



## **City Council Meeting 14-2024**

Tuesday, May 7, 2024 at 5:15 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**

Call Meeting to Order	3
Roll Call	3
The Committee of the Whole “Closed Meeting”	3
Approval of Addeds	3
Disclosure of Potential Pecuniary Interest	3
Presentations	3
Delegations	3
Briefings	3
Petitions	4
Motions of Congratulations, Recognition, Sympathy, Condolences and Speedy Recovery	4
Deferred Motions	4
Reports	5
Report Number 45: Received from the Chief Administrative Officer (Consent)	5
Report Number 46: Received from the Chief Administrative Officer (Recommend)	8
Report Number 47: Received from Kingston Heritage Properties Committee	11

City Council Meeting 14-2024

Agenda

Tuesday, May 7, 2024

Page 2 of 36

---

Report Number 48: Received from Administrative Policies Committee	18
Report Number 49: Received from Environment, Infrastructure and Transportation Policies Committee	19
Report Number 50: Received from Environment, Infrastructure and Transportation Policies Committee	21
Committee of the Whole	22
Information Reports	22
Information Reports from Members of Council	23
Miscellaneous Business	23
New Motions	23
Notices of Motion	28
Minutes	28
Tabling of Documents	28
Communications	29
Other Business	33
By-Laws	33
Adjournment	36

(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. Personal matters about an identifiable individual, including municipal or local board employees – Updates to the CAO Performance Review Process; and
  - b. Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board – Settlement Proposal Regarding Anticipated Legal Proceedings.

### **Approval of Addeds**

### **Disclosure of Potential Pecuniary Interest**

### **Presentations**

### **Delegations**

1. Susan Phillips will appear before Council to speak to New Motion Number 4 with respect to water fluoridation.
2. Carol Ravnaas, Executive Director, Client Services, will appear before Council to speak to Clause 3 of Report Number 46: Received from the Chief Administrative Officer (Recommend) with respect to Integrated Care Hub – 2024/2025 Temporary Funding.

### **Briefings**

1. Paige Agnew, Commissioner, Growth & Development Services, will introduce Laura Flaherty, Project Manager, Planning, and Ian Semple, Director, Transportation & Transit who will brief Council on Clause 1 of Report Number 46: Received from the Chief Administrative Officer (Recommend) with respect to Kingston’s Turning Point: A Growth Plan for Land Use and Transportation.

**Petitions**

1. A petition bearing approximately 155 signatures attesting that individual encampments would be removed in exchange for a sleeping cabin, was presented to the Clerk's Department on April 16, 2024.

**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.

**Deferred Motions**

## Reports

### **Report Number 45: Received from the Chief Administrative Officer (Consent)**

Report Number 45

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. Agreement with Loving Spoonful for Use of Lands for a Community Training Farm**

**That** the Mayor and Clerk be authorized to execute an agreement with Loving Spoonful for the use of lands leased from Correctional Service Canada at the Days Road and Front Road site (north of the current Lakeside Community Garden lands) from May 10, 2024 until December 31, 2024, with an option for the City to extend the agreement for a further two-year term, in a form satisfactory to the Director of Legal Services.

(The Report of the Director, Office of Strategy, Innovation & Partnerships (24-153) is attached to the agenda as schedule pages 1-5)

#### **2. Notice of Objection to Heritage Designations**

**That** Council acknowledges receipt of the Notice of Objection from Bryan and Jennifer Bailey, dated January 25, 2024, to the proposed designation of the property located at 112 Ordnance Street, known as the Crowley House, as a property of cultural heritage value or interest pursuant to Section 29(5) of the *Ontario Heritage Act* and having considered the objections set out in the Notice of Objection pursuant to Section 29(6), has decided not to withdraw the Notice of Intention to Designate the property; and

**That** Council accordingly reaffirms its approval of the Draft Designation By-Law for 112 Ordnance Street, known as the Crowley House; and

**That** Council give all three readings to the Designation By-Law for 112 Ordnance Street, attached as Exhibit C to Report Number 24-135 and directs the City Clerk to serve a Notice of Passing as prescribed under Section 29(8) of the Act; and

**That** Council acknowledges receipt of the Notice of Objection from David C. Munday of Cunningham Swan Lawyers, dated January 24, 2024, to the proposed designation of the property located at 114 Ordnance Street, known as the Ordnance Street Terrace, as a property of cultural heritage value or interest pursuant to Section 29(5) of the *Ontario Heritage Act* and having considered the objections set out in the Notice of Objection pursuant to Section 29(6), has decided not to withdraw the Notice to Intention to Designate the property; and

**That** Council accordingly reaffirms its approval of the Draft Designation By-Law for 114 Ordnance Street, known as Ordnance Street Terrace; and

**That** Council give all three readings to the Designation By-Law for 114 Ordnance Street, attached as Exhibit D to Report Number 24-135 and directs the City Clerk to serve a Notice of Passing as prescribed under Section 29(8) of the Act.

**(See By-Law Number (1), 2024-199 attached to the agenda as schedule pages 16-19)**

**(See By-Law Number (2), 2024-200 attached to the agenda as schedule pages 20-23)**

(The Report of the Commissioner, Community Services (24-135) is attached to the agenda as schedule pages 6-25)

### **3. Deeming By-Law to De-Register Plan of Subdivision**

**That** “A By-Law to Deem Part of a Subdivision Not to be a Registered Plan of Subdivision (Part of Lots 11, 12, 15 and 16 on Registered Plan 13M85 being Parts 49, 50, 51, 52 and 53 on 13R20791)”, attached as Exhibit A to Report Number 24-129, be presented to Council for three readings; and

**That** “A By-Law to Deem Part of a Subdivision Not to be a Registered Plan of Subdivision (Block 48 on Registered Plan 13M100)”, attached as Exhibit B to Report Number 24-129, be presented to Council for three readings.

**(See By-Law Number (3), 2024-201 attached to the agenda as schedule pages 31-32)**

**(See By-Law Number (4), 2024-202 attached to the agenda as schedule pages 33-34)**

(The Report of the Commissioner, Growth & Development Services (24-129) is attached to the agenda as schedule pages 26-34)

**4. Parking By-Law Amendment and Mobile Parking Payment Transaction Fee**

**That** a By-Law be presented to amend By-Law Number 2010-128, “A By-Law to Regulate Parking”, as amended, as per Exhibit A attached to Report Number 24-133 to apply the proposed parking regulations; and

**That** Council approve the absorption of the HONK mobile parking payment application transaction fee, at an estimated annual cost of \$73,000.

**(See By-Law Number (5), 2024-203 attached to the agenda as schedule pages 42-50)**

(The Report of the Commissioner, Growth & Development Services (24-133) is attached to the agenda as schedule pages 35-50)

**Report Number 46: Received from the Chief Administrative Officer (Recommend)**

Report Number 46

To the Mayor and Members of Council:

The Chief Administrative Officer reports and recommends as follows:

**1. Kingston's Turning Point: A Growth Plan for Land Use and Transportation**

**That** Council endorse the following fundamental principles for the Official Plan (OP) and Integrated Mobility Plan (IMP) projects:

1. The OP and IMP must be visionary, bold, and strategic to guide the expected growth in a manner that meets the following six critical public interests: Placemaking and Community Connections, Social Equity & Accessibility, Housing for All, Complete Communities & Economic Prosperity, Climate Change Mitigation and Transportation for All Ages and Abilities;
2. Create fiscally responsible growth policies that prioritize housing growth within the existing built up/serviced area by accommodating the majority of growth through intensification of existing developed lands;
3. Ensure that all OP policies are fully integrated with the IMP, Utilities Kingston's Water & Wastewater Master Plan and City of Kingston Asset Management Plans;
4. The approach to managing the city's existing transportation demands and accommodate additional growth will need to be different than it was in the past, and built around a multi-modal transportation decision-making framework that considers more than just potential delay to motorists during peak travel periods;
5. Recognition that the City cannot expand roads to build its way out of traffic congestion, and that this approach is not in alignment with the City's climate, core asset management plan, health and wellness goals; and

**That** Council direct staff to review all applications for an Official Plan Amendment from private property owners requesting an expansion of the urban boundary as part of the Official Plan (OP) project, the Integrated Mobility Plan (IMP) project and the Water and Wastewater Master Plan projects, with recommendations on such applications made at the same time as recommendations on the OP project as a whole to ensure efficient and holistic planning in a manner that does not impact the



ambitious scope of the OP project and the IMP project, or the Water and Wastewater Master Plan project that will be informed by the growth recommendations of the OP project; and

**That** Council endorses the phased work plan, scope and key project elements of the Official Plan and Integrated Mobility Plan projects.

(The Report of the Commissioner, Growth & Development Services and the Commissioner, Infrastructure, Transportation & Emergency Services (24-072) is attached to the agenda as schedule pages 51-87)

**2. Capital Project Status Report – Fourth Quarter 2023**

**That** Council approve capital budget changes, as outlined in Exhibit A to Council Report Number 24-096, as well as financing of capital projects or (return of funds) as follows:

<b>Source of Financing (Return of Funds):</b>	<b>Amount</b>
Municipal Capital Reserve Fund	\$ 1,623,498
Other Reserve Funds:	
Transit Capital Reserve Fund	(76,691)
Development Charges Reserve Fund	(1,740,401)
Utilities Kingston Reserve Fund	(7,189)
Parking Reserve Fund	(162)
Facility Repair Reserve Fund	(1,118)
Utilities Equipment Reserve Fund	<u>(78)</u> (1,825,639)
Development Charges – Post Planning Period (MCRF)	(347,307)
Other sources of funding – Grant revenues	<u>866,624</u>
<b>Total Sources of Funding (Return of Funds)</b>	<b><u>\$ 317,176</u></b>

**That** Council approve a budget amendment for the John Counter Boulevard reconstruction project of \$675,000 to be funded \$423,090 from the Municipal

Capital Reserve Fund and \$251,910 from the Development Charges Reserve Fund; and

**That** Council approve a \$300,000 budget for Utilities Kingston to expand service capacity modelling, with funding from the Housing Accelerator Fund grant allocation; and

**That** the By-Law to Amend City of Kingston By-Law Number 2016-189, A By-Law to Consolidate the Delegation of Powers and Duties, attached to Report Number 24-096 as Exhibit C, be presented to Council to delegate authority to the City Treasurer, or delegate, to make capital budget adjustments during the year that are of a routine or administrative nature.

**(See By-Law Number (6), 2024-204 attached to the agenda as schedule pages 117-118)**

(The Report of the Chief Financial Officer & City Treasurer (24-096) is attached to the agenda as schedule pages 88-118)

### **3. Integrated Care Hub – 2024/2025 Temporary Funding**

**That** Council approve the allocation of \$500,000 from the Homelessness and Housing Reserve to Addiction & Mental Health Services to support operations of the Integrated Care Hub until March 31, 2025, or to support wind down activities of the Integrated Care Hub should Ministry of Health longer term funding not be confirmed by the end of May 2024.

(The Report of the Commissioner, Community Services (24-151) is attached to the agenda as schedule pages 119-123)

**Report Number 47: Received from Kingston Heritage Properties Committee**

Report Number 47

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.

**1. Notice of Intention to Designate under the Ontario Heritage Act**

**Note:** Notice of Intention to Designate - 163 Brock Street was deferred to the May 15, 2024 meeting of the Kingston Heritage Properties Committee

**That** Council direct staff to serve a Notice of Intention to Designate the property located at 1553 Sunnyside Road, known as the Fairbanks 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-24-018; 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 1553 Sunnyside Road, attached as Exhibit B to Report Number HP-24-018, 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 265 King Street East, known as Dr. Connell/Pilot House 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-24-018; 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 265 King Street East, attached as Exhibit C to Report Number HP-24-018, 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 275 King Street East, known as the Wire Works 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-24-018; 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 275 King Street East, attached as Exhibit D to Report Number HP-24-018, 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 2785 Lee Road, 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-24-018; 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 2785 Lee Road, attached as Exhibit E to Report Number HP-24-018, 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 375 Maple Ridge Drive, known as the Carolan 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-24-018; 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 375 Maple Ridge Drive, attached as Exhibit F to Report Number HP-24-018, 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 730 Hillview Road, known as the John Grass Jr. 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-24-018; 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 730 Hillview Road, attached as Exhibit G to Report Number HP-24-018, 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 149 Brock Street, known as the McKay Fur 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-24-018; 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 149 Brock Street, attached as Exhibit H to Report Number HP-24-018, 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 161 Brock Street, known as the Norris 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-24-018; 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 161 Brock Street, attached as Exhibit I to Report Number HP-24-018, 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 319 King Street West, 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-24-018; 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 319 King Street West, attached

as Exhibit K to Report Number HP-24-018, 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 321 King Street West, 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-24-018; 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 321 King Street West, attached as Exhibit K to Report Number HP-24-018, 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 347 Wellington Street, known as the Davis Dry Dock, 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-24-018; 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 347 Wellington Street, attached as Exhibit L to Report Number HP-24-018 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.

(Exhibits A-I and K-L to Report Number HP-24-018 are attached to the agenda as schedule pages 124-176)

**2. Applications Supported for Approval by Kingston Heritage Properties Committee (Non-Statutory Consultation)**

**i. Application for Ontario Heritage Act Approval – 160 Bagot Street**

**That** the addition on the property at 160 Bagot Street, be approved in accordance with the details described in the application (File Number P18-015-2024), which was deemed complete on March 8, 2024, with said alterations to include:

1. The construction of a new two-and-a-half-storey addition to the rear of the dwelling, connected by a one-storey mud room;
2. The construction of a patio at the rear of the new addition; and

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

1. Details, including colour(s), materials and dimensions of windows, doors, cladding, trim, patio and roofing shall be submitted to Heritage Planning staff, prior to construction, for final review and approval;
2. The rear yard window and door, where the proposed mud room is, shall be retained;
3. An Encroachment Permit and/or Temporary Access Permit shall be obtained, where necessary;
4. A Building Permit and all *Planning Act* approvals shall be obtained, where necessary;
5. Heritage Planning staff shall be circulated the drawings and design specifications tied to the Building Permit application for review and approval to ensure consistency with the scope of the Heritage Permit sought by this application;
6. The combined sewers shall be replaced with separated storm and sanitary sewers, to the satisfaction of Utilities Kingston;
7. A downstream sewer assessment shall be completed to the satisfaction of Utilities Kingston;
8. If additional metering or service upgrade is required, a service request will be needed;
9. A grading plan shall be submitted and completed to the satisfaction of Engineering Services;
10. The applicant is responsible for obtaining all required approvals and costs associated with the relocation of existing utilities; and
11. Any minor deviations from the submitted plans, which meet the intent of this approval and do 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-24-019 is attached to the agenda as schedule pages 177-204)

**ii. Application for Ontario Heritage Act Approval – 158 Earl Street**

**That** the alterations at 158 Earl Street, be approved in accordance with the details described in the application (File Number P18-014-2024), which was deemed complete on March 13, 2024, with said application to include the following:

1. The construction of a new shed dormer to the rear roof pitch;
2. The replacement/repair of all windows, using metal-clad wooden windows in a period appropriate style and pattern, where necessary;
3. The recladding of the shed dormers on the front roof pitch with wooden shingles; and
4. The installation of new exterior light adjacent to the main front door; and

**That** the approval of the application be subject to the following conditions:

1. A Building Permit(s) shall be obtained, as necessary;
2. Heritage Planning staff shall be circulated the drawings and design specifications tied to the Building Permit application for review and approval to ensure consistency with the scope of the heritage permit sought by this application;
3. Details, including colour(s) of the new windows, wall cladding, roofing, rain gear and lighting shall be submitted to Heritage Planning staff, prior to installation, for review and approval, to ensure they complement the heritage character and attributes of the district;
4. All window works shall be completed in accordance with the City's Policy on Window Renovations in Heritage Buildings;
5. The owners are encouraged to retain and repair, or salvage and donate, any heritage-contributing wooden window noted in the application;
6. The owners are encouraged to retain and incorporate, or salvage and donate, the existing stained-glass transom window in the design of the new front window;
7. Any works that interface with the masonry of the building shall be completed in accordance with the City's Policy on Masonry Restoration



in Heritage Buildings; All *Planning Act* applications, including minor variance, shall be completed, as necessary; and

8. Any minor deviations from the submitted plans, which meet the intent of this approval and do 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-24-020 is attached to the agenda as schedule pages 205-236)

### **iii. Application for Ontario Heritage Act Approval – 28 Maitland Street**

**That** the new construction at 28 Maitland Street, be approved in accordance with the details described in the application (File Number P18-018-2024), which was deemed complete on March 14, 2024, with said application to include the construction of a detached storage building and garbage enclosure; and

**That** the approval of the application be subject to the following conditions:

1. All *Planning Act* applications shall be completed, as necessary;
2. Details, including colour(s) and specifics, of the new roofing, rain gear and lighting, if applicable, shall be submitted to Heritage Planning staff, prior to installation, for review and approval, to ensure they complement the heritage character and attributes of the district; and
3. Any minor deviations from the submitted plans, which meet the intent of this approval and do 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-24-021 is attached to the agenda as schedule pages 237-268)

**Report Number 48: Received from Administrative Policies Committee**

Report Number 48

To the Mayor and Members of Council:

Administrative Policies 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. Tax Write Offs Pursuant to the Municipal Act, 2001 (2024-1)**

**That** Council approve the cancellation, reduction, or refund of taxes pursuant to applications made under Sections 357 and 358 of the *Municipal Act, 2001* totaling \$185,623.55 of which \$138,121.88 is the City's portion and the amount charged back to the school boards and Downtown Kingston! Business Improvement Area are \$47,461.08 and \$40.59 respectively, as listed in Exhibit A attached to Report Number AP-24-006.

(Exhibit A to Report Number AP-24-006 is attached to the agenda as schedule pages 269-270)

**Report Number 49: Received from Environment, Infrastructure and Transportation Policies Committee**

Report Number 49

To the Mayor and Members of Council:

Environment, Infrastructure and Transportation Policies 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. Recycling Transition Update / Cart-Based Waste Collection**

**That** Council direct staff to implement a weekly cart-based collection system for Garbage and Source Separated Organics, based on approximately 120L carts for each residential unit; and

**That** Council direct staff to offer, at a cost or through exemptions, 240L carts for garbage collection for each residential unit; and

**That** Council direct staff to investigate the potential to create a program for bulky item and excess garbage collection; and

**That** Council direct staff to investigate additional diversion programs after the cart-based waste collection launch in 2025 and return with options for Council consideration.

**2. No Mow May**

**That** the City of Kingston encourage interested residents to increase pollinator-friendly habitats by promoting pollinator-friendly lawncare practices on residential properties from May 1, 2024 to May 31, 2024; and

**That** Council direct staff to not mow the areas identified in Exhibit A of Report Number EITP-24-016 before June 1, 2024, unless the un-mowed area creates a safety issue associated with roadside line of sight.

City Council Meeting 14-2024  
Agenda  
Tuesday, May 7, 2024

(Exhibit A to Report Number EITP-24-016 is attached to the agenda as schedule page 271)

**Report Number 50: Received from Environment, Infrastructure and Transportation Policies Committee**

IReport Number 50

To the Mayor and Members of Council:

Environment, Infrastructure and Transportation Policies 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. Update on Kingston Inner Harbour Contaminated Sediment Management Plans**

**That** Council direct staff to continue work with Public Services and Procurement Canada toward draft terms that may allow for the inclusion of City-owned water lots into the proposed sediment management plan for the Kingston Inner Harbour; and

**That** Council direct staff to report back to the Environment, Infrastructure and Transportation Policies Committee with draft terms for inclusion of City-owned water lots into the federal project as appropriate.

## **Committee of the Whole**

### **Information Reports**

#### **1. Better Homes Kingston Mid-Term Report**

The purpose of this report is to provide Council with an overview of the Better Homes Kingston Program to date, including information on project implementation, design, and lessons learned.

(The Report of the Commissioner, Growth & Development Services (24-132) is attached to the agenda as schedule pages 272-279)

#### **2. Proposed Bill 185, Provincial Planning Statement and Ontario Building Code Changes**

The purpose of this report is to provide Council with an overview of the relevant changes proposed through Bill 185, changes to the Ontario Building Code, and the highlights on the proposed Provincial Planning Statement, and to identify their anticipated impacts on Kingston.

(The Report of the Commissioner, Growth & Development Services (24-142) is attached to the agenda as schedule pages 280-297)

#### **3. Quarterly Report: Kingston Economic Development Corporation – Q1 2024**

The purpose of this report is to provide Council with detailed reporting on Q1 2024 for the Economic Development Corporation.

