ban Righ.

Recommended Conditions for the Application:
The recommendations in the ERA September 3, 2023 HIS should be followed.

City of Kingston
Information Report to Council
Report Number 24-046

To:	**Mayor and Members of Council**
From:	**Desirée Kennedy, Chief Financial Officer & City Treasurer**
Resource Staff:	**Lana Foulds, Director, Financial Services**
	Brent Funnell, Manager, Procurement
Date of Meeting:	**January 23, 2024**
Subject:	**November 2023 Tender and Contract Awards Subject to Delegation of Authority**

Council Strategic Plan Alignment:

Theme: Corporate business

Goal: See above

Executive Summary:

Section 21.1 of City of Kingston By-Law Number 2022-154, A By-Law to Establish a Procurement Policy for the City of Kingston, requires a monthly information report be provided to Council summarizing all procurement contracts with a value exceeding $100,000 that were awarded by delegated authority. Accordingly, this information report provides Council with details of contracts greater than $100,000 awarded for the month of November 2023 that meet the established criteria of delegated authority for both standard and non-standard procurements.

Recommendation:

This report is for information only.

Authorizing Signatures:

ORIGINAL SIGNED BY CHIEF

FINANCIAL OFFICER & CITY TREASURER

Desiree Kennedy, Chief Financial Officer & City Treasurer

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	Not required
Jennifer Campbell, Commissioner, Community Services	Not required
Neil Carbone, Commissioner, Corporate Services	
David Fell, President & CEO, Utilities Kingston	Not required
Peter Huigenbos, Commissioner, Major Projects & Strategic Initiatives	Not required
Brad Joyce, Commissioner, Infrastructure, Transportation & Emergency Services	

Options/Discussion:

City of Kingston By-Law Number 2022-154, a By-Law to Establish a Procurement Policy for the City of Kingston, provides for the delegation of authority to award contracts under both standard and non-standard procurement methods. Schedule C to City of Kingston By-Law Number 2022-154 delegates the approval authority to senior staff and Procurement Services for both procurement methods.

Standard Procurement

Standard procurement is defined as the acquisition of goods, services, or construction, or a combination thereof, in accordance with the standard procurement method for the type and value of the deliverables as determined in City of Kingston By-Law Number 2022-154. Utilizing the standard procurement method, Schedule C to City of Kingston By-Law Number 2022-154 provides for the delegated authority to award contracts greater than $100,000 but less than $500,000 to City Directors and Procurement Services, and contracts greater than $500,000 to the City Commissioners and Procurement Services.

Standard procurements greater than $100,000 require a competitive process conducted in accordance with the procurement's solicitation document. As provided for in the solicitation document, tenders are evaluated and awarded based solely on price, whereas request for proposals (RFPs) are based on the highest ranked proponent based on pre-determined price and non-price criteria.

No award of contract may be approved unless:

- Sufficient funding is available in an approved budget;
- The selection of the standard procurement method is determined in accordance with City of Kingston By-Law Number 2022-154; and
- The procurement process was conducted in accordance with City of Kingston By-Law Number 2022-154.

All procurements that exceed an estimated value of $133,800 (goods and services) and $334,400 (construction) are subject to applicable trade treaty requirements.

Exhibit A to this report provides information on standard procurements over $100,000 that met the established criteria of delegated authority under City of Kingston By-Law Number 2022-154 and were awarded in the month of November.

Non-Standard Procurement

Non-standard procurement is defined as the procurement of deliverables through a process other than the standard method required for the type and value of the deliverables as determined in City of Kingston By-Law Number 2022-154. Schedule C to City of Kingston By-Law Number 2022-154 provides for a higher level of approval authority to award contracts under

a non-standard procurement method. A non-standard procurement cannot be approved, and no contract can be awarded, unless sufficient funding is available in an approved budget.

Exhibit B to this report provides information on non-standard procurements over $100,000 for fleet purchases that were awarded in the month of November through the Local Authority Services/Canoe Procurement Group buying program. Procurement Services is delegated the authority to approve a request from a department to leverage group buying. With this authority, Procurement Services validates each group buying program to ensure it meets or exceeds the procurement requirements as defined in the City's procurement by-law.

November 2023 procurement activities that are not included in this report are as follows:

- value of the purchase, if less than $100,000;
- any awards closing in this time period that were approved separately by Council.

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

The Accessibility for Ontarians with Disabilities Act, 2005 is a consideration and may form part of the evaluation criteria for any Request for Proposal administered by the City of Kingston.

