



**City of Kingston
Kingston Heritage Properties Committee
Meeting Number 04-2024
Minutes**

**Wednesday, March 20, 2024 at 9:30 a.m.
Hosted at City Hall in Council Chamber**

Committee Members Present

Councillor Glenn, Chair
Peter Gower
Alex Legnini
Jane McFarlane
Daniel Rose
Ann Stevens

Regrets

Councillor Oosterhof
Jennifer Demitor
Gunnar Heissler

Staff Members Present

Kevin Gibbs, Director, Heritage Services
Niki Kensit, Heritage Planner
Joel Konrad, Manager, Heritage Planning
Ryan Leary, Senior Heritage Planner
Alan McLeod, Senior Legal Counsel & Deputy City Solicitor
Christine O'Connor, Committee Clerk
Phil Prell, Intermediate Heritage Planner
Iain Sullivan, Committee Clerk

Others Present

Members of the public were present.

This is not a verbatim report.

Meeting to Order

The Chair called the meeting to order at 9:30 a.m.

Approval of the Agenda

Moved by Ms. Stevens

Seconded by Mr. Rose

That the agenda be amended to include a question under other business, and as amended, be approved.

Carried

Confirmation of Minutes

Moved by Mr. Legnini

Seconded by Mr. Gower

That the minutes of Kingston Heritage Properties Committee Meeting Number 03-2024, held Wednesday, February 21, 2024, be approved.

Carried

Disclosure of Pecuniary Interest

There were none.

Delegations

There were none.

Briefings

There were none.

Business

- a) Pre-consultation**
- b) Policy Development and Implementation**
 - i. Updates to the Window Policy and Guidelines**

Mr. Prell introduced the report and highlighted the updates made due to public and Committee feedback.

Mr. Gower thanked staff for their work on the project. He noted that the City did not want to qualify professionals but asked if the City would be able to set up some form of list in collaboration with other institutions in the city that would be beneficial for applicants. Mr. Prell noted that staff were working with the Frontenac Heritage Foundation on a similar idea.

The Chair provided an opportunity for members of the public to speak. There were no comments received from members of the public.

Moved by Mr. Legnini

Seconded by Mr. Gower

That the Kingston Heritage Properties Committee recommends to Council:

That the City of Kingston Window Policy and Guidelines, attached as Exhibit B to Report Number HP-24-016, be approved.

Carried

- ii. Update on Response to Bill 23 Changes to the *Ontario Heritage Act***

Mr. Konrad introduced the report.

Councillor Glenn congratulated staff on the progress being made on property designations. She asked if staff were on track to meet the deadline in the Act. Mr. Konrad confirmed that Heritage Services was on track to designate all properties that met the criteria. Mr. Leary noted that the remaining properties required significant research and thanked the volunteers who were assisting staff.

Ms. Stevens echoed Councillor Glenn's comments. She noted that Kingston had a good record of heritage conservation and that the download had been difficult on staff.

The Chair provided an opportunity for members of the public to speak. No comments were received from the public.

- c) **Stream Two Permits – Approval through Delegated Authority**
- d) **Stream Three Permits – Approval through Council Authority**
 - i. **Subject: Application for Ontario Heritage Act Approval**
Address: 52 Clergy Street East
File Number: P18-078-2023

Ms. Kensit introduced the application.

The Committee did not provide comment.

The Chair provided an opportunity for members of the public to speak.

Don Taylor noted his general approval of the project. He stated his belief that the use of delegated authority in the recommendation was not applicable. He asked why the project had not been brought to the heritage roundtable.

In response to the public comments Ms. Kensit stated that there had not been enough time to bring the application before the roundtable. She noted that the application had been brought to the Committee via Stream 3 due to it being covered under Part V of the *Ontario Heritage Act*. She further noted that the application had been processed in this way to ensure transparency and give the applicant more time to finalize details.

Moved by Ms. Stevens

Seconded by Mr. Rose

That the Kingston Heritage Properties Committee supports Council's approval of the following:

That the alterations on the property at 52 Clergy Street East, be approved in accordance with the details described in the applications (File Number P18-078-2023), which was deemed complete on January 16, 2024, with said alterations to include:

1. The partial demolition of the chimney;
2. The reconstruction of the chimney, to include:
 - a. Like-for-like dimensions, detailing, design and bond pattern;
 - b. The use of reproduction bricks that match the existing as closely as possible;
 - c. Step flashing, as well as a cricket, where necessary;
 - d. The use of appropriate 1:1:6 mortar;
 - e. The salvage and reuse of material, where possible;

- f. The installation of a new chimney cap which meets Ontario Building Code; and

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

1. All masonry works shall be completed in accordance with the City's Policy on Masonry Restoration in Heritage Buildings;
2. The conditions of the current chimney, including dimensions and materials, shall be documented, and provided to Heritage Planning staff for documentation purposes;
3. An Encroachment Permit and/or Temporary Access Permit shall be obtained, where necessary;
4. A Building Permit shall be obtained;
5. Details, including materials, dimensions and colour(s) of the new chimney and new chimney cap shall be submitted to Heritage Planning staff, prior to construction, for final review and approval;
6. Any salvageable materials from the existing chimney shall be used in the rebuild; and
7. 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.

