



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

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

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Please provide regrets to Iain Sullivan, Committee Clerk at 613-546-4291, extension 1864 or [isullivan@cityofkingston.ca](mailto:isullivan@cityofkingston.ca)

**Committee Composition**

Councillor Glenn, Chair  
Councillor Oosterhof  
Jennifer Demitor  
Peter Gower  
Gunnar Heissler  
Alex Legnini  
Jane McFarlane  
Daniel Rose  
Ann Stevens

- 1. Meeting to Order**
- 2. Approval of the Agenda**
- 3. Confirmation of Minutes**
  - a) That** the minutes of Kingston Heritage Properties Committee Meeting Number 03-2024, held Wednesday, February 21, 2024, be approved.
- 4. Disclosure of Pecuniary Interest**
- 5. Delegations**

**6. Briefings**

**7. Business**

**a) Pre-consultation**

**b) Policy Development and Implementation**

**i. Updates to the Window Policy and Guidelines**

The Report of the Commissioner of Community Services (HP-24-016) is attached.

Schedule Pages 1 – 49

Recommendation:

**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.

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

The Report of the Commissioner of Community Services (HP-24-015) is attached.

Schedule Pages 50 – 56

Recommendation:

This Report is for information only.

**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**

The Report of the Commissioner of Community Services (HP-24-010) is attached.

Schedule Pages 57 – 77

Recommendation:

**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.

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**

The Report of the Commissioner of Community Services (HP-24-014) is attached.

Schedule Pages 78 – 167

Recommendation:

**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.

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

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- 8. Motions**
- 9. Notices of Motion**
- 10. Other Business**
- 11. Correspondence**
- 12. Date of Next Meeting**

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

- 13. Adjournment**