(The Report of the Chief Administrative Officer (24-148) is attached to the agenda as schedule pages 298-318)

#### **4. Quarterly Report: Tourism Kingston – Q1 2024**

The purpose of this report is to provide Council with detailed reporting on Q1 2024 for Tourism Kingston.

(The Report of the Chief Administrative Officer (24-149) is attached to the agenda as schedule pages 319-360)

## Information Reports from Members of Council

### Miscellaneous Business

Miscellaneous Business Items are voted on as one motion.

1. Moved by Councillor Chaves

Seconded by Councillor Oosterhof

**That** the resignation of Rachel Askett from the Kingston Environmental Advisory Committee be received with regret; and

**That** in accordance with Section 3.3.2 d. of the Public Appointment Policy, Alan Whyte be appointed from the reserve pool to the Kingston Environmental Advisory Committee for a term ending November 14, 2026.

**(See Communication 14-410)**

2. Moved by Councillor Stephen

Seconded by Councillor Osanic

**That** Council support the nomination of Niall Oddie, Senior Planner, to the Cataraqui Source Protection Committee representing the Central Area, for a term from May 1, 2024 to May 1, 2027.

**(See Communication 14-420)**

### New Motions

1. Moved by Councillor Tozzo

Seconded by Deputy Mayor Amos

**Whereas** City Council has endorsed Environmental Stewardship & Climate Change as a pillar within its 2023-2026 Strategic Plan; and

**Whereas** City Council has also committed to support climate action and sustainability for residents and businesses through its 2023-2026 Strategic Plan; and

**Whereas** some residents have renovated and/or altered their properties to remove their reliance on natural gas but are still paying a service fee based on By-Law Number 2010-17, A By-Law to Impose Gas Rates; and

**Whereas** removing the gas infrastructure is not financially feasible for residents and is also not practical as it could impact future owners and/or future energy options/technologies;

**Therefore Be It Resolved That** any natural gas customer that has not consumed natural gas in a continuous 12-month period, and notified Utilities Kingston of this zero consumption, be given a refund of the previous 12 months' monthly service charge; and

**That** Council request that for each future billing the customer be given an offsetting monthly bill credit equal to the monthly service charge provided the customer continues to not consume any natural gas; and

**That** Council recognize that any aforementioned resident/customer is still subject to all by-laws, regulations, policies and standards affecting the natural gas distribution system save and except for the noted exemption herein; and

**That** Council request that Utilities Kingston reports back annually with information on number of properties impacted by this new initiative.

2. Moved by Councillor Stephen

Seconded by Councillor Ridge

**Whereas** the Association of Municipalities of Ontario (AMO) is currently seeking nominations to their board of directors (2024 – 2026), and nominations need to be received by June 24, 2024; and

**Whereas** nominations to the AMO board are two-year terms and must be supported by a council motion which indicates the financial support of that council; and

**Whereas** the City of Kingston has benefited from having local representation on this important Ontario municipal board through Mayor Paterson since 2019 and prior to that Councillor Kevin George; and

**Whereas** part of this benefit to the City is that Mayor Paterson is also currently leading the AMO Municipal Finance and Economic Development Task Force to



develop policy and advocacy positions that increase consideration of municipal interests in municipal finance, funding for municipal services and infrastructure, economics, labour market and skills development; and

**Whereas** this Task Force is also reviewing the current municipal fiscal framework including the evolving municipal-provincial fiscal relationship and areas for improvement;

**Therefore Be It Resolved That** the Kingston City Council nominate Mayor Bryan Paterson for re-election to the board of the Association of the Municipalities of Ontario as a member of the Large Urban Caucus; and

**That** the City of Kingston agrees to cover all travel related expenses for attending the AMO meetings.

3. Moved by Mayor Paterson

Seconded by Deputy Mayor Amos

**Whereas** Aaliyah Edwards, born and raised in Kingston, recently became the first Kingstonian drafted into the Women's National Basketball Association (WNBA), representing a significant achievement and source of pride for our community; and

**Whereas** Aaliyah's success serves as an inspiration to aspiring athletes in our community, highlighting the importance of hard work and resilience; and

**Whereas** recognizing Aaliyah's accomplishments through the establishment of a designated day will celebrate her achievements, promote the values of sportsmanship and athleticism, and foster community spirit;

**Therefore Be It Resolved That** notwithstanding the City of Kingston Proclamations Policy, Council proclaim Tuesday May 14, 2024, as Aaliyah Edwards Day in the City of Kingston in recognition of Aaliyah's upcoming regular season debut with the Washington Mystics of the Women's National Basketball Association.

4. Moved by Councillor Glenn

Seconded by Councillor M<sup>c</sup>Laren

**Whereas** the 2019-2022 City of Kingston Strategic Plan included a priority directing staff to examine the feasibility of fluoridating the drinking water; and

**Whereas** City staff conducted research, worked with KFL&A Public Health and Utilities Kingston as well as facilitated some engagement on the topic of fluoridation of the drinking water in 2019; and

**Whereas** work on this file was halted with the COVID-19 pandemic and was not included in the 2023-2026 City of Kingston Strategic Plan; and

**Whereas** KFL&A Public Health has continued to identify the lack of fluoride in the drinking water as a major health issue impacting the dental health of thousands of Kingston residents;

**Therefore Be It Resolved That** City staff be directed to present information on the feasibility of fluoridating the drinking water at a Special Meeting of Council to be held no later the end of Q4 2024.

5. Moved by Councillor Ridge

Seconded by Councillor Tozzo

**Whereas** Canada is facing a national crisis of housing affordability and increased demand for health and recovery support services for individuals experiencing mental health and addiction challenges; and

**Whereas** despite considerable financial contributions made toward capital and infrastructure projects by all three levels of government, there remains an unfulfilled demand for housing accompanied by social support services, as evidenced in Kingston by the Centralized Waiting List for social housing and the By-Name List of homeless individuals; and

**Whereas** the total costs associated with providing social and supportive housing are impacted by a broad range of factors including but not limited to the level of social services and supports needed by residents, and the kind, location, and type of housing; and

**Whereas** it is of interest to Council and the broader community to understand what the estimated total costs would be to address the total social, supportive and transitional housing need as currently identified in Kingston and its housing service area;

**Therefore Be It Resolved That** City Council direct Housing and Social Services Department staff to develop an estimated cost range for the total costs associated with the development and the ongoing operation of sufficient new social, supportive and transitional housing to house all individuals on the Centralized Waiting List for social housing and the By-Name List of those experiencing homelessness, understanding that this estimate will be at a high-level and will be more illustrative of the scale of total funding needed and would not be meant to direct specific housing investment across the housing continuum; and

**That** staff report back to Council in Q3 2024 with the cost estimates and the assumptions applied in their development.

6. Moved by Councillor Osanic

Seconded by Councillor McLaren

**Whereas** the Federation of Canadian Municipalities (FCM) represents the interests of member municipalities on policy and program matters that fall within federal jurisdiction;

**Whereas** FCM's Board of Directors is comprised of elected municipal officials from all regions and sizes of communities to form a broad base of support and provide FCM with the united voice required to carry the municipal message to the federal government; and

**Whereas** the City has benefited from having local representation on this important national municipal board;

**Whereas** FCM's Annual General Meeting (AGM) will be held in conjunction with the Annual Conference and Trade Show, June 6 to 9, 2024, followed by the election of FCM's Board of Directors;

**Therefore Be It Resolved** that Kingston City Council endorse Councillor Conny Glenn to stand for election on FCM's Board of Directors for the period starting in June 2024 and ending June 2026; and

**That** Council assumes all costs associated with Councillor Conny Glenn attending FCM's Board of Directors meetings.

### **Notices of Motion**

### **Minutes**

**That** the Minutes of City Council Meeting Number 12-2024, held Tuesday, April 16, 2024, and Special City Council Meeting Number 13-2024, held Monday, April 22, 2024 be confirmed.

(Distributed to all Members of Council on May 3, 2024)

### **Tabling of Documents**

2024-20 Kingston Police Services Board Meeting Number 24-05 Agenda. The meeting is scheduled for April 18, 2024 at 12:00 pm at Kingston Police Headquarters.

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

2024-21 Kingston Police Services Board Meeting Minutes. The meeting was held Thursday, March 21 at 12:00 pm at Kingston Police Headquarters.

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

2024-22 Cataraqui Conservation Full Authority Board Meeting Agenda. The meeting is scheduled for April 24, 2024 at 6:45 pm at the Cataraqui Conservation Administration Office.

(Distributed to all members of Council on April 22, 2024)

2024-23 Cataraqui Source Protection Authority Agenda. The meeting is scheduled for April 24, 2024 at 6:45 pm at the Cataraqui Conservation Administrative Officer.

(Distributed to all members of Council on April 18, 2024)

## **Communications**

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

### **Filed**

14-355 Notice of Technical Consent with respect to Lot Addition at 275 Queen Street and 364 Barrie Street. Written comments are due April 25, 2024.

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

14-364 Amendment – Notice of Technical Consent with respect to Lot Addition at 3525 Burnt Hills Road. Written comments are due April 25, 2024.

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

14-419 Kingston Frontenac Public Library Minutes. The meeting was held February 28, 2024 at 5:00 pm at the Central Branch.

(Distributed to all members of Council on April 26, 2024)

### **Referred to All Members of Council**

14-352 Resolution received from the Town of Goderich with respect to Recommended Phase-Out of Free Well Water Testing in the 2023 Auditor General's Report, dated April 8, 2024.

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

14-353 Resolution received from the Town of Goderich with respect to Review of the Ontario Works and Ontario Disability Support Program Financial Assistance Rates, dated April 8, 2024.

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

14-354 Resolution received from Town of Goderich with respect to Legislative Amendments to Improve Municipal Code of Conduct, dated April 8, 2024.

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

14-356 Resolution received from the Township of Horton with respect to Social and Economic Prosperity Review, dated April 2, 2024.

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

City Council Meeting 14-2024

Agenda

Tuesday, May 7, 2024

Page 30 of 36

---

14-360 Correspondence received from Association of Municipalities Ontario with respect to AMO Policy Update – Bill 185, Cutting Red Tape to Build More Homes Act, 2024, dated April 10, 2024.

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

14-362 Correspondence received from Association of Municipalities Ontario with respect to AMO Watchfile, dated April 11, 2024.

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

14-363 Resolution received from the City of Richmond Hill with respect to Extension of the Deadline for Listed Non-Designated Heritage Properties, dated April 10, 2024.

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

14-367 Correspondence received from Mark Gerretsen, M.P., Kingston and the Islands, with respect to the National School Food Program, dated April 11, 2024.

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

14-371 Resolution received from Prince Edward County with respect to Blue Box for “ineligible sources”, dated April 11, 2024.

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

14-372 Proclamation Request Form received from Rory Xu, Falun Dafa Association of Canada, requesting May 13 be proclaimed Falun Dafa Day in the City of Kingston, dated April 12, 2024.

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

14-375 Resolution received from the Town of Plympton-Wyoming with respect to Securing Access to Natural Gas for our Community and Ontario, dated April 10, 2024.

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

14-386 Resolution received from the City of Peterborough with respect to Jurisdiction of Ontario’s Ombudsman, dated April 11, 2024.

(Distributed to all members of Council on April 15, 2024)

14-402 Resolution received from the Municipality of Huron Shores with respect to “Urging the Government to Promptly Resume Assessment Cycle”, dated April 12, 2024.

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

14-403 Resolution received from the Municipality of West Perth with respect to Conservation Authorities Act, dated April 16, 2024.

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

14-404 Proclamation Request Form received from Barb Patterson, Kingston Health Sciences Centre, requesting May 6 – 12, 2024 be proclaimed “National Nursing Week” in the City of Kingston, dated April 16, 2024.

(Distributed to all members of Council on April 18, 2024)

14-405 Correspondence received from Kathleen Barnard, Founder & President, Save Your Skin Foundation, requesting May, 2024 be proclaimed “Melanoma and Skin Cancer Awareness Month” in the City of Kingston.

(Distributed to all members of Council on April 18, 2024)

14-406 Correspondence received from Association of Municipalities Ontario with respect to AMO Watchfile, dated April 18, 2024.

(Distributed to all members of Council on April 18, 2024)

14-407 Proclamation Request Form received from Andrea Keller, Moms Stop the Harm, requesting August 31 be proclaimed “International Overdose Awareness Day” in Kingston, dated April 18, 2024.

(Distributed to all members of Council on April 18, 2024)

14-408 Resolution received from the Town of Bracebridge with respect to Request for Provincial Support for Cemetery Operations, dated April 18, 2024.

(Distributed to all members of Council on April 18, 2024)

14-409 Correspondence received from Mark Gerretsen, M.P., Kingston and the Islands, with respect to approval of community pools, dated April 18, 2024.

(Distributed to all members of Council on April 22, 2024)

14-410 Correspondence received from Rachel Askett with respect to resignation from Kingston Environmental Advisory Forum, dated April 19, 2024.

(Distributed to all members of Council on April 22, 2024)

14-411 Resolution received from the Township of The Archipelago with respect to phasing out free water testing for private wells, dated April 19, 2024.

(Distributed to all members of Council on April 22, 2024)

14-412 Correspondence received from Federation of Canadian Municipalities with respect to FCM Connect: Achieve Net-Zero Indoor Swimming Pools, dated April 23, 2024.

(Distributed to all members of Council on April 23, 2024)

14-413 Resolution received from the City of St. Catharines with respect to provincial regulations needed to restrict keeping of non-native (“exotic”) wild animals, dated April 23, 2024.

(Distributed to all members of Council on April 23, 2024)

14-414 Correspondence received from Federation of Canadian Municipalities with respect to FCM Voice: Federal Budget 2024, Municipal Trailblazers, AC2024, and more, dated April 22, 2024.

(Distributed to all members of Council on April 23, 2024)

14-415 Correspondence received from Association of Municipalities Ontario with respect to AMO Watchfile, dated April 25, 2024.

(Distributed to all members of Council on April 23, 2024)

14-416 Resolution received from Loyalist Township with respect to Municipal Accessibility Fund, dated April 24, 2024.

(Distributed to all members of Council on April 26, 2024)

14-417 Resolution received from the Municipality of Trent Hills with respect to Northumberland Inter-Municipal Task Force on Housing and Homelessness Motion regarding Funding Social Services, dated April 25, 2024.

(Distributed to all members of Council on April 26, 2024)



14-418 Resolution received from the Corporation of the Town of Smiths Falls with respect to Basic Income Guarantee, dated April 8, 2024.

(Distributed to all members of Council on April 26, 2024)

14-420 Correspondence received from Niall Oddie with respect to Source Protection Committee renewal, dated April 29, 2024.

(Distributed to all members of Council on April 29, 2024)

14-421 Correspondence received from Federation of Canadian Municipalities with respect to FCM Voice: AC2024 mainstage, FCM Board elections, Sustainable Communities Awards, and more, dated April 29, 2024.

(Distributed to all members of Council on April 30, 2024)

14-422 Correspondence received from Jessica Jacklin with respect to private event at Studio Queen with respect to Alcohol & Gaming Commission of Ontario Special Events Permit, dated April 30, 2024.

(Distributed to all members of Council on April 30, 2024)

## Other Business

### By-Laws

- a) **That** By-Laws (1) through (14), and (17) through (19) be given their first and second reading.
- b) **That** By-Laws (1) through (4), and (7) through (19) be given their third reading.

- 1) A By-Law to Designate the property at 112 Ordnance Street to be of Cultural Heritage Value and Interest pursuant to the *Ontario Heritage Act*

Three Readings

Proposed Number 2024-199

**(Clause 2, Report Number 45)**

- 2) A By-Law to Designate the property at 114 Ordnance Street to be of Cultural Heritage Value and Interest pursuant to the *Ontario Heritage Act*

Three Readings

Proposed Number 2024-200

**(Clause 2, Report Number 45)**

- 3) A By-Law to Deem Part of a Subdivision not be on a Registered Plan of Subdivision (Part of Lots 11, 12, 15, and 16 on Registered Plan 13M85, being Parts 49, 50, 51, 52, and 53 on 13R20791

Three Readings

Proposed Number 2024-201

**(Clause 3, Report Number 45)**

- 4) A By-Law to Deem Part of a Subdivision not to be on a Registered Plan of Subdivision (Block 48 on Registered Plan 13M100)

Three Readings

Proposed Number 2024-202

**(Clause 3, Report Number 45)**

- 5) A By-Law to Amend City of Kingston By-Law Number 2010-128, A By-Law to Regulate Parking

First and Second Reading

Proposed Number 2024-203

**(Clause 4, Report Number 45)**

- 6) A By-Law to Amend City of Kingston By-Law Number 2016-189, "A By-Law to Consolidate the Delegation of Powers and Duties"

First and Second Reading

Proposed Number 2024-204

**(Clause 2, Report Number 46)**

- 7) A By-Law to Designate the property at 2045 Middle Road to be of Cultural Heritage Value and Interest pursuant to the *Ontario Heritage Act*

Three Readings

Proposed Number 2024-205

**(Clause 1, Report Number 31, March 5)**

- 8) A By-Law to Designate the property at 281 Princess Street to be of Cultural Heritage Value and Interest pursuant to the *Ontario Heritage Act*

Three Readings

Proposed Number 2024-206

**(Clause 1, Report Number 31, March 5)**

- 9) A By-Law to Designate the property at 322 Division Street to be of Cultural Heritage Value and Interest pursuant to the *Ontario Heritage Act*

Three Readings

Proposed Number 2024-207

**(Clause 1, Report Number 31, March 5)**

10) A By-Law to Designate the property at 3578 Highway 38 to be of Cultural Heritage Value and Interest pursuant to the *Ontario Heritage Act*

Three Readings

Proposed Number 2024-208

**(Clause 1, Report Number 31, March 5)**

11) A By-Law to Designate the property at 390 King Street East/42 Queen Street to be of Cultural Heritage Value and Interest pursuant to the *Ontario Heritage Act*

Three Readings

Proposed Number 2024-209

**(Clause 1, Report Number 31, March 5)**

12) A By-Law to Designate the property at 3994 Howes Road to be of Cultural Heritage Value and Interest pursuant to the *Ontario Heritage Act*

Three Readings

Proposed Number 2024-210

**(Clause 1, Report Number 31, March 5)**

13) A By-Law to Designate the property at 75-77 Princess Street and 52-56 Queen Street to be of Cultural Heritage Value and Interest pursuant to the *Ontario Heritage Act*

Three Readings

Proposed Number 2024-211

**(Clause 1, Report Number 31, March 5)**

14) A By-Law to Designate the property at 84 Yonge Street to be of Cultural Heritage Value and Interest pursuant to the *Ontario Heritage Act*

Three Readings

Proposed Number 2024-212

**(Clause 1, Report Number 31, March 5)**

15) A By-Law to Amend By-Law Number 2021-147, A By-law to Enter into a Municipal Contribution Agreement with Kingston Home Base Non-Profit Housing Inc. for the Provision of Affordable Housing Units at 484 Albert Street & 620 Princess Street

Third Reading

Proposed Number 2024-188

**(Clause 1, Report Number 43, April 16)**

- 16) A By-Law to Enter into a Municipal Contribution Agreement with the Kingston & Frontenac Housing Corporation for the Provision of Affordable Housing Units at 37 Cassidy Street, 123 Van Order Drive, 36 Cliff Crescent, and 205 Rideau Street

Third Reading

Proposed Number 2024-189

**(Clause 1, Report Number 43, April 16)**

- 17) A By-Law to provide for the assumption of the public highways in Lyndenwood Subdivision, Phases 5-1 and 5-2, Registered Plan 13M-124, 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 2024-213

**(Delegated Authority)**

**(See schedule pages 361-362)**

- 18) A By-Law to Amend By-Law Number 2022-62, "Kingston Zoning By-Law Number 2022-626" (Removal of Holding Overlay "H4", 17 Sunset Lane)

Three Readings

Proposed Number 2024-214

**(Delegated Authority)**

**(See schedule pages 363-365)**

- 19) A By-Law to confirm the proceedings of Council at its meeting held on Tuesday, May 7, 2024

Three Readings

Proposed Number 2024-215

**(City Council Meeting Number 14-2024)**

**Adjournment**



**City of Kingston  
Report to Council  
Report Number 24-153**

---

**To:** Mayor and Members of Council

**From:** Craig Desjardins, Director, Office of Strategy, Innovation & Partnerships

**Resource Staff:** Tracey Snow, Manager, Rural Economic & Community Development

**Date of Meeting:** May 7, 2024

**Subject:** Agreement with Loving Spoonful for Use of Lands for a Community Training Farm

---

**Council Strategic Plan Alignment:**

Theme: 5. Drive Inclusive Economic Growth

Goal: 5.4 Support Kingston's economic competitiveness through workforce development and talent attraction.