Existing Policy/By-Law

City of Kingston By-Law Number 2022-154, “A By-Law to Establish a Procurement Policy for the City of Kingston”

Notice Provisions

None

Financial Considerations

All procurements, as reported, have sufficient funding available in an approved budget.

Contacts:

Lana Foulds, Director, Financial Service, 613-546-4291 extension 2209

Brent Funnell, Manager, Procurement, 613-546-4291 extension 2452

Other City of Kingston Staff Consulted:

Applicable City Departments

Exhibits Attached:

Exhibit A – Summary of Standard Procurements Over $100,000 – November 2023 Awards

Exhibit B – Summary of Non-Standard Procurements Over $100,000 – November 2023 Awards

Summary of Standard Procurements over $100,000
November 2023 Awards

Proponents are listed in order of ranking based on pre-determined evaluation criteria.

The successful proponent appears first in each table unless stated otherwise.

1. Request for Proposal: F18-TPW-ES-2023-29

Stormwater System Improvements on King Street East – Place D'Armes to Anglin Bay

Closing Date: October 19, 2023

Supplier / Service Provider	Price
Gordon Barr Ltd.	$4,804,594.00
Len Corcoran Excavating Ltd.	$6,314,118.00

2. Request for Proposal: F18-TPW-CAMF-2023-03

Three Newest Model Tracked Sidewalk Snow Removal Vehicles

Closing Date: October 16, 2023

Supplier / Service Provider	Total Price
Les Equipements Plannord Inc.	$647,700.00

3. Request for Proposal: F18-CS-FMCS-2023-25

Consulting Services – City Hall Heritage Restoration – 216 Ontario Street, Kingston

Closing Date: October 5, 2023

Supplier / Service Provider	Price
MTE Consultants Inc.	$194,361.00
Read Jones Christoffersen	$241,000.00
WSP Canada Inc.	$236,200.00
RDH Building Science Inc.	$365,962.50
Kongats Architects	$414,900.00
EVOQ Architecture Inc.	$449,310.00
+VG Architects	$480,000.00
Watson MacEwen Teramura Architects	$504,103.00
ERA Architects Inc.	$618,200.00

4. Request for Proposal: F18-ITES-PWSW-2023-03

Supply and Delivery of Winter Control Liquid for Anti-Icing/De-Icing and Pre-Wetting

Closing Date: October 31, 2023

Supplier / Service Provider	Total Price (Five Year Term)
Pollard Distribution Inc.	$420,300.00
Da-Lee Dust Control Ltd.	$494,640.00

5. Request for Proposal: F18-CS-FMCS-2023-29

Repaving Centre 70 Arena – 100 Days Road, Kingston

Closing Date: November 2, 2023

Supplier / Service Provider	Price
R.W. Tomlinson Ltd.	$283,406.50
Kiley Paving Ltd.	$301,814.00
GIP Paving Inc.	$315,019.00
Morven Construction	$394,945.99

6. Request for Proposal: F18-TPW-FR-2023-01

Pumper Truck

Closing Date: September 20, 2023

Supplier / Service Provider	Price
Safetek Emergency Vehicles Ltd.	$1,484,831.00
Commercial Emergency Equipment	$1,212,000.20
City View Specialty Vehicles	$1,298,525.00
Dependable Emergency Vehicles	$1,536,023.00
Darch Fire	$1,569,966.84

7. Request for Proposal: F18-CS-CC-2023-01

Electronic Agenda and Meeting Management Software as a Service Solution

Closing Date: August 14, 2023

Supplier / Service Provider	Total Price (Three Year Term)
eScribe Meetings Ltd.	$234,155.55

Summary of Non-Standard Procurements over $100,000
November 2023 Awards

Group Buying

Corporate Asset Management & Fleet

Sourcing Partner: Local Authority Services/Canoe Procurement Group

November 1, 2023

Mini Excavator – Kubota KX057

Category: Medium Construction Equipment Program

Supplier / Service Provider	Price
Hartington Equipment	$126,473.48

November 15, 2023

Truck Chassis x 2 – International HV607

Category: Class 4-8 Chassis Program

Supplier / Service Provider	Price
Rush Truck Centres of Canada Ltd.	$408,028.78

November 20, 2023

Truck Chassis x 7 Single Axel Plow (2 w/ towing package)

Category: Class 4-8 Chassis Program

Supplier / Service Provider	Price
Rush Truck Centres of Canada Ltd.	$1,283,669.95