Carried

e) Notice of Intention to Designate under the Ontario Heritage Act

- i. **Addresses: 1193 Front Road, 123-129 Princess Street, 1359 Unity Road, 26-34 Barrie Street, 2638 Kepler Road, 3578 Unity Road, 62-74 Barrie Street, 9 & 11 Colborne Street, 22 Colborne Street, 30 Colborne Street & 37 Kennedy Street**

Mr. Leary introduced the report.

The Committee did not provide comment.

The Chair provided an opportunity for members of the public to speak. There were no comments received from members of the public.

Moved by Mr. Gower

Seconded by Ms. McFarlane

That the Kingston Heritage Properties Committee recommends to Council:

That Council direct staff to serve a Notice of Intention to Designate the property located at 1193 Front Road, known as the Grass House, as a property of cultural heritage value or interest pursuant to Section 29 of the *Ontario Heritage Act*, attached as Exhibit A to Report Number HP-24-014; and

That should no Notice of Objection be received by the Clerk of The Corporation of the City of Kingston within thirty (30) days of the publication of the Notice of Intention to Designate, the Designation By-Law for 1193 Front Road, attached as Exhibit B to Report Number HP-24-014, be presented to Council for all three readings, and that staff be directed to carry out the requirements as prescribed under Section 29(8) of the Act; and

That Council direct staff to serve a Notice of Intention to Designate the property located at 123-129 Princess Street, known as Foster Building, as a property of cultural heritage value or interest pursuant to Section 29 of the *Ontario Heritage Act*, attached as Exhibit A to Report Number HP-24-014; and

That should no Notice of Objection be received by the Clerk of The Corporation of the City of Kingston within thirty (30) days of the publication of the Notice of Intention to Designate, the Designation By-Law for 123-129 Princess Street, attached as Exhibit C to Report Number HP-24-014, be presented to Council for all three readings, and that staff be directed to carry out the requirements as prescribed under Section 29(8) of the Act; and

That Council direct staff to serve a Notice of Intention to Designate the property located at 1359 Unity Road, known as the Hunter Farmhouse, as a property of cultural heritage value or interest pursuant to Section 29 of the *Ontario Heritage Act*, attached as Exhibit A to Report Number HP-24-014; and

That should no Notice of Objection be received by the Clerk of The Corporation of the City of Kingston within thirty (30) days of the publication of the Notice of Intention to Designate, the Designation By-Law for 1359 Unity Road, attached as Exhibit D to Report Number HP-24-014, be presented to Council for all three readings, and that staff be directed to carry out the requirements as prescribed under Section 29(8) of the Act; and

That Council direct staff to serve a Notice of Proposed Amendment/Notice of Intention to Designate the property located at 26-34 Barrie Street, pursuant to

Sections 29 and 30.1 of the *Ontario Heritage Act*, attached as Exhibit A to Report Number HP-24-014; and

That should no Notice of Objection be received by the Clerk of The Corporation of the City of Kingston within thirty (30) days of the publication of the Notice, the Designation By-Law for 26-34 Barrie Street, attached as Exhibit E to Report Number HP-24-014, be presented to Council for all three readings, and that staff be directed to carry out the requirements as prescribed under Section 29(8) of the Act; and

That Council direct staff to serve a Notice of Intention to Designate the property located at 2638 Kepler Road, known as the Powley Farmhouse, as a property of cultural heritage value or interest pursuant to Section 29 of the *Ontario Heritage Act*, attached as Exhibit A to Report Number HP-24-014; and

That should no Notice of Objection be received by the Clerk of The Corporation of the City of Kingston within thirty (30) days of the publication of the Notice of Intention to Designate, the Designation By-Law for 2638 Kepler Road, attached as Exhibit F to Report Number HP-24-014, be presented to Council for all three readings, and that staff be directed to carry out the requirements as prescribed under Section 29(8) of the Act; and

That Council direct staff to serve a Notice of Intention to Designate the property located at 3578 Unity Road, known as the Raycroft Farmhouse, as a property of cultural heritage value or interest pursuant to Section 29 of the *Ontario Heritage Act*, attached as Exhibit A to Report Number HP-24-014; and

That should no Notice of Objection be received by the Clerk of The Corporation of the City of Kingston within thirty (30) days of the publication of the Notice of Intention to Designate, the Designation By-Law for 3578 Unity Road, attached as Exhibit G to Report Number HP-24-014, be presented to Council for all three readings, and that staff be directed to carry out the requirements as prescribed under Section 29(8) of the Act; and