**Executive Summary:**

The purpose of this report is to request Council support to enter into an agreement with Loving Spoonful for use of lands located at Days/Front Roads (adjacent to Centre 70) that the City leases from Correctional Service Canada. This land will be used for the operation of a community training farm by Loving Spoonful.

In 2022 and 2023, the City of Kingston, in partnership with Correctional Service Canada (CSC) - who contributed the land at Days/Front Roads, St. Lawrence College (supported the trades skills training of participants), Loving Spoonful (supported the on-farm training at the site), and with a grant from the Province of Ontario (Skills Development Fund), ran a pilot project to offer farm training skills to underserved community members.

May 7, 2024

Page 2 of 5

The City was unable to secure a third year of funding to run the Community Training Farm Program but continues to explore a longer-term agricultural skills training model as part of Council's Strategic Plan.

Loving Spoonful has approached the City with a plan to continue operating a version of the community training farm that would see vegetables grown for the community, similar to past years. The training/education component will still be in effect in the form of short-term workshops and education sessions for all ages including farming/planting basics, ecological farming, food sovereignty and farm skills.

Farm-based education sessions for children in summer camps and schools will also be held to provide experiential learning on where food comes from and how it grows. These sessions are currently being developed and will be promoted to all members of the community.

An agreement is required between the City and Loving Spoonful as CSC does not enter into land use agreements with not-for-profit organizations.

**Recommendation:**

**That** the Mayor and Clerk be authorized to execute an agreement with Loving Spoonful for the use of lands leased from Correctional Service Canada at the Days Road and Front Road site (north of the current Lakeside Community Garden lands) from May 10, 2024 until December 31, 2024, with an option for the City to extend the agreement for a further two-year term, in a form satisfactory to the Director of Legal Services.



May 7, 2024

Page 4 of 5

**Discussion:**

Over the past two years, the Kingston Community Training Farm was an innovative, market-driven training solution project that responded to labour market needs in the Agricultural sector in Kingston and the region. Running the program through the Skills Development Fund grant offered improvement to the quality and delivery of skills training in the pandemic impacted Agriculture sector.

The Kingston Community Training Farm served as a training point for aspiring farmers to acquire the skills needed to work on local farms and meet the demand for labour in this sector. Through this project, Correctional Service Canada (CSC) contributed access to the land, St. Lawrence College supported the trades skills training portion and Loving Spoonful offered on farm training and identified participants for the Community Training Farm pilot program, with a focus on youth, newcomer Canadians, women, people previously incarcerated, and people living with chronic mental health and addictions. The project ran for two (2) years.

Loving Spoonful would like to continue to offer on-farm training skills to the local community on the current property. The City and St. Lawrence College will not be part of the farm training program moving forward due to lack of budget. However, the City will be working on a business plan for a longer term, revenue generating, self-sustaining training model to support the agriculture sector with employment needs, growth and diversification options, as well as succession planning.

Staff is recommending entering into a use agreement with Loving Spoonful for access to the CSC lands, as well as the grass portion of the Centre 70 Parking lot adjacent to the CSC land.

Loving Spoonful would be required to work with the City should they require any changes to the agreement or additions to the land use. CSC is preparing a Memorandum of Understanding (MOU) for City use rights to their property on Days/Front Road for both the Lakeside Community Gardens and the Community Training Farm, both operated by Loving Spoonful. Covenants and restrictions placed in the City-CSC MOU would transfer into the use agreement between the City and Loving Spoonful. This agreement will also include requirements on Loving Spoonful to maintain the lands in a safe, clean and orderly manner.

Loving Spoonful has advised that the Community Training farmland project will be assigned to Loving Spoonful staff, Ayla Fenton and Kathleen Moritz. Other Loving Spoonful staff and volunteers will be at the farm as needed. Workshop and training participants will also be using the land to attend sessions.

**Financial Considerations**

There is no cost to the City for this agreement or operation of the community training farm. All costs will be born by Loving Spoonful.



May 7, 2024

Page 5 of 5

**Contacts:**

Tracey Snow, Manager, Rural Economic & Community Development: 613-545-5114

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

**Exhibits Attached:**

None



**City of Kingston  
Report to Council  
Report Number 24-135**

---

**To:** Mayor and Members of Council  
**From:** Jennifer Campbell, Commissioner, Community Services  
**Resource Staff:** Kevin Gibbs, Director, Heritage Services  
**Date of Meeting:** May 7, 2024  
**Subject:** Notices of Objection to Proposed Heritage Designations  
**Addresses:** 112 Ordnance Street and 114 Ordnance Street  
**File Numbers:** R01-048-2023 and R01-049-2023

---

**Council Strategic Plan Alignment:**

Theme: Corporate business

Goal: See above

**Executive Summary:**

This report is to provide Notices of Objection for Council's consideration, which were received as part of the heritage designation process currently underway for the two subject properties located at 112 Ordnance Street, known as the Crowley House, and 114 Ordnance Street, known as the Ordnance Street Terrace.

A Notice of Intention to Designate the properties was served on the owners and published in the newspaper on January 16, 2024. The owners of 112 Ordnance Street provided a Notice of Objection on January 25, 2024. Cunningham Swan, the law firm representing the owners of 114 Ordnance Street, provided a Notice of Objection on January 24, 2024. When a Notice of Objection is received by the City, Council has 90 days to decide if it wishes to withdraw its Notice of Intention to Designate or not. This timeline will expire on May 15, 2024.

May 7, 2024

Page 2 of 7

The draft designation by-laws were prepared and provided to the owners in accordance with *Ontario Heritage Act* requirements. In the time since the owners' objections were received, staff have discussed the concerns with both property owners; no changes to the designation by-laws were requested. The subject properties exceed the minimum required criteria for determining cultural heritage value or interest in Ontario. Heritage staff, the Heritage Properties Working Group and the Kingston Heritage Properties Committee support the designation of the subject properties under Section 29 of the *Ontario Heritage Act* and staff recommend giving all three readings to the by-laws and serving a Notice of Passing.

**Recommendation:**

**That** Council acknowledges receipt of the Notice of Objection from Bryan and Jennifer Bailey, dated January 25, 2024, to the proposed designation of the property located at 112 Ordnance Street, known as the Crowley House, as a property of cultural heritage value or interest pursuant to Section 29(5) of the *Ontario Heritage Act* and having considered the objections set out in the Notice of Objection pursuant to Section 29(6), has decided not to withdraw the Notice to Intention to Designate the property; and

**That** Council accordingly reaffirms its approval of the Draft Designation By-Law for 112 Ordnance Street, known as the Crowley House; and

**That** Council give all three readings to the Designation By-Law for 112 Ordnance Street, attached as Exhibit C to Report Number 24-135 and directs the City Clerk to serve a Notice of Passing as prescribed under Section 29(8) of the Act; and

**That** Council acknowledges receipt of the Notice of Objection from David C. Munday of Cunningham Swan Lawyers, dated January 24, 2024, to the proposed designation of the property located at 114 Ordnance Street, known as the Ordnance Street Terrace, as a property of cultural heritage value or interest pursuant to Section 29(5) of the *Ontario Heritage Act* and having considered the objections set out in the Notice of Objection pursuant to Section 29(6), has decided not to withdraw the Notice to Intention to Designate the property; and

**That** Council accordingly reaffirms its approval of the Draft Designation By-Law for 114 Ordnance Street, known as Ordnance Street Terrace; and

**That** Council give all three readings to the Designation By-Law for 114 Ordnance Street, attached as Exhibit D to Report Number 24-135 and directs the City Clerk to serve a Notice of Passing as prescribed under Section 29(8) of the Act.

May 7, 2024

Page 3 of 7

**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

May 7, 2024

Page 4 of 7

**Options/Discussion:**

This report provides an update on the heritage designation process currently underway for two (2) separate properties, being 112 Ordnance Street and 114 Ordnance Street, and circulates the Notices of Objection that have been received (Exhibits A and B) for Council's consideration.

The property at 112 Ordnance Street is located on the south side of Ordnance Street between Montreal and Sydenham Streets. It contains the western half of a 4 bay, 2-storey double house of limestone construction built in 1886, known as the Crowley House. The eastern half of the building at 110 Ordnance Street was designated under Part IV of the *Ontario Heritage Act* through By-Law Number 2024-155.

The property at 114 Ordnance Street is also situated on the south side of Ordnance Street between Montreal and Sydenham Streets. The property contains the eastern most unit of a three-unit two-storey limestone terrace, built in 1874, known as the Ordnance Street Terrace. The western units of the building at 116 and 118 Ordnance Street were designated under Part IV of the *Ontario Heritage Act* through By-Law Number 2024-156.

**Background**

Section 29 of the *Ontario Heritage Act* authorizes the Council of a Municipality to enact by-laws to designate real property, including all buildings and structures thereon, to be of cultural heritage value or interest. Council, on January 9, 2024, with respect to [Report Number HP-24-002](#), passed the following motion:

**That** Council direct staff to serve a Notice of Intention to Designate the property located at 112 Ordnance Street, known as the Crowley 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-24-002; 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 112 Ordnance Street, attached as Exhibit C to Report Number HP-24-002, 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 114 Ordnance Street, known as the Ordnance Street Terrace, 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-24-002; 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 114 Ordnance Street, attached as Exhibit D to Report Number HP-24-002, 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

May 7, 2024

Page 5 of 7

As outlined in detail in [Report Number HK-21-004](#), the 2020 changes to the *Ontario Heritage Act* created a two-tier appeal process for new designations. Following consultation with its heritage committee and the serving of a notice of its intention to designate a property, anyone, within 30 days of the publication of the notice in the newspaper, can object by providing a Notice of Objection to the City Clerk.

A Notice of Intention to Designate the properties was served on the owners, published in the newspaper and posted on the City's website on January 16, 2023. The Notices of Objection were provided to the City on January 25 (Exhibit A) and January 24, 2024 (Exhibit B) respectively, within the 30-day objection period.

When a Notice of Objection is received by the City, Council has 90 days to decide if it wishes to withdraw its Notice of Intention to Designate, following the completion of the 30-day objection period, as per Section 29(6) of the *Ontario Heritage Act*. This timeline will expire on May 15, 2024. Council's decision regarding the objection is required to be served on the owner(s) and be published in the newspaper in the form of either a Notice of Passing (after giving final reading to the by-law) or a Notice of Withdrawal.

If Council chooses to publish a Notice of Passing, the public (including the owners) will be afforded a second opportunity to appeal the designation to the Ontario Land Tribunal within 30 days of the publication of the Notice. The Tribunal would then review the appeal, hold a hearing, and render a binding decision on the fate and content of the designation.

### **Cultural Heritage Analysis**

The purpose of the first tier of the two-tier objection/appeal process is to provide the municipality with an opportunity to consider the merits of the objections and reconsider their intention to designate the properties, before relinquishing decision making authority on the fate of the designation to the Ontario Land Tribunal, should the matter be appealed under tier two.

### **112 Ordnance Street – Crowley House**

The Letter of Objection for 112 Ordnance Street (Exhibit A) outlines four concerns with the proposed designation by-law, primarily with respect to the added heritage considerations required for future changes (i.e. third storey and side/rear additions).

The purpose of a local heritage designation is to clearly outline the cultural heritage value and features of the property and to require consideration of this value when making changes to the property in order to conserve the heritage value for the people of Kingston. Staff confirmed for the owners that a heritage designation will not, on its own, impede the owners' ability to expand their property. Additions to heritage buildings, even upper storey additions, are not uncommon and are regularly supported by Committee and Council. *Ontario Heritage Act* approvals (heritage permits) continue to be free of charge and many can be approved through the authority granted to the Director of Heritage Services within a couple of weeks. Professional heritage staff are available to assist owners in navigating the approval process in an efficient and collaborative manner and concurrently with other approvals such as building permits.

May 7, 2024

Page 6 of 7

Construction costs and the costs of property insurance should not be increased as a direct result of a heritage designation. The City also offers a grant program to help incentivize and assist in works that strive to conserve the heritage value of designated properties.

While the owners were thankful for the information, they continue to have reservations regarding the proposed designation. The owners did not request any specific edits to the draft designation by-law which was recommended by the Heritage Properties Committee and is attached as Exhibit C. Photographs of the property are also included as Exhibit E.

### **114 Ordnance Street – Ordnance Street Terrace**

The Letter of Objection for 114 Ordnance Street (Exhibit B) was prepared by the law firm of Cunningham Swan on behalf of the property owner. It requests a deferral of the designation to allow the owner additional time to review and prepare a more substantive response. While staff can appreciate the truncated timeline associated with this process, as noted above, under Section 29(6) of the *Ontario Heritage Act* Council must respond to a Notice of Objection within 90 days or else the Notice of Intention to Designate is considered withdrawn (Section 29(9)). As this is a provincially mandated timeline, the municipality cannot alter or extend it.

Staff met with the owner on March 28, 2024. The owner's concerns are not with the draft by-law itself but with the perceived hinderance in their ability to maintain and make changes to the building. While designated properties do sometimes require an additional approval, outside of the typical building permit and zoning approvals, heritage permits are free of charge, and many can be approved by the Director of Heritage Services in a timely fashion.

Staff provided information on the heritage permitting process, timelines and resources available to designated property owners, including providing information on the City's Heritage Property Grant program. Staff also offered to be available to help the owner through the heritage permit process as needed. While the owner was thankful for the information, they continue to have reservations regarding the proposed designation. At the time of writing this report, the owner did not request any specific edits to the draft designation by-law which was recommended by the Heritage Properties Committee and is attached as Exhibit D. Photographs of the property are also included as Exhibit E.

### **Summary**

The draft by-laws were prepared in accordance with *Ontario Heritage Act* requirements. The subject properties were evaluated against the 'Criteria for Determining Cultural Heritage Value or Interest' in Ontario Regulation 9/06, which requires the property to meet at least two (2) of the nine (9) criteria to be considered for designation under the Act. The subject properties exceed the minimum criteria. Heritage staff, the Heritage Properties Working Group and the Kingston Heritage Properties Committee support the designation of the subject properties at 112 Ordnance Street and 114 Ordnance Street under Section 29 of the *Ontario Heritage Act*. Staff recommend giving all three readings to the by-laws and serving a Notice of Passing.

May 7, 2024

Page 7 of 7

**Existing Policy/By-Law:**

*More Homes Built Faster Act, 2022* (Province of Ontario)

*More Homes, More Choice Act, 2019* (Province of Ontario)

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

Ontario Regulation 9/06 – Criteria for Determining Cultural Heritage Value or Interest (Ontario)

Ontario Regulation 385/21 – General Regulations (Ontario)

City of Kingston Official Plan

**Notice Provisions:**

Notice of Passing or Notice of Withdrawal must be served on the property owner(s) and the Ontario Heritage Trust and be published in a newspaper, having general circulation in the municipality, pursuant to Section 29 of the *Ontario Heritage Act*.

**Contacts:**

Kevin Gibbs, Director, Heritage Services, 613-546-4291 extension 1354

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

Ryan Leary, Senior Planner, Heritage, 613-546-4291 extension 3233

**Exhibits Attached:**

Exhibit A Notice of Objection – 112 Ordnance Street

Exhibit B Notice of Objection – 114 Ordnance Street

Exhibit C Draft Designation By-Law – Crowley House

Exhibit D Draft Designation By-Law – Ordnance Street Terrace

Exhibit E Photographs of Properties



SENT BY REGISTERED MAIL

Bryan and Jennifer Bailey  
112 Ordnance Street  
Kingston, ON K7K 1G6

January 25, 2024

City of Kingston  
216 Ontario Street  
Kingston, ON K7L 2Z3

**Attention:** Janet Jaynes, Clerk of The Corporation of the City of Kingston

Dear Ms Jaynes:

**Re:** Notice of Objection to Designate 112 Ordnance under the Ontario Heritage Act

Further to our conversation with your office this morning, and in response to your letter of January 16, 2024, please accept this as our Notice of Objection to the City's intention to create a heritage designation by-law for our property. Please advise if any further steps are required on our behalf.

We have many reasons for our objection including the following:

- a. We have already had drawings prepared to add a third story. This would include a dormer much like many of our neighbours have. With an added bylaw, we would have to anticipate delays, restrictions or possible outright rejection of our plan;
- b. We have a larger than normal city property which we purchased with the intention of possibly adding an adjacent addition. This, again, would likely be made either impossible or much more complicated and expensive by the proposed bylaw;
- c. We ultimately may choose to move because of the construction of the Crown Condo property. We were cautious when purchasing 112 Ordnance to avoid a property with any kind of heritage designation to avoid additional City-imposed restrictions and to allow us to make changes that would improve resale; and
- d. Costs for house insurance and renovations will go up and the process of dealing with the City during renovations will be lengthier and more expensive. Kingston appears to offer no incentives, unlike other jurisdictions, and we feel that the risks and downsides far outweigh the benefits.

Sincerely,



Bryan Bailey



Jennifer Bailey



**David C. Munday**  
Professional Corporation  
Direct Line: (613) 546-8091  
E-mail: [dmunday@cswan.com](mailto:dmunday@cswan.com)

January 24, 2024

**SENT BY EMAIL TO: [rleary@cityofkingston.ca](mailto:rleary@cityofkingston.ca)**

City of Kingston  
Heritage Services  
216 Ontario Street  
Kingston, Ontario  
K7L 2Z3

Attention: Ryan J. Leary, RPP, MCIP, CAHP  
Senior Planner, Heritage

Dear Mr. Leary:

**Re: Anne-Marie Lee – Heritage Designation**  
**114 Ordnance Street, Kingston**  
**Our File No.: 38759-1**

We are counsel to Ms. Anne-Marie Lee, the owner of the above-noted property.

Our client received a letter dated January 16, 2024, advising that Kingston City Council had approved Notice of Intention to Designate under the Ontario Heritage Act with respect to her property and that should no Notice of Objection be received within 30 days of publication of same, that a Designation By-law for 114 Ordnance Street be presented to Council for all three readings.

While the letter is dated January 16, 2024, the letter was sent via regular mail and only just received by Ms. Lee. The letter contains no helpful information or indication of the procedure a property owner must follow if they wish to challenge this designation.

The net result of the foregoing is that Ms. Lee is left with insufficient time to properly prepare for or address this matter.

TEL: 613-544-0211  
FAX: 613-542-9814  
EMAIL: [INFO@CSWAN.COM](mailto:INFO@CSWAN.COM)  
WEB: [WWW.CSWAN.COM](http://WWW.CSWAN.COM)  
Council Meeting 14 May 7, 2024

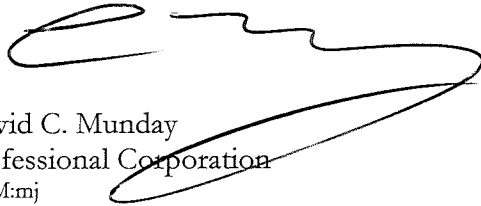
As the affected property owner, Ms. Lee is entitled to procedural fairness in the circumstances as well as the benefit of having a meaningful amount of time to make her submissions at the meeting, should she choose to do so.

Our client therefore requests that consideration of the draft heritage designation by-law be deferred until a later date.

Ms. Lee is in the midst of retaining a heritage consultant and will provide a comprehensive, substantive response in due course, once she has had the opportunity to review the matter with her own heritage consultant, with sufficient notice.

We look forward to receiving confirmation of the deferral.