November 21, 2023

Heavy Equipment Vehicle – Labrie Automizer Side Load Body

Category: Waste Management Equipment Program

Supplier / Service Provider	Price
Joe Johnson Equipment Inc.	$691,933.62

November 27, 2023

Stainless Steel Body Plow Truck Chassis x 3

Category: Winter Maintenance Equipment Program

Supplier / Service Provider	Price
Viking Cives Ltd.	$597,051.000

November 27, 2023

Stainless Steel Body Plow Truck x 4 (2 w/ trailer package)

Category: Winter Maintenance Equipment Program

Supplier / Service Provider	Price
Viking Cives Ltd.	$801,681.46

By-Law No. _____

A By-Law to provide for the assumption of the public highways in Midland Park Subdivision Phase 4-3, Registered Plan 13M-104, in the City of Kingston, in accordance with section 31(4) of the Municipal Act, Chapter 25, S.O. 2001; and to provide acceptance by the City of Kingston, of the associated public works within.

Passed: _____, 2024

Whereas the owner, 1517849 Ontario Limited, entered into a Subdivision Agreement with the City of Kingston for Midland Park Subdivision Phase 4-3, registered as Instrument # FC213904 on January 26, 2016;

And Whereas the owner, 1517849 Ontario Limited, has completed the construction of the associated public works for Midland Park Subdivision Phase 4-3, Registered Plan 13M-104, based on the subdivision agreement dated January 26, 2016, including the streets and the appurtenances thereto in accordance with the terms of the subdivision agreement and any subsequent amendments thereto;

And Whereas the subdivision agreement provides for acceptance of these works in whole or in part by the Municipality upon satisfactory completion subject to certain provisions for maintenance as laid out in the subdivision agreement;

And Whereas the streets in Midland Park Subdivision Phase 4-3 as shown on Registered Plan 13M-104 are dedicated as public highways and are now vested in the City of Kingston;

And Whereas Section 31, Chapter M45 of the Municipal Act, R.S.O. 2001 provides for the assumption of public highways.

Now Therefore the Council of the Corporation of the City of Kingston enacts as follows:

1. That Council authorize the Director of the Engineering Department to issue a “Preliminary Certificate of Approval of the Works” to accept the associated public works which service Midland Park Subdivision Phase 4-3, Registered Plan 13M-104.

2. That part of Executive Avenue and part of Jade Avenue, as established as a public highway in Midland Park Subdivision Phase 4-3, Registered Plan 13M-104, be assumed by the Municipality under Section 31(4), of the Municipal Act, Chapter 25, S.O. 2001.

Given all Three Readings and Passed:

_____

Janet Jaynes
City Clerk

_____

Bryan Paterson
Mayor

By-Law Number 2024-XX

A By-Law to Exempt Certain Lands on Registered Plan 13M-134 from the Provisions of Section 50 (5) of the *Planning Act*, R.S.O. 1990, Chapter P.13, as amended (Blocks 57 and 58, Registered Plan 13M-134)

Passed: [Meeting Date]

Whereas subsection 50(5) of the *Planning Act*, R.S.O. 1990, c. P.13, as amended (the "*Planning Act*"), provides that no person may convey a part of any lot or block which is within a registered plan of subdivision; and

Whereas pursuant to subsection 50(7) of the *Planning Act*, the council of a local municipality may by by-law provide that subsection 50(5) of the *Planning Act* does not apply to land within a registered plan or plans of subdivision or parts thereof; and

Whereas the Taggart Group of Companies has requested an exemption from the provisions of subsection 50(5) of the *Planning Act* with respect to Blocks 57 and 58 on Registered Plan 13M-134, for the purpose of creating a total of 10 conveyable lots for townhouses together with associated easements for access;

Therefore be it resolved that the Council of The Corporation of the City of Kingston hereby enacts as follows:

1. Subsection 50(5) of the *Planning Act* does not apply to Block 57 and Block 58 on Registered Plan 13M-134 for the purpose of creating a total of 10 conveyable lots together with associated easements for access as shown in Schedule "A" to this By-Law;

2. This By-Law shall come into force and take effect on the date of its passing; and

3. Pursuant to subsection 50(7.3) of the *Planning Act*, this By-Law shall expire on January 23, 2026**.**

Given all Three Readings and Passed: [Meeting date]