That Council direct staff to serve a Notice of Proposed Amendment/Notice of Intention to Designate the property located at 62-74 Barrie Street, pursuant to Sections 29 and 30.1 of the *Ontario Heritage Act*, attached as Exhibit A to Report Number HP-24-014; and

That should no Notice of Objection be received by the Clerk of The Corporation of the City of Kingston within thirty (30) days of the publication of the Notice, the Designation By-Law for 62-74 Barrie Street, attached as Exhibit H to Report Number HP-24-014, be presented to Council for all three readings, and that staff

be directed to carry out the requirements as prescribed under Section 29(8) of the Act; and

That Council direct staff to serve a Notice of Intention to Designate the property located at 9 Colborne Street, as a property of cultural heritage value or interest pursuant to Section 29 of the *Ontario Heritage Act*, attached as Exhibit A to Report Number HP-24-014; and

That should no Notice of Objection be received by the Clerk of The Corporation of the City of Kingston within thirty (30) days of the publication of the Notice of Intention to Designate, the Designation By-Law for 9 Colborne Street, attached as Exhibit I to Report Number HP-24-014, be presented to Council for all three readings, and that staff be directed to carry out the requirements as prescribed under Section 29(8) of the Act; and

That Council direct staff to serve a Notice of Intention to Designate the property located at 11 Colborne Street, as a property of cultural heritage value or interest pursuant to Section 29 of the *Ontario Heritage Act*, attached as Exhibit A to Report Number HP-24-014; and

That should no Notice of Objection be received by the Clerk of The Corporation of the City of Kingston within thirty (30) days of the publication of the Notice of Intention to Designate, the Designation By-Law for 11 Colborne Street, attached as Exhibit I to Report Number HP-24-014, be presented to Council for all three readings, and that staff be directed to carry out the requirements as prescribed under Section 29(8) of the Act; and

That Council direct staff to serve a Notice of Intention to Designate the property located at 22 Colborne Street, as a property of cultural heritage value or interest pursuant to Section 29 of the *Ontario Heritage Act*, attached as Exhibit A to Report Number HP-24-014; and

That should no Notice of Objection be received by the Clerk of The Corporation of the City of Kingston within thirty (30) days of the publication of the Notice of Intention to Designate, the Designation By-Law for 22 Colborne Street, attached as Exhibit J to Report Number HP-24-014, be presented to Council for all three readings, and that staff be directed to carry out the requirements as prescribed under Section 29(8) of the Act; and

That Council direct staff to serve a Notice of Intention to Designate the property located at 30 Colborne Street, known as the Queen Street Methodist Church Parsonage, as a property of cultural heritage value or interest pursuant to Section

29 of the *Ontario Heritage Act*, attached as Exhibit A to Report Number HP-24-014; and

That should no Notice of Objection be received by the Clerk of The Corporation of the City of Kingston within thirty (30) days of the publication of the Notice of Intention to Designate, the Designation By-Law for 30 Colborne Street, attached as Exhibit K to Report Number HP-24-014, be presented to Council for all three readings, and that staff be directed to carry out the requirements as prescribed under Section 29(8) of the Act; and

That Council direct staff to serve a Notice of Intention to Designate the property located at 37 Kennedy Street, known as Henley Camerson House, as a property of cultural heritage value or interest pursuant to Section 29 of the *Ontario Heritage Act*, attached as Exhibit A to Report Number HP-24-014; and

That should no Notice of Objection be received by the Clerk of The Corporation of the City of Kingston within thirty (30) days of the publication of the Notice of Intention to Designate, the Designation By-Law for 37 Kennedy Street, attached as Exhibit L to Report Number HP-24-014, be presented to Council for all three readings, and that staff be directed to carry out the requirements as prescribed under Section 29(8) of the Act.

Carried

- f) **Working Groups**
- g) **Permit Approvals / Status Updates**
 - i. **Permit Reporting to Committee**

The Committee did not provide comment.

Motions

There were none.

Notices of Motion

There were none.

Other Business

Mr. Gower asked for advice regarding having the Committee attend a talk on May 10, 2024. Mr. McLeod advised Mr. Gower regarding how the *Municipal Act* defines quorum

and stated that a letter to the clerk detailing the educational nature of the visit should be submitted.

Correspondence

There was none.

Date and time of Next Meeting

The next meeting of the Kingston Heritage Properties Committee is scheduled for Wednesday, April 17, 2024 at 9:30 a.m.

Adjournment

Moved by Ms. McFarlane

Seconded by Mr. Legnini

That the meeting of the Kingston Heritage Properties Committee adjourn at 9:59 a.m.

Carried