Yours truly,  
**Cunningham, Swan, Carty, Little & Bonham LLP**



David C. Munday  
Professional Corporation  
DCM:mj  
cc: Anne-Marie Lee, Property Owner

**City of Kingston By-Law Number 2024-XX**

**A By-Law to Designate the property at 112 Ordnance Street to be of Cultural Heritage Value and Interest Pursuant to the *Ontario Heritage Act***

**Passed:** [insert date]

**Whereas:**

Subsection 29(1) of the *Ontario Heritage Act*, R.S.O. 1990, Chapter 0.18 (the "*Ontario Heritage Act*") authorizes the council of a municipality to enact by-laws to designate property within the municipality, including buildings and structures on the property, to be of cultural heritage value or interest;

The *property* was listed on the register established pursuant to Section 27 of the *Ontario Heritage Act* in 2013;

On December 20, 2023, Council of the City of Kingston ("*Council*") consulted with its municipal heritage committee regarding the designation of the property municipally known as the Crowley House at 112 Ordnance Street (the "*property*") in accordance with subsection 29(2) of the *Ontario Heritage Act*;

On January 16, 2024, *Council* caused notice of its intention to designate the *property* to be given to the owner of the *property* and to the Ontario Heritage Trust (the "*Trust*"), and on [insert date], notice of the intent to designate the *property* was published in The Kingston Whig-Standard, a newspaper having general circulation in the City of Kingston; and

On January 25, 2024, a notice of objection to the proposed designation was served on the municipal Clerk (the "*Clerk*") of the Corporation of the City of Kingston (the "*City*") within the time prescribed by subsection 29(5) of the *Ontario Heritage Act*.

**Therefore, *Council* enacts:**

1. The *property* is designated as being of cultural heritage value and interest, as more particularly described in Schedule "A" of this by-law.
2. A copy of this by-law will be registered against the *property* in the appropriate land registry office. The *Clerk* is authorized to serve a copy of this by-law on the owner of the *property* and the *Trust*, and to cause notice of the passing of this by-law to be published in The Kingston Whig-Standard.

City of Kingston By-Law Number 2024-XX

3. The *City* reserves the right to install a designation recognition plaque on the *property*, in a location and style determined by the *City* in consultation with the owner.
4. This by-law will come into force and take effect on the date it is passed.

Given First and Second Readings XXX, 2024

Given Third Reading and Passed XXX, 2024

---

**Janet Jaynes**  
**City Clerk**

---

**Bryan Paterson**  
**Mayor**

**Schedule “A”**  
**Description and Criteria for Designation**  
**Crowley House**

Civic Address: 112 Ordnance Street  
Legal Description: Part Lot 413 Original Survey Kingston City Part 1 13R16746;  
City of Kingston, County of Frontenac  
Property Roll Number: 1011 030 070 11700

**Introduction and Description of Property**

The Crowley House, located at 110 and 112 Ordnance Street is located on the south side of Ordnance Street, between Montreal and Sydenham Streets, in the City of Kingston. Spanning two separate properties, the Crowley House consists of two-storey limestone double house. The house was constructed in 1886 for Mary and Charles Crowley. The property at 110 Ordnance Street was designated separately.

**Statement of Cultural Heritage Value/Statement of Significance**

*The property has design value or physical value because it is a rare, unique, representative or early example of a style, type, expression, material or construction method.*

The Crowley House is a representative example of a Georgian-influenced late 19<sup>th</sup>-century urban residence. Unlike its neighbours at 114-118 Ordnance Street, the Crowley House exhibits several unique architectural and decorative features. This limestone dwelling demonstrates the simple proportions and symmetrical fenestration pattern that define the Georgian architectural style. The original fenestration pattern remains with projecting bay windows flanking the entrance doorways on the first floor and four equally spaced windows on the second floor (two per property). Each bay has a large double window separated by a stone mullion and topped with a flat roof resting on decorative wooden brackets. The first storey has centrally placed twin doorways (one per property), each with a rounded stone arch enclosing a transom light. Openings on both the first and second floors are bordered by smooth stone sills and voussoirs.

The limestone is hammer-dressed and laid randomly (uncoursed), with decorative keystones over the main entrances and diamond shaped embellishments between the windows on the twin bays. The house was built by/for Irish emigrants Mary and Charles Crowley. Charles was a laborer and seaman as well as an active member of the Catholic Mutual Benevolent Association, whose insignia (a harp with shamrocks) appears to be represented in the decorative keystones over the twin entranceways. The limestone building may have been built by, or with the assistance of, former owner and stone mason, George Wilson, who sold the property to Mary Crowley in 1886 and who built, owned and lived in the limestone terrace at 114-118 Ordnance Street.

*The property has contextual value because it is important in defining, maintaining or supporting the character of an area.*

*The property has contextual value because it is physically, functionally, visually or historically linked to its surroundings.*

The Crowley House is significant in defining the character of the streetscape on Ordnance Street, between Sydenham and Montreal Streets. In the shadow of the former Clergy-lands, now Providence Manor, and terminating at the 1841 Wellington Terrace at Montreal Street, this block of Ordnance Street has a consistent and distinct character consisting of mostly two-storey 19<sup>th</sup> century limestone residences.

With its shallow setback, regular fenestration pattern, limestone construction, age and location on Ordnance Street, the Crowley House shares a visual and historical relationship with its surroundings, particularly the houses at 114-118 Ordnance Street and 124 Ordnance Street/251 Sydenham Street, as well as the stone buildings of Providence Manor. As part of this group of buildings, the Crowley House helps maintain the historic limestone character of this portion of Ordnance Street.

### **Heritage Attributes**

Key exterior elements that contribute to the property's cultural heritage value include its:

- Two-storey, two-bay massing (112) with medium pitched gable roof, with brick chimney;
- Uncoursed, hammer-dressed limestone construction;
- Regular pattern of original window and door openings on the north elevation with stone voussoirs and stone window sills;
- Flat-roofed bays on north elevation resting on decorative wooden brackets;
- Keystone over doorway with harp, shamrocks and date '1886'; and
- Diamond-shaped limestone embellishments between windows on the bay.

**City of Kingston By-Law Number 2024-XX**

**A By-Law to Designate the property at 114 Ordnance Street to be of Cultural Heritage Value and Interest Pursuant to the *Ontario Heritage Act***

**Passed:** [insert date]

**Whereas:**

Subsection 29(1) of the *Ontario Heritage Act*, R.S.O. 1990, Chapter 0.18 (the "*Ontario Heritage Act*") authorizes the council of a municipality to enact by-laws to designate property within the municipality, including buildings and structures on the property, to be of cultural heritage value or interest;

The *property* was listed on the register established pursuant to Section 27 of the *Ontario Heritage Act* in 2010;

On December 20, 2023, Council of the City of Kingston ("*Council*") consulted with its municipal heritage committee regarding the designation of the property municipally known as the Ordnance Street Terrace at 114 Ordnance Street (the "*property*") in accordance with subsection 29(2) of the *Ontario Heritage Act*;

On January 16, 2024, *Council* caused notice of its intention to designate the *property* to be given to the owner of the *property* and to the Ontario Heritage Trust (the "*Trust*"), and on [insert date], notice of the intent to designate the *property* was published in The Kingston Whig-Standard, a newspaper having general circulation in the City of Kingston; and

On January 24, 2024, a notice of objection to the proposed designation was served on the municipal Clerk (the "*Clerk*") of the Corporation of the City of Kingston (the "*City*") within the time prescribed by subsection 29(5) of the *Ontario Heritage Act*.

**Therefore, *Council* enacts:**

1. The *property* is designated as being of cultural heritage value and interest, as more particularly described in Schedule "A" of this by-law.
2. A copy of this by-law will be registered against the *property* in the appropriate land registry office. The *Clerk* is authorized to serve a copy of this by-law on the owner of the *property* and the *Trust*, and to cause notice of the passing of this by-law to be published in The Kingston Whig-Standard.



City of Kingston By-Law Number 2024-XX

3. The *City* reserves the right to install a designation recognition plaque on the *property*, in a location and style determined by the *City* in consultation with the owner.
4. This by-law will come into force and take effect on the date it is passed.

Given First and Second Readings XXX, 2024

Given Third Reading and Passed XXX, 2024

---

**Janet Jaynes**  
**City Clerk**

---

**Bryan Paterson**  
**Mayor**

City of Kingston By-Law Number 2024-XX

**Schedule “A”**  
**Description and Criteria for Designation**  
**Ordnance Street Terrace**

Civic Address: 114 Ordnance Street  
Legal Description: Part Lot 413 Original Survey Kingston City, as in FR627659; S/T & T/W FR627659; Subject to an Easement over Part 1, 13R2702 in Favour of Parts 2-4, 13R2702 as in FC225922; City of Kingston, County of Frontenac  
Property Roll Number: 1011 030 070 11800

**Introduction and Description of Property**

The Ordnance Street Terrace, located at 114, 116 and 118 Ordnance Street is located on the south side of Ordnance Street, between Montreal and Sydenham Streets, in the City of Kingston. The terrace consists of three attached two-storey limestone residential buildings on three separate properties. The properties at 116 and 118 Ordnance Street were designated separately. The building was constructed in 1874 for George Wilson, a mason, who rented out two units and resided in one.

**Statement of Cultural Heritage Value/Statement of Significance**

*The property has design value or physical value because it is a rare, unique, representative or early example of a style, type, expression, material or construction method.*

The Ordnance Street Terrace is a representative example of Georgian influenced, 19<sup>th</sup>-century classically balanced urban terraced housing. With little ornamentation, this limestone terrace exemplifies the simple Georgian proportions and symmetrical fenestration pattern that define the Georgian architectural style. The original fenestration pattern consists of six (6) equally proportioned bays on two stories (two per unit), with a door on the eastern bay of each unit. The openings are bordered by smooth stone sills and tall voussoirs. The limestone masonry on the façade is hammer-dressed and laid in even courses, with no quoining or decorative features, and uncoursed on the side elevations. The terrace is topped by a steeply pitched gable roof.

*The property has contextual value because it is important in defining, maintaining or supporting the character of an area.*

*The property has contextual value because it is physically, functionally, visually or historically linked to its surroundings.*

The limestone Ordnance Street Terrace is significant in defining the character of the streetscape on Ordnance Street, between Sydenham and Montreal streets. In the shadow of the former Clergy-lands, now Providence Manor, and terminating at the 1841

Wellington Terrace at Montreal Street, this block of Ordnance Street has a consistent and distinct character consisting of mostly two-storey 19<sup>th</sup> century limestone residences.

With its shallow setback, regular fenestration pattern, limestone construction, age and location on Ordnance Street, the Ordnance Street Terrace shares a visual and historical relationship with its surroundings, particularly the houses at 110-112 Ordnance Street and 124 Ordnance Street/251 Sydenham Street, as well as the stone buildings of Providence Manor. As part of this group of buildings, the Ordnance Street Terrace helps maintain the historic limestone character of this portion of Ordnance Street.

### **Heritage Attributes**

Key exterior elements that contribute to the property's cultural heritage value include its:

- Two-storey, two-bay massing (114) with steeply pitched gable roof;
- Coursed (on the front/north façade) and uncoursed (on the side elevation), squared and hammer-dressed limestone construction; and
- Regular pattern of original window and door openings on the north elevation with stone voussoirs and stone window sills.

110 & 112 Ordnance Street –  
Crowley House



114, 116 & 118 Ordnance Street -  
Ordnance Street Terrace





**City of Kingston  
Report to Council  
Report Number 24-129**

---

**To:** Mayor and Members of Council  
**From:** Paige Agnew, Commissioner, Growth & Development Services  
**Resource Staff:** Tim Park, Director, Planning Services  
**Date of Meeting:** May 7, 2024  
**Subject:** Deeming By-Law to De-register Plan of Subdivision

---

**Council Strategic Plan Alignment:**

Theme: Policies & by-laws

Goal: 2.1 Pursue development of all types of housing city-wide through intensification and land use policies.

**Executive Summary:**

The following report outlines the purpose and effect of recommended deeming by-laws to de-register Part of Lots 11, 12, 15, and 16 on Registered Plan 13M85, being Parts 49, 50, 51, 52 and 53 on 13R20791, and Block 48 on Registered Plan 13M100 (the “subject lands”).

The subject lands, as legally described above, are municipally known as 150 Pauline Tom Avenue. The owners of the subject lands, Gaurav Rehan and Richa Rehan, are proposing the construction of a new single-detached house on the lands. In order for the entirety of this land holding to be consolidated to accommodate a zoning compliant single-detached house, deeming by-laws are required to de-register the subject lands from the plans of subdivision registered on title of the lands.

Section 50(4) of the *Planning Act* allows municipalities to designate any plan of subdivision, or part thereof, that has been registered for eight years or more, not to be a registered plan of subdivision. Registered Plan 13M85 was registered on February 22, 2012, and Registered Plan 13M100 was registered on November 5, 2014. To streamline the review of the Deeming By-Law, which is largely administrative in nature, the recommendation before Council is for all three readings of the By-Law to occur on May 7, 2024.

May 7, 2024

Page 2 of 5

**Recommendation:**

**That** “A By-Law to Deem Part of a Subdivision Not to be a Registered Plan of Subdivision (Part of Lots 11, 12, 15 and 16 on Registered Plan 13M85 being Parts 49, 50, 51, 52 and 53 on 13R20791)”, attached as Exhibit A to Report Number 24-129, be presented to Council for three readings; and

**That** “A By-Law to Deem Part of a Subdivision Not to be a Registered Plan of Subdivision (Block 48 on Registered Plan 13M100)”, attached as Exhibit B to Report Number 24-129, be presented to Council for three readings.

**Authorizing Signatures:**

ORIGINAL SIGNED BY COMMISSIONER

---

**Paige Agnew, Commissioner,  
Growth and 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



May 7, 2024

Page 4 of 5

**Options/Discussion:****Background**

In November 2023, the owners of the subject property, Gaurav Rehan and Richa Rehan, initiated a pre-application with City staff for a proposed single-detached house on the property known municipally as 150 Pauline Tom Avenue. The property is made up of several parts, described legally as Part of Lots 11, 12, 15 and 16 on Registered Plan 13M85, being Parts 49, 50, 51, 52 and 53 on 13R20791, and Block 48 on Registered Plan 13M100 (the “subject lands”). Through pre-application, it was identified that because the subject lands include parcels within two different plans of subdivision, deeming by-laws would be required to de-register the lands from Registered Plan 13M85 and Registered Plan 13M100 to facilitate the consolidation of the entire land holding. This will allow the consolidated parcel to accommodate a zone compliant single-detached house.

Section 50(4) of the *Planning Act* allows municipalities to designate any plan of subdivision, or part thereof, that has been registered for eight years or more, not to be a registered plan of subdivision. Registered Plan 13M85 was registered on February 22, 2012, and Registered Plan 13M100 was registered on November 5, 2014. Further, Section 9.6.8 of the City of Kingston Official Plan also identifies Council’s powers to deem, by by-law, the whole, or a portion of, a plan of subdivision to no longer be a registered plan of subdivision, pursuant to the provisions of the *Planning Act*.

**Site Characteristics**

The subject lands are centrally located in the Riverview neighbourhood in the east end of the city. The site is surrounded by single-detached houses along Pauline Tom Avenue to the north and east, and along Waterside Way to the south, as well as municipally owned Environmental Protection Area lands to the west.

The subject lands are designated Residential in the City of Kingston Official Plan and are zoned Urban Residential Zone 3.B (UR3.B) in Kingston Zoning By-Law Number 2022-62. The lands are also subject to Legacy Exception L451. A variety of low-rise residential forms are permitted in the UR3.B Zone, including a single-detached house.

**Existing Policy/By-Law:**

The proposed de-registration of the former plan of subdivision was reviewed against the policies of the Province of Ontario and City of Kingston to ensure that the changes would be consistent with the Province’s and the City’s vision of development. The following documents were assessed:

**Provincial***Planning Act*

Provincial Policy Statement, 2020

May 7, 2024

Page 5 of 5

**Municipal**

City of Kingston Official Plan

**Notice Provisions:**

A Notice of Passing will be provided in accordance with Section 50(29) of the *Planning Act*.

**Financial Considerations:**

None

**Contacts:**

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

Meghan Robidoux, Supervisor, Development Approvals, 613-546-4291 extension 1256

Jason Partridge, Planner, Development Approvals, 613-546-4291 extension 3216

**Other City of Kingston Staff Consulted:**

None

**Exhibits Attached:**

Exhibit A A By-Law to Deem Part of a Subdivision Not to be a Registered Plan of Subdivision (Part of Lots 11, 12, 15 and 16 on Registered Plan 13M85 being Parts 49, 50, 51, 52 and 53 on 13R20791)

Exhibit B A By-Law to Deem Part of a Subdivision Not to be a Registered Plan of Subdivision (Block 48 on Registered Plan 13M100)

**By-Law Number 2024-XXX**

**A By-Law to Deem Part of a Subdivision Not to be on a Registered Plan of Subdivision (Part of Lots 11, 12, 15 and 16 on Registered Plan 13M85 being Parts 49, 50, 51, 52 and 53 on 13R20791)**

**Passed:** May 7, 2024

**Whereas** subsection 50(4) of the *Planning Act*, R.S.O. 1990, c. P.13 (the "*Planning Act*"), provides that the council of a municipality may by by-law designate any plan of subdivision, or part thereof, that has been registered for eight (8) years or more, as deemed not to be a registered plan of subdivision for the purposes of subdivision control under subsection 50(3) of the *Planning Act*;

**And Whereas** the part lots listed below are on Registered Plan 13M85, which was registered in the Land Registry Office for the Registry Division of Frontenac on February 22, 2012;

**Therefore Be It Resolved That** the Council of The Corporation of the City of Kingston hereby enacts as follows:

1. Part of Lots 11, 12, 15 and 16 on Registered Plan 13M85 being Parts 49, 50, 51, 52 and 53 on 13R20791, as more particularly shown on Schedule "A" attached to this By-Law, are hereby deemed not to be part lots on a registered plan of subdivision for the purposes of subsection 50(3) of the *Planning Act*.
2. This By-Law shall come into force and take effect on the date that it is registered in the Land Registry Office by the Clerk of the Municipality.

Given all Three Readings and Passed: May 7, 2024

---

**Janet Jaynes**  
City Clerk

---

**Bryan Paterson**  
Mayor



Planning  
Services

### Schedule 'A' to By-Law Number

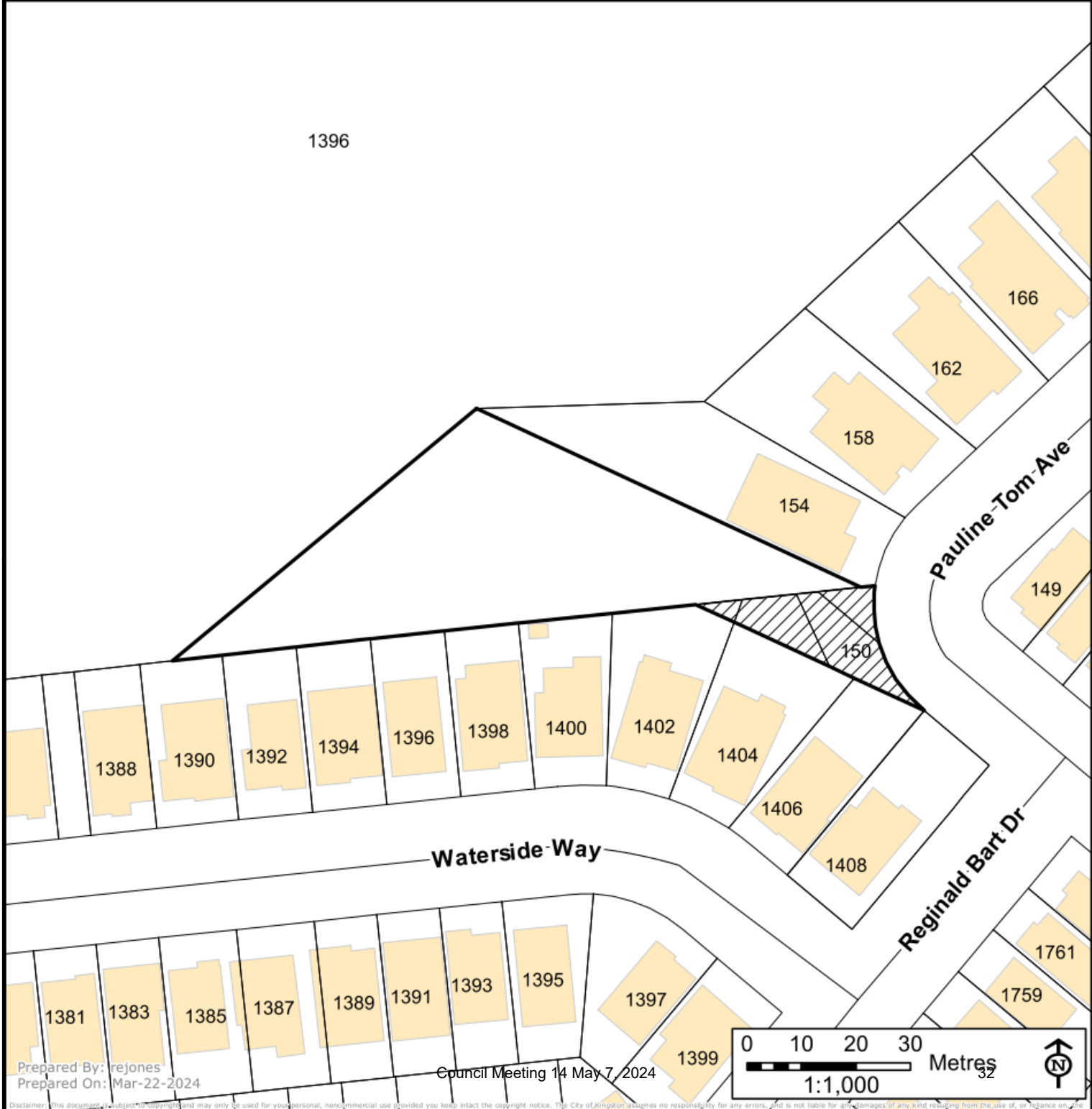
Address: 150 Pauline Tom Avenue

Lands Subject to the Deeming By-law

### Certificate of Authentication

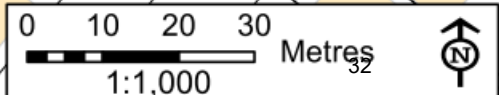
This is Schedule 'A' to By-Law Number \_\_\_\_\_, passed this \_\_\_\_\_ day of \_\_\_\_\_ 202\_.