Janet Jaynes
City Clerk

Bryan Paterson
Mayor

KINGSTON

Planning Services

Schedule 'A' to By-Law Number

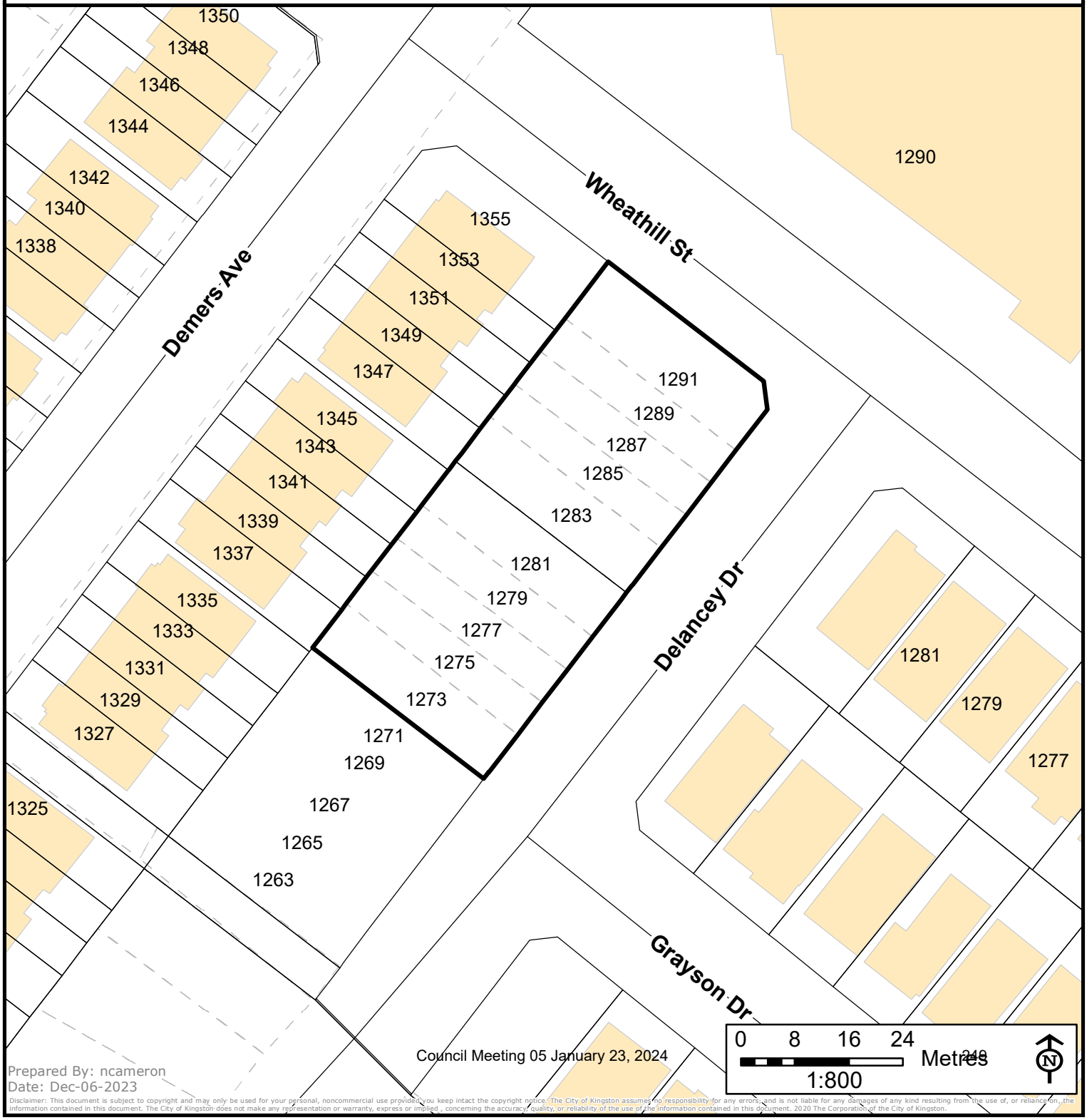
Address: 1273-1291 Delancey Drive
File Number: D27-010-2023

Kingston Zoning By-Law 2022-62
Lands Subject to Part Lot Lift

Certificate of Authentication
This is Schedule 'A' to By-Law Number ____, passed this ____day of _____ 2024.

_____ Mayor

_____ Clerk



Council Meeting 05 January 23, 2024

Prepared By: ncameron
Date: Dec-06-2023