\_\_\_\_\_  
Mayor Clerk



Prepared By: rejonas  
Prepared On: Mar-22-2024

Council Meeting 14 May 7, 2024



Disclaimer: This document is subject to copyright and may only be used for your personal, noncommercial use provided you keep intact the copyright notice. The City of Kingston assumes no responsibility for any errors, and is not liable for any damages of any kind resulting from the use of, or reliance on, the information contained in this document. The City of Kingston does not make any representation or warranty, express or implied, concerning the accuracy, quality, or reliability of the data or the information contained in this document. ©2024 The Corporation of the City of Kingston.

**By-Law Number 2024-XXX**

**A By-Law to Deem Part of a Subdivision Not to be on a Registered Plan of Subdivision (Block 48 on Registered Plan 13M100)**

**Passed:** May 7, 2024

**Whereas** subsection 50(4) of the *Planning Act*, R.S.O. 1990, c. P.13 (the "*Planning Act*"), provides that the council of a municipality may by by-law designate any plan of subdivision, or part thereof, that has been registered for eight (8) years or more, as deemed not to be a registered plan of subdivision for the purposes of subdivision control under subsection 50(3) of the *Planning Act*;

**And Whereas** the block listed below is on Registered Plan 13M100, which was registered in the Land Registry Office for the Registry Division of Frontenac on November 5, 2014;

**Therefore Be It Resolved That** the Council of The Corporation of the City of Kingston hereby enacts as follows:

1. Block 48 on Registered Plan 13M100, as more particularly shown on Schedule "A" attached to this By-Law, is hereby deemed not to be a block on a registered plan of subdivision for the purposes of subsection 50(3) of the *Planning Act*.
2. This By-Law shall come into force and take effect on the date that it is registered in the Land Registry Office by the Clerk of the Municipality.

Given all Three Readings and Passed: May 7, 2024

---

**Janet Jaynes**  
City Clerk

---

**Bryan Paterson**  
Mayor



Planning Services

# Schedule 'A' to By-Law Number

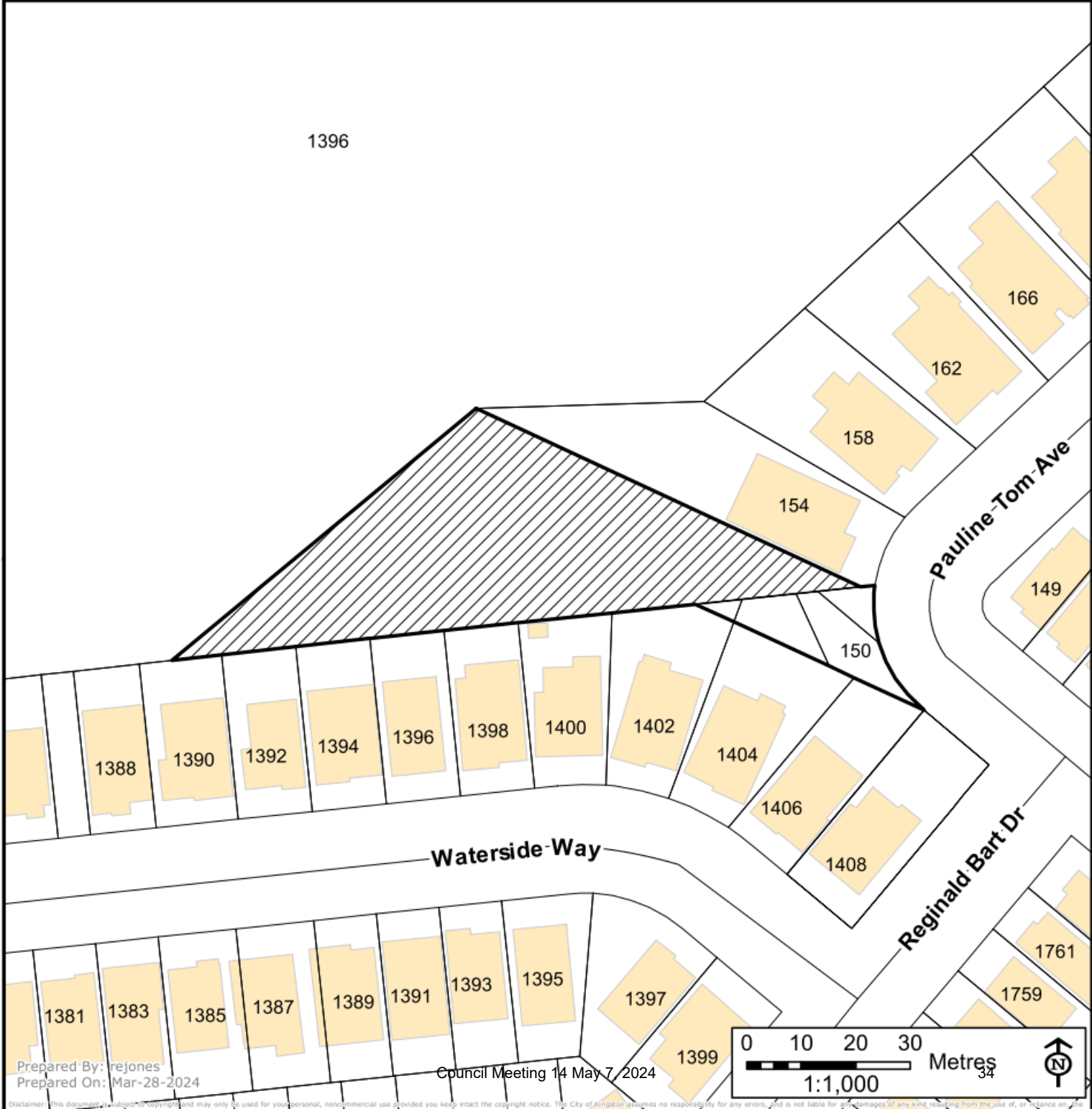
Address: 150 Pauline Tom Avenue

Lands Subject to the Deeming By-law

## Certificate of Authentication

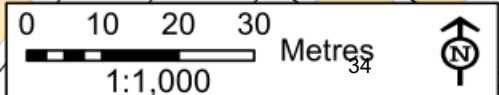
This is Schedule 'A' to By-Law Number \_\_\_\_\_, passed this \_\_\_\_\_ day of \_\_\_\_\_ 202\_.

\_\_\_\_\_  
Mayor Clerk



Prepared By: rejones  
Prepared On: Mar-28-2024

Council Meeting 14 May 7, 2024



Disclaimer: This document is subject to copyright and may only be used for your personal, noncommercial use provided you keep intact the copyright notice. The City of Kingston assumes no responsibility for any errors, and is not liable for any damages of any kind resulting from the use of, or reliance on, the information contained in this document. The City of Kingston does not make any representation or warranty, express or implied. Concerning the accuracy, quality, or reliability of the data or other information contained in this document. © 2024 The Corporation of the City of Kingston.



**City of Kingston  
Report to Council  
Report Number 24-133**

---

**To:** Mayor and Members of Council  
**From:** Paige Agnew, Commissioner, Growth & Development Services  
**Resource Staff:** Laird Leggo, Manager, Licensing, Parking Operations and Policy  
**Date of Meeting:** May 7, 2024  
**Subject:** Parking By-Law Amendments and Mobile Parking Payment Transaction Fee

---

**Council Strategic Plan Alignment:**

Theme: Policies & by-laws

Goal: See above

**Executive Summary:**

With the permanent adoption of the HONK parking payment application as an available option for parking in municipal parking lots and in on-street accessible and cancer patient parking spaces in 2019, Council directed that the 25-cent transaction fee be passed on to the parker, with the exception of cancer centre patient parking. Staff now intend to extend the HONK payment option to all on-street paid parking spaces, with an anticipated implementation date in the month of June 2024.

Considering the benefits outlined in this report that accrue from increased use of the HONK application for parking payments, including operational cost savings, climate impact mitigation, improved accessibility, and an enhanced customer experience, Staff are recommending that the 25-cent transaction fee currently charged to parkers now be absorbed by the City to serve as an additional incentive for parkers to choose this payment option.

**May 7, 2024**

Page 2 of 7

Based on projected use of the HONK application for parking payment transactions, staff estimate the total annual cost of absorbing the transaction fees to be approximately \$43,000 for current Honk sales plus an additional \$30,000 for all new on-street sales.

This report also requests approval of amendments to By-Law Number 2010-128, "A By-Law to Regulate Parking", for the purpose of:

- Revising select wording in the parking by-law
- Optimizing on-street parking by applying parking regulation changes at select locations
- Revising by-law schedule headers and listings to align with and accurately reflect existing on-street regulation signage

**Recommendation:**

**That** a by-law be presented to amend By-Law Number 2010-128, "A By-Law to Regulate Parking", as amended, as per Exhibit A attached to Report Number 24-133 to apply the proposed parking regulations; and

**That** Council approve the absorption of the HONK mobile parking payment application transaction fee, at an estimated annual cost of \$73,000.



May 7, 2024

Page 3 of 7

**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

Desirée Kennedy, Chief Financial Officer & City Treasurer

May 7, 2024

Page 4 of 7

**Options/Discussion:****Absorption of HONK parking payment transaction fee**

The HONK mobile payment application has been available to parkers in Kingston since 2017 and is currently offered as a payment option for parking in municipal parking lots, in on-street accessible parking spaces, and for cancer centre patient parking.

In 2023, 29% of all payments made in the parking lots were made through Honk. Coin represented 18% of the payments and credit/debit card 53%.

Staff have learned from the experience of offering the payment application in parking lots over the past 5 years and have put in place measures that manage and address the challenges identified in 2019 as the reasons for not extending the HONK payment option to all on-street parking spaces at that point in time. Staff now intend to extend the HONK payment option to all on-street paid parking spaces with an anticipated implementation date in the month of June for approximately 1872 parking spaces.

**Benefits of the HONK payment option**

## To the City:

- Reduces wear and tear on parking meters, minimizing servicing trips and extending the equipment's life cycle.
- Reduces the use of receipt paper which lowers costs and minimizes potential street litter.
- Reduces costs associated with coin handling including collection, sorting, counting, rolling and delivery to the bank.
- Reduces greenhouse gas emissions associated with vehicular trips to service meters and collect coinage.
- Potential for future reduction in capital investment.

## To Parkers:

- Ability to complete the entire transaction within the parked vehicle rather than seeking out a Pay & Display meter and then returning to the vehicle to display proof of payment.
- Increased accessibility for parkers that have difficulty operating existing meters.
- Display on the application of current rate information and available length-of-stay options so that the parker can choose the paid parking that best suits their needs.
- Faster payment processing. Mobile payment reduces lineups at Pay & Display machines, especially during busy times. Payments are processed faster than at the Pay & Display machines.
- Notification via text message before the paid parking time expires and an option to extend time on existing paid parking without returning to vehicle. This can reduce the number of parking fines incurred and increase customer satisfaction.

May 7, 2024

Page 5 of 7

- Application will not allow parkers to purchase parking if it is restricted or not required, which reduces parking during an unauthorized time and prevents overpayment.
- Parker has access to online records of the parking they have purchased and can opt for a variety of transaction reports including receiving emailed receipts.

As with all payment methods, there is a cost to process payments. HonkMobile charges a fee for processing payments and a standard transaction fee (currently 25 cents per transaction). During the initial 2-year pilot period from 2017 to 2019, the City opted to absorb the transaction fee to incentivize uptake, based on the fact that this payment method results in reduced wear and tear on the parking meters and pay & display machines, lower costs for pay & display receipt paper, and reduced costs for coin collection and processing.

When Council approved the permanent adoption of the HONK payment application in 2019, Council also directed that the 25-cent transaction fee be passed on to the parker, with the exception of cancer centre patient parking.

Based on the benefits outlined above that accrue from increased use of the HONK application for parking payments, including operational cost savings, climate impact mitigation, improved accessibility, and an enhanced customer experience, Staff recommend that the 25-cent transaction fee currently charged to parkers now be absorbed by the City to serve as an additional incentive for parkers to choose this payment option. Based on projected use of the HONK application for parking payment transactions, once it is extended to all paid parking zones, Staff estimate the total annual cost of absorbing the transaction fees to be approximately \$73,000.

### **Parking By-Law minor amendments**

#### Wording changes

- With the planned broader adoption of the HONK application payment option, it is beneficial to revise wording used in the Parking By-Law to describe parking zones that require payment by replacing each instance of the phrase “parking meter zone(s)” with the phrase “paid parking zone(s)”. This wording change has been made in the parking by-laws of several other municipalities that have also implemented a parking application payment option.

The wording changes will necessitate revision of the short form wordings for parking meter violations. Pending Council approval of the proposed wording changes, the revised short form wordings will be submitted to the Ministry of the Attorney General for its approval.

- All instances of the phrases “he or she” and “his or her” will be replaced with the phrases “they” or “their”, respectively.

#### On-street parking optimization – various locations

May 7, 2024

Page 6 of 7

- Expand the 5-minute zone on an additional 6 metres on the south side of Clarence Street between Ontario and King Streets at the hotel entrance to allow for parallel parking rather than the existing angled parking, to better facilitate loading and unloading of guests and luggage. The zone will continue to remain available to all parkers.
- Remove the courtesy tour bus parking space from the north side of Brock Street, east of Ontario Street, as the manoeuvring and parking of buses at this location posed safety issues for pedestrian traffic.
- Designate curb space in the no parking zone on the north side of Ontario Street between Lower Union and Gore Streets to permit short-term tour trolley stopping near the Marine Museum. A space rental fee will be charged by the City to the tour trolley for access to this space.
- Extend the existing no parking zone on the west side of Centre Street 6 metres further north from King Street West to address a safety issue related to a resident's ability to safely exit their sunken driveway onto this local street that experiences higher traffic and parking volumes due to its proximity to a national historic site.

#### Revisions to By-Law Schedules

- Revise the respective schedule to reflect the fact that the time restriction parking on the block of King Street East between Barrie and West Streets was previously relocated from the south side to the north side of the street.
- Include formerly created additional parking spaces within the designated zone for cancer centre patient parking Monday to Friday and apply parking regulations within this zone on Saturdays to align with meter rates in effect on that day of the week elsewhere around Kingston General Hospital.
- Revise wording of select schedule headers to accurately reflect the times when meter payment is required and maximum time limits apply to the listed paid parking zones.
- Move select street block listings under their correspondingly correct schedules.

#### Climate Risk Considerations

The expansion of the HONK mobile payment option to all on-street paid parking zones will have the effect of reducing the use of paper receipts dispensed from pay and display meters which can also result in a reduction in street litter and will decrease the frequency of vehicular trips to the parking meters for coin collection and servicing, in turn reducing greenhouse gas emissions.

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

The expansion of the HONK mobile payment application for parking in all on-street paid parking zones will provide an accessible payment option for all parkers, including people with disabilities, by replacing the need for parkers to physically access a parking meter, and in zones currently regulated by pay and display meters, by replacing the need to return to their vehicle to display a parking receipt.

May 7, 2024

Page 7 of 7

References to gender in the Parking By-Law are being updated to reflect current standards.

**Existing Policy/By-Law**

By-Law Number 2010-128, "A By-Law to Regulate Parking"

**Financial Considerations**

The cost of absorbing the mobile parking payment application transaction fee, estimated to be \$73,000 per year, will be partially offset by operational cost savings accruing from the reduction in parking meter servicing, reduced wear and tear on parking meter equipment and reduced costs for parking receipt paper. Any remaining net costs will be absorbed within the 2024 approved operating budget. Future operating budgets will reflect the applicable fees and cost savings.

The cost associated with the installation of additional signage required will be accommodated within the Division's existing approved capital budget.

**Contacts:**

Laird Leggo, Manager, Parking Operations, Licensing and Policy, 613-546-4291 extension 3132

**Other City of Kingston Staff Consulted:**

Greg McLean, Policy & Program Coordinator, Transportation & Transit

**Exhibits Attached:**

Exhibit A Proposed changes to By-Law Number 2010-128

# City of Kingston By-Law Number 2024–...

## By-Law to Amend City of Kingston By-Law Number 2010–128, A By-Law To Regulate Parking

### Whereas:

The Corporation of the City of Kingston (the “**City**”) is a single-tier municipality incorporated pursuant to an order made under section 25.2 of the *Municipal Act*, R.S.O. 1990, c. M.45.

The powers of a municipality must be exercised by its council (*Municipal Act, 2001*, S.O. 2001, c. 25 (the “**Municipal Act, 2001**”), s. 5 (1)).

A municipal power must be exercised by by-law unless the municipality is specifically authorized to do otherwise (*Municipal Act, 2001*, s. 5 (3)).

A single tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public (*Municipal Act, 2001*, s. 10 (1)).

On August 24, 2010, council for the *City* (“**council**”) enacted *City of Kingston By-Law Number 2010–128, “A By-Law To Regulate Parking”*.

*Council* considers it necessary and desirable for the public to amend *City of Kingston By-Law Number 2010–128*:

**Therefore**, *council* enacts:

### 1. Amendment

1.1 *City of Kingston By-Law Number 2010–128* is amended as follows:

- (a) Remove all instances in the by-law of the phrases “Parking Meter Zone” and “Parking Meter Zones” and replace with the phrases “Paid Parking Zone” and “Paid Parking Zones”, respectively.
- (b) Remove all instances in the by-law of the phrases “he or she” and “his or her” and replace with the phrases “they” and “their”, respectively.
- (c) Section 4.7 is hereby removed in its entirety and replaced with the

*By-Law to Amend By-Law 2010–128*

following thereto:

4.7 The locations outlined in Schedule A-1 are designated as paid parking zones in which the parking of vehicles is subject to regulation as indicated on parking meters or on signage and to the payment of the parking rates established for each of these zones in the Fees and Charges By-Law 2005-10, as amended.

- (d) Schedule A-1, Parking Meter Zones on City Streets, is hereby amended by removing the following therefrom:

**Schedule A-1 Parking Meter Zones on City Streets**

**Zone 1**

**Maximum Time Limit: 2 Hours**

**9:30 a.m. to 5:30 p.m., Monday to Saturday except holidays**

Street	Side	From
Clarence Street	North	King Street to Ontario Street
Clarence Street	South	6.1 metres east of King Street easterly 24.8 metres

- (e) Schedule A-1, Paid Parking Zones on City Streets, is hereby amended by adding the following thereto:

**Schedule A-1 Paid Parking Zones on City Streets**

**Zone 1**

**Maximum Time Limit: 2 Hours**

**9:30 a.m. to 5:30 p.m., Monday to Saturday except holidays**

Street	Side	From
Clarence Street	South	King Street East 19.2 metres easterly
Clarence Street	North	King Street East 48 metres easterly

*By-Law to Amend By-Law 2010–128*

- (f) Schedule A-1, Parking Meter Zones on City Streets, is hereby amended by removing the following therefrom:

**Schedule A-1 Parking Meter Zones on City Streets**

**Zone 2**

**8:00 a.m. to 5:00 p.m., Monday to Saturday except holidays**

Street	Side	From	A-1: 2 hrs, 8:00 – 5:00, M-S

- (g) Schedule A-1, Paid Parking Zones on City Streets, is hereby amended by adding the following thereto:

**Schedule A-1 Paid Parking Zones on City Streets**

**Zone 2**

**Maximum Time Limit: 2 Hours**

**9:30 a.m. to 5:30 p.m., Monday to Saturday except holidays**

Street	Side	From	A-1: 2 hrs, 8:00 – 5:30, M-S

- (h) Schedule A-1, Parking Meter Zones on City Streets, is hereby amended by removing the following therefrom:

**Schedule A-1 Parking Meter Zones on City Streets**

**Zone 6**

**8:00 a.m. to 5:00 p.m. Monday to Friday except holidays**

Street	Side	From	A-1: 3 hrs, 8:00 – 5:00, M-F
George Street	West	the second angled parking space north of King Street West to O’Kill Street	

- (i) Schedule A-1, Paid Parking Zones on City Streets, is hereby amended by adding the following thereto:

**Schedule A-1 Paid Parking Zones on City Streets**



*By-Law to Amend By-Law 2010–128*

**Zone 6**

**8:00 a.m. to 5:00 p.m. Monday to Friday except holidays**

Street	Side	From	A-1: 8:00 – 5:00, M-F
George Street	West	the second angled parking space north of King Street West to 17 metres north of O'Kill Street	

- (j) Schedule A-1, Parking Meter Zones on City Streets, is hereby amended by removing the following header therefrom:

**Schedule A-1 Parking Meter Zones on City Streets**

**Zone 8**

**Maximum Time Limit: 3 Hours**

**8:00 a.m. to 5:30 p.m., Monday to Saturday except holidays**

Street	Side	From	A-1: 1.50 3 hrs, 8:00 – 5:30, M-S
--------	------	------	-----------------------------------

- (k) Schedule A-1, Paid Parking Zones on City Streets, is hereby amended by adding the following header thereto:

**Schedule A-1 Paid Parking Zones on City Streets**

**Zone 8**

**Maximum Time Limit: 3 Hours**

**8:00 a.m. to 5:30 p.m., Monday to Saturday except holidays**

Street	Side	From	A-1: 3 hrs, 8:00 – 5:30, M-S
--------	------	------	------------------------------

- (l) Schedule A-1, Parking Meter Zones on City Streets, is hereby amended by removing the following therefrom:

**Schedule A-1 Parking Meter Zones on City Streets**

**Zone 9**

*By-Law to Amend By-Law 2010–128*

**Maximum Time Limit: 3 Hours**

**8:00 a.m. to 5:30 p.m., Monday to Saturday except holidays**

Street	Side	From	A-1: 3 Hours, 8:00 – 5:30, M-S
Johnson Street	North	Sydenham Street to Bagot Street	

- (m) Schedule A-1, Paid Parking Zones on City Streets, is hereby amended by adding the following thereto:

**Schedule A-1 Paid Parking Zones on City Streets**

**Zone 9**

**Maximum Time Limit: 3 Hours**

**8:00 a.m. to 5:30 p.m., Monday to Saturday except holidays**

Street	Side	From	A-1: 3 Hours, 8:00 – 5:30, M-S
Johnson Street	North	Sydenham Street to 53.6 metres west of Bagot Street	

- (n) Schedule A-1, Parking Meter Zones on City Streets, is hereby amended by removing the following header therefrom:

**Schedule A-1 Parking Meter Zones on City Streets**

**Zone 9**

**Maximum Time Limit: 3 Hours**

**8:00 a.m. to 5:00 p.m., Monday to Friday except holidays**

Street	Side	From	A-1: 3 hrs, 8:00 – 5:00, M-F
--------	------	------	------------------------------

- (o) Schedule A-1, Paid Parking Zones on City Streets, is hereby amended by adding the following new zone thereto:

**Schedule A-1 Paid Parking Zones on City Streets**

*By-Law to Amend By-Law 2010–128*

**Zone 11**

**Maximum Time Limit: 3 Hours**

**8:00 a.m. to 5:00 p.m. Saturday except holidays**

Street	Side	From	A-1: 3 Hours, 8:00 – 5:00, Saturday
George Street	West	the second angled parking space north of King Street West to 17 metres north of O’Kill Street	

- (p) Schedule C-2, Medical and University Parking Zones, is hereby amended by removing the following therefrom:

**Schedule C-2: Medical and University Parking Zones**

**Monday to Friday**

**24 Hours per Day**

Street	Side	From
George Street	West	King Street to O’Kill Street (22 designated spaces)

- (q) Schedule C-2, Medical and University Parking Zones, is hereby amended by adding the following thereto:

**Schedule C-2: Medical and University Parking Zones**

**Monday to Friday**

**24 Hour per Day**

Street	Side	From
George Street	West	the second angled parking space north of King Street West to 17 metres north of O’Kill Street

- (r) Schedule D-3: Courtesy Tour Bus Parking Zones, is hereby amended by removing the following therefrom:

**Schedule D-3: Courtesy Tour Bus Parking Zones**

*By-Law to Amend By-Law 2010–128*

**No Parking Fee**

<b>Street</b>	<b>Side</b>	<b>From</b>
Brock Street	North	Ontario Street easterly to entranceway to hotel parking garage

- (s) Schedule F-1, No Parking At Any Time, is hereby amended by removing the following therefrom:

**Schedule F-1**

**No Parking At Any Time**

<b>Street</b>	<b>Side</b>	<b>From</b>
Brock Street	North	51 metres east of Ontario Street to King Street East
Centre Street	West	King Street northerly 31.5 metres
Ontario Street	West	West Street to William Street

- (t) Schedule F-1, No Parking At Any Time, is hereby amended by adding the following thereto:

**Schedule F-1**

**No Parking At Any Time**

<b>Street</b>	<b>Side</b>	<b>From</b>
Brock Street	North	Ontario Street to King Street East
Centre Street	West	King Street West northerly 41 metres
Ontario Street	West	West Street to 37 metres east of Lower Union Street
Ontario Street	West	59 metres east of Lower Union Street to William Street

- (u) Schedule G-1, Limited Term Parking Zones, is hereby amended by removing the following therefrom:

*By-Law to Amend By-Law 2010–128*

**Schedule G-1: Limited Term Parking Zones**

<b>Street</b>	<b>Side</b>	<b>From</b>	<b>Times</b>	<b>Limit</b>
Clarence Street	South	26.7 metres east of King Street easterly 6.0 metres	Mon to Sun	5 Minutes

- (v) Schedule G-1, Limited Term Parking Zones, is hereby amended by adding the following thereto:

**Schedule G-1: Limited Term Parking Zones**

<b>Street</b>	<b>Side</b>	<b>From</b>	<b>Times</b>	<b>Limit</b>
Clarence Street	South	19.2 metres east of King Street easterly 13.5 metres	Mon to Sun	5 Minutes

- (w) Schedule G-2, Daytime Parking Prohibitions, is hereby amended by removing the following therefrom:

**Schedule G-2: Daytime Parking Prohibitions**

<b>Street</b>	<b>Side</b>	<b>From</b>	<b>Days</b>	<b>Times</b>
Centre Street	West	Edgehill Street to King Street	Mon to Fri	10-11 am and 2-3 pm
King Street	South	217 metres east of Barrie Street to West Street	Mon to Fri	10-11 am and 2-3 pm
Ontario Street	West	37 metres east of Lower Union Street 22 metres easterly	November 1 to April 30	Any Time

- (x) Schedule G-2, Daytime Parking Prohibitions, is hereby amended by adding the following hereto:

**Schedule G-2: Daytime Parking Prohibition**

<b>Street</b>	<b>Side</b>	<b>From</b>	<b>Days</b>	<b>Times</b>
Centre Street	West	Edgehill Street to 44 metres north of King Street West	Mon to Fri	10-11 am and 2-3 pm

*By-Law to Amend By-Law 2010–128*

King Street	North	246 metres east of Barrie Street to West Street	Mon to Fri	10-11 am and 2-3 pm
-------------	-------	---	------------	---------------------

**2. Coming into Force**

2.1 This by-law will come into force and take effect on the day it is passed.

1<sup>st</sup> Reading            date

2<sup>nd</sup> Reading            date

3<sup>rd</sup> Reading            date

Passed                date

Janet Jaynes  
City Clerk

Bryan Paterson  
Mayor



**City of Kingston  
Report to Council  
Report Number 24-072**

---

**To:** Mayor and Members of Council

**From:** Paige Agnew, Commissioner, Growth & Development Services  
Brad Joyce, Commissioner, Infrastructure, Transportation & Emergency Services

**Resource Staff:** Tim Park, Director, Planning Services  
Ian Semple, Director, Transportation & Transit Services

**Date of Meeting:** May 7, 2024

**Subject:** Kingston's Turning Point: A Growth Plan for Land Use and Transportation

---

**Council Strategic Plan Alignment:**

Theme: 1. Support Housing Affordability

Goal: 1.1 Promote increased supply and affordability of housing.

Goal: 1.2 Promote increase in purpose-built rental housing.

Theme: 2. Lead Environmental Stewardship and Climate Action

Goal: 2.2 Support climate action and sustainability for residents, businesses and partners.

Goal: 2.3 Maintain the City's natural heritage and environmental assets.

Theme: 3. Build and Active and Connected Community

Goal: 3.1 Expand parks and recreation opportunities and participation.

Goal: 3.2 Beautify City streets and spaces.

May 7, 2024

Page 2 of 29

Goal: 3.3 Improve public transit and active transportation options.

Goal: 3.4 Improve road condition, performance, and safety.

Theme: 4. Foster a Caring and Inclusive Community

Goal: 4.2 Help address food insecurity and sustainability.

Goal: 4.4 Celebrate and enable civic engagement.

Goal: 4.5 Promote and support diversity.

Theme: 5. Drive Inclusive Economic Growth

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

Goal: 5.2 Evaluate policies, programs and services to support the use of the airport.

Goal: 5.3 Diversify Kingston's economic base.

Goal: 5.5 Continue to enhance Kingston as a tourist destination.

Goal: 5.7 Foster culture, history, education, arts and recreation (CHEAR)

Goal: 5.8 Ensure the downtown remains vibrant.

**Executive Summary:**

Based on the recent Council-endorsed growth scenario in [Report Number 24-016](#), the city is projected to grow from 154,100 people in 2021 to 220,900 people by 2051, representing 66,800 new residents, 29,300 new houses and 33,400 new jobs over the next 27 years. The current Official Plan, which is intended to guide growth until 2036, only planned for a population of 141,500 people by 2036.

Amidst an unprecedented national housing crisis and a global climate emergency, on top of national economic uncertainty and low rental vacancy rates, Kingston is at a turning point: the City can continue with the status quo approach to guiding growth and building infrastructure in a reactionary manner, or it can proactively plan for growth in a coordinated manner that meets strategic priorities. Staff's recommended approach in this report is to proactively plan for growth to ensure that Kingston continues to be a livable, diverse, equitable and prosperous City as the population is expected to grow to 220,900 people by 2051.

For the first time, the City has coordinated the timing of the Official Plan (OP) and Integrated Mobility Plan (IMP) projects, creating an enormous opportunity to integrate the planning of our foundational land use and transportation infrastructure plans. This report recommends that the upcoming OP and IMP projects be scoped as ambitious, efficient and visionary projects to



**May 7, 2024**

Page 3 of 29

create brand new, fully integrated land use and transportation plans for the City. Kingston needs to be visionary, bold, inspirational and strategic to guide future growth in a manner that helps to achieve strategic priorities and to fully address the complex challenges facing our growing community, recognizing the reality of a City being in transition and the need to move towards these transformational goals through a multi-year implementation strategy – it will take a considerable number of years and sustained public investment, both philosophically and financially, for the full vision to be realized.

The scope of the OP and IMP projects recommended by this report is intended to result in plans that lead and support innovative ideas and partnerships, that protect our natural, built and cultural heritage, while proactively supporting housing, growth and economic prosperity with fiscally responsible investments in infrastructure. The proposed timeline to complete this work, outlined in further detail in this report is approximately 24 months for the OP to be delivered by Q2, 2026 and 30 months for the IMP, to be delivered by Q4, 2026.

To meet the ambitious policy goals and timelines associated with the OP and IMP projects, five core principles have been developed to guide the projects moving forward and focus public engagement. The principles, proposed for endorsement by Council, can be summarized as follows:

1. The OP and IMP must be visionary, bold, and strategic to guide the expected growth in a manner that meets the following six critical public interests: placemaking and community connections, social equity & accessibility, housing for all, complete communities & economic prosperity, climate change mitigation, and transportation for all ages & abilities.
2. Create fiscally responsible growth policies that prioritize housing growth within the existing built up/serviced area by accommodating the majority of growth through intensification of existing developed lands.
3. Ensure that all OP policies are fully integrated with the IMP, Utilities Kingston's Water & Wastewater Master Plan and the City's Asset Management Plans. Include appropriate phasing policies to allow for fiscally responsible investments in infrastructure to support envisioned growth.
4. The approach to managing existing transportation needs and accommodating growth will be different than it was in the past and built around a multi-modal transportation decision-making framework that considers more than just potential delay to motorists during peak travel periods. This approach will include the adoption of a multi-modal level of service approach for the transportation network, aggressive investment in shifting trips from vehicles to more sustainable modes, and an expectation that the level of intensification will create congestion for motorists at certain times of day that cannot be solved with road infrastructure and will instead be mitigated through transportation demand management and access to other more sustainable and efficient options.
5. Recognition that the City cannot expand roads to build its way out of traffic congestion, nor does this approach reflect the City's climate, asset management, health and wellness goals.

May 7, 2024

Page 4 of 29

Existing and future transportation infrastructure will be rebalanced and transformed to prioritize transit and active modes, reducing barriers and ensuring these options are competitive and ultimately a preferred option.

The proposed scope for the OP and IMP recognizes that Kingston will lead the way while addressing the housing crisis and climate emergency for all current and future residents.

**Recommendation:**

**That** Council endorse the following fundamental principles for the Official Plan (OP) and Integrated Mobility Plan (IMP) projects:

1. The OP and IMP must be visionary, bold, and strategic to guide the expected growth in a manner that meets the following six critical public interests: Placemaking and Community Connections, Social Equity & Accessibility, Housing for All, Complete Communities & Economic Prosperity, Climate Change Mitigation and Transportation for All Ages and Abilities;
2. Create fiscally responsible growth policies that prioritize housing growth within the existing built up/serviced area by accommodating the majority of growth through intensification of existing developed lands;
3. Ensure that all OP policies are fully integrated with the IMP, Utilities Kingston's Water & Wastewater Master Plan and City of Kingston Asset Management Plans;
4. The approach to managing the city's existing transportation demands and accommodate additional growth will need to be different than it was in the past, and built around a multi-modal transportation decision-making framework that considers more than just potential delay to motorists during peak travel periods;
5. Recognition that the City cannot expand roads to build its way out of traffic congestion, and that this approach is not in alignment with the City's climate, core asset management plan, health and wellness goals; and

**That** Council direct staff to review all applications for an Official Plan Amendment from private property owners requesting an expansion of the urban boundary as part of the Official Plan (OP) project, the Integrated Mobility Plan (IMP) project and the Water and Wastewater Master Plan projects, with recommendations on such applications made at the same time as recommendations on the OP project as a whole to ensure efficient and holistic planning in a manner that does not impact the ambitious scope of the OP project and the IMP project, or the Water and Wastewater Master Plan project that will be informed by the growth recommendations of the OP project; and

**That** Council endorses the phased work plan, scope and key project elements of the Official Plan and Integrated Mobility Plan projects.

May 7, 2024

Page 5 of 29

**Authorizing Signatures:**

ORIGINAL SIGNED BY COMMISSIONER

---

**Paige Agnew, Commissioner,  
Growth & Development Services**

ORIGINAL SIGNED BY COMMISSIONER

---

**Brad Joyce, Commissioner,  
Infrastructure, Transportation &  
Emergency 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

David Fell, President & CEO, Utilities Kingston

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

Desirée Kennedy, Chief Financial Officer & City Treasurer

May 7, 2024

Page 6 of 29

**Options/Discussion:****Background: Official Plan and the Proposed Provincial Planning Statement**

The Provincial Policy Statement, 2020 (current PPS) provides policy direction on matters of provincial interest related to land use planning and development. The current PPS sets the policy foundation for regulating the use of land and development in Ontario, supporting the Province's goal to enhance the quality of life for all Ontarians. The intent of the current PPS is to provide for appropriate development while protecting resources of provincial interest, public health and safety and the quality of the natural and built environment. The current PPS is intended to be complemented by local policies addressing matters of municipal interest, allowing official plans to provide a framework that supports and integrates the principles of strong communities, a clean and healthy environment and economic growth. Official plans are the most important vehicle for local implementation of Provincial policy for achieving comprehensive, integrated and long-term planning. Municipal official plans are required to identify matters of provincial interest and set out appropriate land use designations and policies in a manner that is consistent with provincial policy statements.

The current OP, passed by Council in 2009 following a 3-year process, was the first Official Plan prepared as an amalgamated City of Kingston and consolidated three separate Official Plans of the former townships and City, each with their own vision for growth. The current OP came into effect on January 27, 2010 (after the Minister's approval) and the first five-year review came into effect on August 29, 2017 (through Official Plan Amendment Number 50). When it was initially adopted, the current OP consolidated a number of policies and secondary plans verbatim from the former townships and City, and updated other policies based on updated studies and strategic direction prepared between 2006 and 2009. At present, the current OP is over 550 pages in length and addresses a range of topics including strategic direction, phasing, infrastructure planning, sustainability, land use permissions, character and function of neighbourhoods, protection of health and safety, urban design and compatibility, and the conservation of the natural heritage system and cultural heritage resources. Over time, the current OP has ballooned in length as many specific policy areas and secondary plans have been studied and supported with individualized policies and approaches to guiding growth.

The overall approach to guiding new growth in the current OP is reflective of the general approach to planning policy from around 2010, with restricted as-of-right permissions across various land use designations and many different lists of criteria that need to be addressed through complex site-specific development applications. The result is a multi-layered, time-consuming framework requiring complex individual justification for almost all forms of growth and change. The current OP's criteria relies heavily on individual justification by professional consultants and the review of that justification by staff and/or peer reviewers, without a cohesive and holistic vision for new growth on a City-wide scale. At a micro scale, this approach has resulted in diverging opinions about the intent of the policies, sometimes resulting in protracted debates about individual development proposals. At a macro scale, this approach has resulted in the City taking a more passive role in guiding growth, requiring staff to react to individual development proposals without a cohesive vision for how they fit into the broader opportunities,

May 7, 2024

Page 7 of 29

as those broader opportunities need to be individually studied and justified. Over time, the generally accepted approaches to writing planning policy have shifted in favour of a more supportive policy framework that allows and holistically plans for new growth without the need for a complex development approval framework. This shift in planning policy is a direct response to growing external factors and pressures that were not previously experienced in communities like Kingston and has been reinforced as an expectation in the approach to writing planning policy by recent government programs such as the Housing Accelerator Fund (federal) and the Building Faster Fund (provincial).

Beyond the current OP policies that require the City to individually review and react to proposed growth, the current OP only planned for a population of 141,500 people by 2036, which the city has already outgrown (at a population of 154,100 people in 2021 as identified in [Report Number 24-016](#)). Population projections are foundational components of an official plan, as they determine the number of people, homes and jobs that need to be supported through land use policy, accommodated in new municipal infrastructure (water, sanitary, transit, active transportation, roads, sidewalks etc.) and supported with municipal services (waste, recycling, snow removal, parks, recreation and cultural facilities, community centres, etc.). These projections form the basis of the City's infrastructure plans, like the IMP, as well as the water and wastewater master plans prepared by Utilities Kingston. They form a vital component of proactive, well-rounded community planning and fiscally responsible infrastructure planning.

On the same Council agenda as this report, staff have written a separate report that provides important updates related to recent provincial legislation (Bill 185) and the new proposed Provincial Planning Statement. Report Number 24-142 provides a detailed overview of the proposed changes and the anticipated impact in Kingston. There are a number of changes that have a direct impact on the Integrated Mobility Plan and Official Plan projects.

Over a year ago, on April 6, 2023, the Province introduced a draft Provincial Planning Statement intended to repeal and replace the existing Provincial Policy Statement, 2020 and A Place to Grow: A Growth Plan for the Greater Golden Horseshoe with one single Province-wide policy statement for the purpose of section 3 of the *Planning Act*. [Report Number 23-132](#) provides a detailed summary of the 2023 version of the draft Provincial Planning Statement along with Staff's comments. The April version excluded the proposed Natural Heritage policies, which were subsequently released in June of 2023, as described in [Report Number 23-197](#).

On April 10, 2024, the Province released an updated draft of the proposed Provincial Planning Statement (proposed PPS) through [ERO Number 019-8462](#). The ERO consultation period on the [proposed PPS](#) is open until May 12, 2024. Policy statements apply to all municipal planning matters and, if the proposed PPS is approved, all recommendations of staff and decisions of Council on the Integrated Mobility Plan and Official Plan projects will be required to be consistent with the proposed PPS. The *Planning Act* requires municipalities to revise an official plan no less frequently than 10 years after it comes into effect as a new official plan and every five years thereafter (previous language of the *Planning Act* required it every five years, which is why a five year update of the OP was completed in 2017). Staff had initially planned to begin the OP review in 2023, however, the Provincial government's announcement of the policy statement

May 7, 2024

Page 8 of 29

review required staff to delay the OP review process, as provincial policy statements are the foundation of an official plan. It would not have been a responsible use of municipal resources to begin the OP review at the beginning of the proposed PPS process when there was significant uncertainty about the direction the proposed PPS would take.

As a result of this delay, the City is now overdue for a review of the OP. While the proposed PPS is still in draft form at the time of writing this report, staff have had the benefit of reviewing multiple iterations of the proposed PPS and are hopeful that some version of the proposed PPS will be brought into force by the Provincial government in the near future to provide clear and certain direction for these projects.

In the event the proposed PPS is delayed and comes into effect mid-project, based on the scope outlined in this report, staff anticipate conformity with the policies unless there is a dramatic shift in direction, which is unlikely. Even in the event that the proposed PPS does not proceed, there may be only slight adjustments required to elements of the OP that can be addressed with amendments mid-project. For the most part, the PPS establishes minimum requirements and staff will ensure that the final version of the OP will be consistent with the version of the PPS that is in effect when recommendations are made to Council.

## **Background: Integrated Mobility Plan**

### **Policy Context**

In a municipal context, the purpose of a Transportation Master Plan (TMP) is to set the long-term strategic direction for the planning, development and operation of a City's transportation system. It is the overarching plan that sets the blueprint for all transportation priorities, infrastructure, service levels, policies, plans, and programs. The TMP informs all future capital and operating budgets and long-range financial planning for the City overall. The plan typically identifies the transportation facilities (primarily arterial roads and transit) and services that the City requires to serve the projected future population, typically identified through an OP update. The modelled travel patterns and mode choice targets are directly informed by future land use policies, and together, inform the recommended future transportation and infrastructure needs. The planned investments, in turn, support the growth strategies of the OP. For the purposes of this report, staff are proposing to refer to the new TMP as an "Integrated Mobility Plan" (IMP). This is intended to reflect the integrated nature of moving around Kingston today and into the future, and recognizes the importance of connections across all modes of travel.

Similar to the OP, the current PPS provides policy direction to the IMP in the context of planned growth. The current PPS sets out transportation-related policies, including transportation systems policies that focus on the movement of people and goods through a safe, efficient, and multimodal transportation system. The current PPS calls for the efficient use of existing and planned infrastructure, including through the use of transportation demand management strategies, which requires consideration to be given to the optimization and adaptive reuse of current infrastructure and public service facilities before developing new ones. The current PPS calls for land use patterns, density and a mix of uses that minimize the length and number of

May 7, 2024

Page 9 of 29

vehicle trips and support current and future use of transit and active transportation. It also highlights the need for municipalities to protect and reuse abandoned corridors for purposes that maintain their integrity and continuous linear characteristics.

In order to comply with Ontario's *Environmental Assessment Act*, certain municipal transportation capital projects and long-term planning processes are currently required to be undertaken in accordance with the established Municipal Class Environmental Assessment (MCEA) process, including Transportation Master Plans. Master planning currently requires the completion of the first two phases of the MCEA process. The first phase requires a 'problem and opportunity statement' to be developed, while the second phase involves the development of alternatives and the identification of a preferred solution or approach. The MCEA process also stipulates minimum public engagement requirements and associated notice provisions.

On February 16, the Ministry of the Environment, Conservation & Parks (MECP) announced that the Ontario Government is proposing to revoke the MCEA process and make a new regulation under the *Environmental Assessment Act* that will identify which municipal infrastructure projects will be retained and required to continue to follow a new streamlined EA process. The draft proposal suggests that the new process will focus on certain water, shoreline and sewage system projects and that all other projects would no longer be required to follow the EA process. As such, municipal roads or new parking lots in any location, reconstruction of any bridges with or without cultural heritage value, and all water crossings are proposed to be removed and would no longer have *Environmental Assessment Act* requirements. It can be assumed that if the amendments are adopted as drafted, it is likely the transportation master planning processes would also be proposed to be amended or removed. City staff will monitor this potential policy shift to determine the requirements for the new IMP in the future.

### **Current Kingston Transportation Master Plan and Active Transportation Master Plan**

The City completed its first Kingston Transportation Master Plan (KTMP) in 2004, which set the strategic direction of the City's transportation networks, programs and priorities from 2004 to 2015. At the time of adoption, approximately 82% of trips were made by car, 11% by walking, 3% by public transit and just over 1% by cycling. Despite the prioritization of vehicle trips and optimizing traffic flow in the decades previous to the plan, the 2004 KTMP introduced the concept of encouraging walking, cycling and transit as priority modes ahead of providing road-based solutions. It included a priority to identify the facilities, programs and policies necessary to encourage the shift away from the automobile. It was recognized that pedestrian and cyclist safety, as well as transit priority measures and amenities, should be considered in design and operational decisions. The plan also called for parking supply and price to be in balance with walking, cycling, transit and auto priorities.

At the same time, the 2004 KTMP called for new roads and road widening along key corridors throughout the city over the following 20 years as a means to accommodate growth. A number of these projects were completed between 2004 and 2015, including the Centennial Drive extension, Bayridge Drive extension, construction of Cataragui Woods Drive, and John Counter Boulevard. The ultimate design of these facilities reflected the reality of design standards at the

May 7, 2024

Page 10 of 29

time, which largely prioritized the movement of vehicles, and included transit, cycling and pedestrian facilities where impacts to automobile convenience and traffic flows were minimal. Significant road projects such as these also typically divert resources away from road safety investments at the neighbourhood level, where the City receives the majority of safety concerns.

In 2015, a new KTMP was developed as an update to the 2004 plan to provide strategic direction through to 2034. It provided targets for active transportation, transit, vehicles, transportation demand management, and transportation system management, and proposed a series of recommendations and proposed investments to achieve related targets. The household travel survey completed at the time found that 76% of trips were taken by car, 13% by walking, 5% by public transit, and 1% by cycling. The KTMP proposed modest mode share targets of 74% by car, 14% by walking, 3% by cycling, and 9% by transit by 2034.

Council received but did not adopt or endorse the 2015 KTMP update. Rather, Council directed staff to develop an Active Transportation Master Plan based on a more aggressive target of 20% of all trips made during the daily peak travel period being by walking or cycling, by 2034. Council also directed an aspirational transit target to achieve 15% of all trips made during the daily peak travel period by 2034. Together, these amendments reduced the targeted vehicle mode share to 65%, along with a 5% overall reduction in trips taken city-wide through transportation demand management measures.

While the mode share targets that were developed in the 2015 KTMP were amended by Council, the transportation infrastructure and related service investment priorities that were developed in the plan reflected the original targets set. In 2014 dollars, this represented a \$740 million investment to 2034, of which 74% of capital expenditures were allocated to road improvement projects, 14% to active transportation and 12.5% to transit.

Of note, the 2015 KTMP recognized the need to accommodate growth more sustainably by way of an adjustment to the maximum threshold for acceptable Level of Service (LOS) along roadways during peak travel periods (e.g. 8:00 am to 9:00 am, 4:00 pm to 5:00 pm). LOS is a frequently used measurement along a section of roadway or intersection that considers the volume of vehicles and compares it to the capacity of the road or intersection as a function of its ability to adequately move vehicles. This measure is typically reflected as volume divided by capacity, where a value of 1.0 reflects a roadway or intersection that is 'at capacity'.

An acceptable threshold of LOS E was adopted by the 2015 KTMP, shifting away from the previous threshold of LOS D (less than 0.9). This threshold has historically been utilized by the City to determine when capital investment, such as road widenings or turn lanes, may be required. This policy is critical not only to future capital planning, but also to new development where growth may generate increased localized volumes of vehicles along roadways that may exceed the City's acceptable threshold. The acceptance of a lower acceptable LOS during peak periods allowed the City to defer approximately \$124 million (in 2014 dollars) in capital expenditures to future years. There was an acknowledged trade-off that sections of major arterial roadways may see higher congestion over the coming decades in peak periods.



May 7, 2024

Page 11 of 29

The City's Active Transportation Master Plan (ATMP) was developed following the 2015 KTMP to establish a long-term plan for cycling and pedestrian infrastructure investment, policies, and programs. The ATMP provides a long-term vision and framework for the City to achieve the target of 20% of all trips made during the daily peak travel period by walking and cycling by 2034. The total capital cost of the active transportation network was estimated at \$127.5M in 2018 dollars. The financial requirements supporting the ATMP infrastructure were to be considered, prioritized, and integrated into future capital and operating budget requests over 20+ years.

## Analysis

In the midst of an unprecedented national housing crisis, global climate emergency, and economic uncertainty there is a need for action from all levels of government including the municipality, to help reduce the impact on the daily lives of the community. Kingston is at a turning point where the status quo approach needs a critical review to set the City's long-term plan to be a livable, diverse, equitable, and prosperous City as the population grows to 220,900 people by 2051.

The City is about to undertake two foundational projects and has a unique opportunity to take meaningful long-term action to help address these ongoing challenges. The City has been building to this turning point: as the population has evolved over the last 15 to 20 years, so too has the approach to growth and infrastructure planning. What has not evolved are the tools for proactively directing growth in the current Official Plan and planning for sustainable long-term infrastructure investments in the current Kingston Transportation Master Plan – these guiding documents do not reflect where Kingston is currently at, how it is growing or its future ambitions. The City has already outgrown these plans not just in population, but also in ambition and out of necessity. It is time to align these two foundational plans with the present pressures and future ambitions of a growing City.

Land use and transportation planning are inherently interconnected and dependent on each other for success in achieving the City's key strategic goals and priorities. A seamlessly coordinated land use and transportation policy can play a crucial role in mitigating the challenges related to housing affordability and climate change. This includes enhancing the supply of housing, including affordable housing, strategically locating new housing along existing and future high-frequency transit corridors, and facilitating safe active transportation connections to essential amenities that support daily life.

Complete communities with access to key destinations such as workplaces, schools, healthcare facilities, and recreational/cultural areas can mitigate climate change by reducing the distance people travel between their various daily needs and supporting residents with mobility options beyond a personal vehicle. Integrated land use and transportation policy can help to support economic prosperity for Kingston's residents by supporting the creation of a variety of new businesses and by building complete communities that support residents with meaningful employment in their community and affordable transportation options. Well-coordinated land use and transportation policies help to reduce the financial expenses for the municipality for each

May 7, 2024

Page 12 of 29

new dwelling unit constructed by accommodating growth in areas where transportation options already exist or are planned in the future. This helps to consolidate the expenses associated with municipal services while increasing the overall assessment base, all of which benefit taxpayers in the municipality through a balanced municipal budget.

Staff's recommendation to Council is to plan these projects not as a simple status quo "update" to either document, but as new, visionary plans to guide how the City grows now and in the future. This is a moment of alignment that the City has been building to and, with a 25-year time horizon, these visionary plans will have the longevity to make lasting change beyond this term of Council. This approach will ensure that Kingston continues to be a livable, diverse, equitable and prosperous City as the population grows, and as a response to the impacts of housing affordability, climate change and economic crises on the community.

Given their technical nature and expansive scope, integrated master plans (i.e. transportation master plans) typically require an external transportation planning consultant to lead the development of the plan. Staff are recommending that an external consultant with experience leading integrated mobility plans in other mid-to-large-size cities in Canada be retained given the significant technical resources required to complete the plan, including the redevelopment of a traffic demand model and complex scenario testing.

The OP project will employ external consultants to help complete select technical background work and project elements (described in the Key Project Elements section of this report), but the majority of the policy writing, mapping and modelling will be prepared in-house by Planning Services' staff who have recently delivered complex and innovative policy projects that fit where Kingston is and needs to be.

Similar to the approach taken on the zoning project that led to the creation of the new Kingston Zoning By-Law, the approach to the OP and IMP projects will be a combination of consolidate, tweak and rethink:

- Consolidate: No plan is truly "brand new". The foundational elements that make Kingston's rural and urban areas special will continue to be reflected, protected and reinforced through all policies of the new IMP and OP.
- Tweak: Some elements of the current OP and TMP have the right intent but have failed to deliver needed results due to a variety of factors. These will be "tweaked" to ensure policies maintain the foundational intent but deliver the needed results.
- Rethink: The current OP and TMP were written at a different time with vastly different growth pressures, economic outlooks and societal values. The OP in particular is too long, confusing and ultimately does not meet our current needs. The TMP includes many large road infrastructure projects that may not be required or feasible to complete, especially in the context of expanded transit and active transportation. Many policies, approaches and ideas will undergo a complete "rethink" through these projects.

The scope of the IMP and OP projects recommended by this report is intended to result in plans that lead and support innovative ideas and partnerships, with policies that protect our natural,

May 7, 2024

Page 13 of 29

built & cultural heritage while proactively supporting housing, growth & economic prosperity with fiscally responsible investments in infrastructure. Staff recognize the importance of the rare opportunity to create a new IMP and OP and look forward to engaging with residents, businesses, and Council to collaborate on made-in-Kingston solutions to help guide future growth in a way that endeavours to meet all strategic priorities.

### **Key Project Elements**

The following sections highlight some of the key project elements that will be addressed through the OP and IMP work plans, some of which overlap and some of which are individual to each project. Both the OP and IMP will benefit and be informed by several studies that are underway or have been completed since their respective updates.

#### **Robust Public & Indigenous Engagement (OP & IMP)**

The City has retained SAFFY Inc. to support the Communications, Engagement and Public Consultation components of both the IMP and OP projects. With an approach rooted in equity, SAFFY's interdisciplinary team of strategists, planners, engagement specialists, designers and communications experts will elevate this component of the projects with creative, fun and equitable engagement processes. SAFFY's team has put together a strategy to reach a diversity of people, especially those traditionally left out of the strategic planning process, and help to tell stories, surface new insights, build long-term capacity and establish strong relationships.

SAFFY has partnered with Ridge Road Training and Consulting, an Indigenous-owned educational, training and consulting firm rooted in the diverse expertise of Indigenous and settler educators based out of Kenhtè:ke (Tyendinaga Mohawk Territory) & Tkaronto (Toronto). Ridge Road Training and Consulting will lead the Indigenous engagement components of this project including outreach, coordination and meeting delivery, to help shape the OP & IMP with specialized Indigenous perspectives.

In a departure from the City's standard Community Working Group approach, which elevates the voices of select community members appointed by Council through the Nominations Committee process, SAFFY's engagement strategy includes Community Advisory Group and Project Champions as an extension of their team. Members of the public will be selected through an "adapted civic lottery" process. Civic lotteries are often used by municipal governments as an equitable and democratic method to randomly select participants to represent their communities. SAFFY will establish baseline demographics using census data to determine the number of people and identities that need to be represented and will also consider perspectives that need to be overrepresented given historical inequities. This adapted civic lottery process will ensure public representatives are comprised of randomly selected members representing a demographically diverse makeup, as well as reflect equity-deserving populations and experiences. Community Advisory Group and Project Champions will share opportunities to get involved (e.g., through the

May 7, 2024

Page 14 of 29

survey, engagement toolkit, pop-ups) back to their respective communities, acting as an extension of the engagement team.

The success of the OP and IMP projects relies on meaningful engagement. SAFFY and Ridge Road Consulting will deliver a comprehensive engagement strategy rooted in equity with an Indigenization, Inclusion, Equity, Diversity and Accessibility (IIDEA) lens. Through a series of interviews, focus groups, community pop-ups, roundtables, Project Champion meetings and other specialized engagement sessions, the engagement plan will deepen the City's understanding of the needs and perspectives of various communities so they can be reflected as appropriate in the new OP and IMP.

The preliminary Engagement Strategy is included in Exhibit A detailing the preliminary phasing of the various engagement elements supporting the OP and IMP projects.

### **Population, Housing & Employment Forecast (OP)**

Population, housing and employment forecasts provide a foundation for the City's long range land use, transportation, infrastructure and capital expenditure planning. This helps ensure the efficient use of land, infrastructure, and public services. The forecast takes into account growth within the City of Kingston as well as across the broader Kingston Census Metropolitan Area which includes the City of Kingston, Loyalist Township, the Township of South Frontenac and the Township of Frontenac Islands.

As detailed in [Report Number 24-016](#) and endorsed by Council, the City's total population (permanent population and post-secondary students not captured by Census) is forecast to grow from 154,100 in 2021 to 220,900 in 2051, an increase of 66,800 people. The total housing forecast, including households occupied by the permanent population and off-campus student households not captured by the Census is forecast to grow from 62,900 in 2021 to 92,200 in 2051, which means an additional 29,300 housing units will need to be constructed within the City between 2021 and 2051 to accommodate future population growth. The City's employment base is forecast to reach 113,900 jobs by 2051, representing an increase of approximately 33,400 jobs between 2023 and 2051. This growth forecast will form the basis of the IMP and OP projects.

Through the proposed PPS, the Province has included a proposed policy that requires planning authorities to base population and employment growth forecasts on the Ministry of Finance 25-year growth projections, which may be modified as appropriate. As detailed in Report Number 24-142 (on the same Council agenda as this Report), the City's ability to modify the Ministry of Finance projects is integral to the success of planning for the appropriate level of future growth due to the complexity of projecting populations connected to post-secondary institutions and the need to project growth in geographic sub-areas of the municipal boundary. Staff anticipate that the final population, housing and employment forecast prepared by Watson & Associates Economists Ltd. will be a suitable modification to the Ministry of Finance projections in accordance with the proposed PPS. Staff will continue

May 7, 2024

Page 15 of 29

to proceed with the OP project and the IMP project on the basis of the medium growth forecast endorsed by Council.

The next steps in this work include the allocation of growth by geographic sub-areas in the City, including Kingston East, Kingston West, Kingston Central, Kingston North, the urban serviced area and rural area as well as Utilities Kingston's water and wastewater catchment areas. An urban land needs assessment is also being completed to determine whether there is sufficient land in the urban boundary to accommodate forecasted residential and employment growth to 2051 and will provide recommendations on the need for any potential urban boundary expansions. The urban land needs assessment will be based on:

- minimum intensification targets within the existing built-up areas;
- minimum density targets for the greenfield areas; and
- minimum density targets for strategic growth areas and major transit station areas (this is new for Kingston based on the proposed PPS).

As noted previously, the draft findings of this assessment indicate that the City has a shortfall of residential and employment land to accommodate long-term growth to 2051, and that the City will need a minimum of 340 gross hectares and 320 gross hectares of additional lands for residential needs and employment area needs, respectively.

The final report is anticipated to be presented to Council in Q3 of 2024.

### **Urban Boundary Expansion Requests (OP & IMP)**

The current PPS allows for specific official plan amendments that would impact matters of Provincial interest to occur only through a comprehensive review process, which is a city-initiated OP amendment process that is based on updated population and employment projections, among a number of other technical elements. The expansion of settlement boundaries, also known as the urban boundary, is an application type that can only be considered through a comprehensive review process in the current PPS (unless it is an adjustment of the urban boundary and meets one of the limited criteria in the current PPS allowing it outside of a comprehensive review). The proposed PPS removes the concept of a comprehensive review, and instead, allows for the same official plan amendments to be considered at any time by a municipality on an ad-hoc basis.

At present, under the current PPS, property owners have the right to submit an application for an Official Plan amendment (OPA) with a request for an urban boundary expansion in conjunction with a comprehensive review. If the proposed PPS is approved as drafted, any property owner will have the right to submit an OPA at any time requesting an urban boundary expansion (not just during a comprehensive review process).

As outlined in [Report Number 24-016](#), in order to create a coordinated and transparent process for property owners to submit an OPA requesting an urban boundary expansion (urban boundary OPA), staff published a notice in the Kingston Whig-Standard and sent an emailed notice on December 12, 2023 to the Official Plan project and the Growth Forecast

May 7, 2024

Page 16 of 29

study email list requesting that any property owner who is contemplating an urban boundary OPA to submit an expression of interest through a "Notice of Intent" to the City by no later than January 31, 2024. The Notice of Intent process is intended to fulfill the mandatory pre-application process where staff will identify submission materials that are required to be completed by the property owner for a complete urban boundary OPA.

Watson & Associates Economists Ltd. have prepared a draft urban land needs assessment to determine if there is sufficient land in the urban boundary to accommodate forecasted population and employment growth to the year 2051, and to provide recommendations on the amount of land needed for any potential urban boundary expansion for the City to action through the OP project. The draft findings of this assessment indicate that the City has a shortfall of residential and employment land to accommodate long-term growth to 2051, and that the City will need a minimum of 340 gross hectares and 320 gross hectares of additional lands for residential needs and employment area needs, respectively.

The City has received Notices of Intent from 21 property owners identifying their interest in submitting an urban boundary OPA in conjunction with the OP Project. Exhibit B to this report includes mapping showing the location of the properties that have been identified through these Notices of Intent and the proposed uses for each property. Staff will be contacting the property owners who submitted the Notices of Intent to arrange pre-application meetings in the coming weeks to discuss the materials that will be required for a complete urban boundary OPA. Depending on the location of some of the proposed requests and existing land use designations, staff anticipate that it is unlikely that some requests for an expansion would result in a positive recommendation due to factors including prime agricultural lands, significant natural heritage features or the lack of contiguity to the existing urban boundary and/or other urban boundary expansion requests. Staff will communicate this to the property owners, as appropriate, and will suggest alternative approaches to submitting an informal request through the OP project to enable development that would be more suitable in a rural context. Should they still wish to submit an urban boundary OPA, it will be reviewed in conjunction with all other urban boundary OPAs.

Staff will provide a deadline for the submission of an urban boundary OPA to ensure that all urban boundary expansion requests can be considered comprehensively and holistically as part of the new OP project. Council and, ultimately, the Minister of Municipal Affairs and Housing, will be the decision makers on the OP project and on any urban boundary OPAs. Property owners have been advised that the submission of an urban boundary OPA does not guarantee that their request will be approved.

The proposed new ability to submit urban boundary OPAs on an ad-hoc basis and the introduction of appeal rights connected to decisions or non-decisions of such requests (as detailed in Report Number 24-142 on this same Council agenda), will introduce uncertainty for the public about the prioritization of comprehensive review processes versus ad-hoc requests for an urban boundary expansion.

May 7, 2024

Page 17 of 29

The City has a finite number of municipal staff who are charged with reviewing development applications, planning infrastructure and writing growth related policy. Staff's intent is to review all urban boundary OPAs in a coordinated manner, rather than on an ad-hoc basis, to ensure there is no impact on the timing, cost and scope of the OP project, the IMP project and the water and wastewater master plan projects, which have been carefully integrated to holistically review such requests in the most efficient and effective way possible. Comprehensive planning exercises help to understand the overall implications, develop strategies for infrastructure replacement and identify efficient phasing approaches to constructing new infrastructure to support future growth areas in a logical, fiscally responsible way that achieves strategic priorities. The timely completion of these major projects is of utmost importance.

As discussed in [Report Number 24-016](#), the City will need 29,300 new housing units by 2051 to accommodate future population growth. As further noted in [Report Number 24-093](#), there were 14,548 pending and committed residential units proposed through various *Planning Act* applications as of December 31, 2023. Generally, pending units are those where zoning and/or draft plan of subdivision approvals have not yet been received. Committed units are those where zoning and/or draft plan of subdivision approvals are in place, but the development still needs to proceed through another *Planning Act* application (such as a Final Plan of Subdivision or Site Plan Control) before building permit issuance. As of December 31, 2023, there were 6,321 pending units and 8,227 committed units. The pending and committed residential units represent approximately 50% of the housing needs to the year 2051.

The pending and committed housing units and building permit data and trends can be used to estimate the life span of this housing. When the pending and committed housing is considered against the average annual demand based on building permits issued over the last 10 years (830 units), the life span of this housing supply would be 17.5 years. The lifespan of the pending and committed housing for ground-oriented units (i.e. single detached, semi-detached and rowhouses) is 9.3 years.

With this potential supply of pending and committed housing units over the next several years, any potential urban boundary expansions (if approved by Council and the Ministry of Municipal Affairs and Housing through the OP project) are not needed in the immediate term and will not be supported by the necessary infrastructure for a number of years depending on the outcomes of the IMP and water and wastewater master plan.

The proposed PPS includes language which only permits Council approval of an urban boundary OPA "where it has been demonstrated that *infrastructure and public service facilities* to support development are planned or available". By their very nature, the lands subject to urban boundary expansion requests are outside of the urban boundary, and as such, municipal services and public service facilities are not currently planned or available. They will not be planned or available until the completion of the OP project, in collaboration with the IMP project and the water and wastewater master plan. In order to support timely, efficient and holistic planning in the OP project, the IMP project and the water and

May 7, 2024

Page 18 of 29

wastewater master plans, staff have included a recommendation in this report which directs staff to review any site-specific urban boundary OPAs in conjunction with these projects, with any recommendations on expansion requests being made at the same time as the OP project recommendations.

For clarity, this recommendation does not apply to the upcoming City-initiated application for an Official Plan and zoning by-law amendment to facilitate an adjustment of the urban boundary associated with the St. Lawrence Business Park Expansion Lands, as detailed in [Report Number 24-070](#), as infrastructure services are already available to support the expansion and there is urgency in bringing serviced employment lands into the City's inventory.

This comprehensive approach to reviewing urban boundary OPAs will allow for the most efficient and effective way to review requests for an urban boundary expansion in a transparent manner and will ensure that all necessary infrastructure considerations will be understood before recommendations are made to Council.

### **Employment & Commercial Lands Review (OP)**

Work on an Employment Lands Review and a Commercial Lands Review is currently underway. The primary objective of the Employment Land Review is to provide a comprehensive review of both City-owned and privately owned employment land within the city to ensure that an adequate supply of employment land is designated to accommodate long-term demand to 2051. The objectives of the Commercial Land Review are to provide a comprehensive review of the City's commercial structure, a long-term assessment of the City's commercial needs, and strategic policy direction for the City's commercial and mixed-use areas. As part of the Commercial Land Review, the City's consultant team recently undertook a consumer commercial survey that closed on March 15, 2024 to better understand the shopping patterns of Kingston residents and visitors. This survey will help inform the analysis and guide recommendations for commercial land use policy in Kingston.

The Population, Employment and Housing Forecast to 2051 forms the basis of both of these studies. The analysis, conclusions and recommendations resulting from the studies will inform the industrial and commercial land use policies in the OP as well as updated regulations in the Kingston Zoning By-Law. The final studies are anticipated to be presented to Council in Q3 of 2024.

### **Natural Heritage Study (OP)**

The existing natural heritage policies in the Official Plan were informed by the 2006 Central Cataraqui Region Natural Heritage Study completed by the Cataraqui Region Conservation Authority. The policies establish a system of natural heritage features that are important for their ecological functions, the protection of animal and plant habitat, the conservation of natural resources and their value as recreational, health, educational and tourist resources. While the types of natural heritage features to be protected have not undergone changes in the proposed PPS, the boundaries of some of the features need to be updated in the



May 7, 2024

Page 19 of 29

Official Plan based on the methodology included in the Province's Natural Heritage Reference Manual. Additionally, staff have determined that an updated approach to considering the value of the natural heritage system would benefit the way development proposals are evaluated in proximity to the natural heritage system. Staff are working with Queen's University faculty as advisors on a new Natural Heritage Study, and also anticipate retaining an external consultant to complete certain components of the Natural Heritage Study, for example, those related to wildlife habitat.

Concurrently, Public Works staff will lead the development of an updated new Forestry Management Strategy to replace the Urban Forest Management Plan, along with a comprehensive review of the tree by-law, as identified in 2.3.3. of the Strategic Plan.

### **Cultural Heritage Policies (OP)**

Placemaking and community connections are of critical public interest in the development of the new Official Plan. The existing cultural heritage policies outlined in the Official Plan have provided a detailed and robust framework to heritage conservation with an eye toward placemaking and community connection in the City of Kingston. This approach has ensured the protection of hundreds of individual heritage resources, provided a process for proposed alteration while promoting the continued use of heritage resources, and facilitated updates to two Heritage Conservation Districts as well as the enactment of the Old Sydenham Area Heritage Conservation District Plan.

Recent changes to the *Ontario Heritage Act* have created some discrepancies between Kingston's heritage policies and provincial heritage requirements. As such, work is required to bring existing City policies into alignment through the new Official Plan. This includes updates to general policies such as those governing Evaluation Criteria, Register of Significant Built Heritage Resources, City Programs, Archaeological Resource Conservation, etc. In addition, the creation of a new Official Plan provides an opportunity to strengthen the Official Plan in areas where anchoring heritage policies have been adopted. A new visionary Official Plan will aim to address complexity in the City's heritage planning process with the goal of providing additional transparency and certainty to heritage planning; conservation, adaptation and managed alteration, all with due consideration of the six critical public interests: Placemaking and Community Connections, Social Equity & Accessibility, Housing for All, Complete Communities & Economic Prosperity, Climate Change Mitigation and Transportation for All Ages and Abilities.

### **North King's Town Secondary Plan (OP & IMP)**

The North King's Town (NKT) Secondary Plan includes the Inner Harbour and Old Industrial Areas of the City, north of the downtown and west of the Great Cataraqui River. The project is being completed in two phases. The first phase of the project, initiated in 2016, involved the creation of a long-term community vision, planning principles, and design directions to realize opportunities for this area and to promote a sustainable, healthy, vibrant and livable community. This phase involved extensive consultation with the community. A preliminary

May 7, 2024

Page 20 of 29

market analysis was also conducted and was intended to support the development of a realistic, balanced and achievable vision for NKT by reviewing local economic factors and broader development market trends. The “Visioning Report & Preliminary Market Analysis for the North King's Town Secondary Plan” was approved by Council on June 6, 2017.

The project is currently in the second phase which involves the preparation of five technical studies that include a land use plan, transportation plan, servicing plan, a cultural heritage study and a financial and implementation plan. The land use plan will identify areas for growth and change, including intensification and infill development, and develop draft secondary plan policies to be implemented through the OP project. The transportation plan will identify forecasted constraints in the transportation network and the recommended investments to support the forecasted growth, to be integrated into the IMP. The five technical studies are anticipated to be presented to Council in mid-2024.

### **Major Transit Station Areas & Inclusionary Zoning (OP & IMP)**

Inclusionary zoning is a tool under the *Planning Act* that can be used to require affordable housing in residential developments of 10 or more units. It can only be used in protected major transit station areas (PMTSAs) or areas where there is a Community Planning Permit System, or in areas ordered by the Minister of Municipal Affairs and Housing. At present, Kingston is not eligible to use inclusionary zoning, however, it has an opportunity through the IMP and OP projects to delineate and protect major transit station areas, making it eligible to use inclusionary zoning.

The *Planning Act* defines higher order transit as transit that operates in whole or in part in a dedicated right-of-way, including heavy rail, light rail and buses. Official Plans are allowed to identify an area surrounding an existing or planned higher order transit station or stop as a PMTSA and delineate its boundaries. The PMTSA policies must identify the minimum number of residents and jobs per hectare to be accommodated within the area, the authorized uses of land and the minimum densities that are authorized in the buildings.

The proposed PPS requires municipalities to delineate major transit station areas as an area within a 500 to 800 metre radius of a transit station on higher order transit corridors. The draft policies also allow for municipalities to plan for major transit station areas that are not on higher order transit corridors and the draft definition of a major transit station area includes “the area including and around a major bus depot in an urban core”.

[Ontario Regulation 232/18](#) sets out the legislative and regulatory requirements for inclusionary zoning. In order to implement inclusionary zoning requirements in a zoning by-law, a municipality must first complete an Affordable Housing Assessment Report that assesses a number of housing and affordability statistics. Municipalities currently have discretion to establish an affordability period, to determine the percentage of total units to be set aside as affordable, and to develop an approach to determining affordable prices/rents for inclusionary zoning units. Provincial amendments are proposed to Ontario Regulation 232/18 to establish an upper limit on the number of units that are required to be affordable

May 7, 2024

Page 21 of 29

(5% of the total number of units or 5% of the total gross floor area of the total residential units), with a maximum 25-year period where the units are required to remain affordable. The approach to determining the lowest price/rent is also proposed to be set at 80% of the average resale purchase price for ownership or 80% of the average market rent for rental units.

The IMP and OP work plans have been developed to identify and delineate PMTSAs, with supporting information being provided in Population, Housing & Employment Forecast work (as described earlier in this report). The OP work plan also includes the completion of an Affordable Housing Assessment Report in order to satisfy the requirements of Ontario Regulation 232/18, with the goal of establishing Inclusionary Zoning policies within the OP and then implement Inclusionary Zoning requirements within the Kingston Zoning By-Law. The IMP will identify transit priority corridors, supported by planned signal system upgrades, that reinforce the development of the transit station areas.

### **Density by Design for Downtown (OP)**

Through the work that was completed connected to the [Density by Design Issues and Options Report](#) as well as the [Update to the Williamsville Main Street Study](#), the City has recognized the need for more deliberate conversations and OP policies guiding the location and built form expectations for new mid and high rise developments. While it is expected that the OP will be much more deliberate and clear overall with expectations related to the location and built form of new mid and high rise developments across the city, specific conversation will focus on the application of Density by Design principles to the Downtown, with overarching goals of protecting heritage resources while encouraging the intensification of commercial and residential uses in appropriate locations to support the health and vitality of the City's most important commercial centre.

This work also has direct implications for the IMP and future transportation infrastructure in these areas as the transportation right-of-way is generally narrower without opportunities to expand the public space in a continuous manner to provide upgrades for all travel modes. The prioritization of active and transit infrastructure can be expected to impact the availability of on-street parking and vehicle travel lanes to a much greater extent in these areas.

### **Household Travel Survey (IMP)**

A household travel survey was last conducted in the fall of 2019, presented in [Report Number EITP-21-004](#), to establish a new baseline of travel patterns and behaviour in the city. The results, which represent a pre-pandemic baseline, showed that the mode share splits for the almost 400,000 trips taken daily were as follows:

- Walking: 18%
- Cycling: 4%
- School bus: 3%

May 7, 2024

Page 22 of 29

- Transit: 8%
- Taxi/Other: 1%
- Auto Passenger: 15%
- Auto Driver: 51%

The results provide a snapshot of daily travel at a household, neighbourhood, and city-wide level that inform neighbourhood-level transportation planning work, as well as broader City-wide transportation policies and future capital project planning. The survey results illustrated clear differences in the way residents are moving around the city depending on which area they reside in. A strong trend of automobile reliance is seen in the rural and west-end sub-areas, slightly less so in the east-end, and significantly less so in the central area of the city. Conversely, active travel and transit are most commonly chosen by residents of the central area, followed by those living in the east, and then by residents living in the west. City-wide, half of all trips taken by automobile, either as a driver or a passenger, were 4.6 km or less (90% of cycling trips reported through the survey were within this distance threshold), while 15% of trips taken by automobile, either as a driver or a passenger, were 1.6 km or less (90% of walking trips were within this distance). The results from 2019 indicate that there are future opportunities to shift trips to active transportation and transit over time and with additional investment in infrastructure and service.

It is best practice for household travel surveys to be conducted every five years. The re-stabilization of travel patterns following the COVID-19 pandemic provides an optimal opportunity to conduct in the fall of 2024. The results will provide the necessary inputs to build and update the transportation demand model that will be critical to the development of the Integrated Mobility Plan, and to set new mode share targets at a neighbourhood and area level going forward.

### **Travel Demand Model Update (OP & IMP)**

The outputs of the City's travel demand model provide key information about the capacity of the transportation network and the expected impacts of future growth in the peak afternoon (PM) travel period. The travel demand model requires a full update using the land use inputs from the new Official Plan, including population and employment growth and allocations out to 2051, as well as inputs from the planned household travel survey. The updated model also requires a city-wide recalibration using traffic counts that will be collected at major intersections throughout 2024.

The model will be utilized to identify constrained corridors, both from an auto and transit perspective, and will help to inform recommended improvements and guide the direction of mode shift that may be necessary to accommodate the projected growth. The modelling provides an opportunity for critical scenarios to be tested, including road network scenarios that involve accommodating growth through road widening and more likely, in scenarios that do not.

May 7, 2024

Page 23 of 29

**Review of Planned New Roads and Widening (OP & IMP)**

The existing OP and TMP include a schedule of new arterial and collector roads and existing roads that are identified for future widenings. The OP and IMP projects will review these previously identified infrastructure projects against the growth, land use, and transportation goals set for the city and areas within the city.

In general, it is anticipated that there will be priority given to shifting trips to active travel and transit, as well as to the efficient use of existing road infrastructure. This approach is most consistent with the transportation goals outlined within the City's existing long-term transportation plans and policy, including the current Official Plan and Active Transportation Master Plan. Staff note that in many cases, road expansion tends to shift traffic bottlenecks rather than ease congestion and can encourage more people to drive, which is not sustainable when considering the planned growth, limited right-of-way, finite capital dollars, and climate goals of the City. Expanding public transit can move more people within a corridor, more efficiently and sustainably.

This review also represents a practical approach that recognizes that there is limited room for road widening in many areas of the city, particularly along many of the corridors identified for future widening in the existing OP and TMP, and that the creation of new or expanded road assets often involve significant capital and ongoing operations and maintenance costs. Where traffic demands exceed capacity, alternative solutions will need to build upon the confirmed vision and goals of the City and explore pedestrian, cyclist and transit improvements as a priority over vehicular capacity improvements.

**Multi-Modal Level of Service Thresholds (OP & IMP)**

Similar to the review of the planned road projects, a review of the Level of Service (LOS) approach that the City would tolerate at intersections and within the transportation network for vehicles will be completed. As the city grows, even with aggressive transit and active transportation policies, there may be increased areas of traffic congestion where the current target of a roadway operating at full capacity during peak travel times (LOS E) cannot be met at all times.

Traditional mitigation measures of adding or extending turn lanes, expanding travel lanes, and modifying signal timings are unlikely to address the changes in service level for vehicles in the long term. Prioritizing and investing in alternate modes with transit priority and upgraded active infrastructure to reduce barriers to use may be more appropriate mitigation for service level concerns.

The IMP will expand the concept of level of service to include other modes of travel, including cycling and pedestrians, to determine how a transportation facility such as an intersection or road segment is operating for all modes of travel. This approach, known as Multi-Modal Level of Service (MMLoS), would provide future policy and design guidance on the planning, design, and operation of roadways and intersections to ensure service levels

May 7, 2024

Page 24 of 29

for all modes are considered, with specific target service levels for each mode based on the location and context of the transportation project.

### **Highway 15 / Highway 2 Environmental Assessment (IMP)**

The Highway 15 EA was initiated in 2015 to address current and future transportation needs of pedestrians, cyclists, transit users, and motorists on sections of Highway 15 from Highway 401 to Highway 2 and Highway 2 from the eastern limit of the LaSalle Causeway to Princess Mary Avenue. The conclusions of the Highway 15 EA were intended to form recommendations for future projects in the City's multi-year capital plan along the Highway 15 and Highway 2 corridors.

Through this work, a preferred alternative was developed and presented to the public. However, it was not advanced to the final study stage and was paused in March 2020 to consider how a number of changing factors, outlined in [Report Number 20-092](#), could be reviewed. With the completion of the Waaban Crossing, new travel patterns and data are available for consideration in the existing EA.

As outlined in the above report, given the significant potential capital implications, there is a need to review the recommended approach and explore more sustainable options before committing substantive resources (\$32.5M in 2018 dollars) to support the preferred recommendation that was originally identified. Moving forward, the future of Highway 15 will be considered as part of the IMP in the context of capital recommendations across the city. It is critical that the considerations and decision regarding the future of Highway 15 be informed by the updated travel demand model and the overall direction and recommendations of the OP and IMP as they relate to planned growth and investments in infrastructure.

### **Williamsville Corridor Princess Street Phase 2 Transportation Study (IMP)**

The Williamsville section of Princess Street, from Bath/Concession to Division, is planning for intensification in the coming years, from an area of predominantly low-rise developments to an area with higher density, mixed-use commercial and residential developments. The existing Princess Street corridor is already an important transportation corridor, supporting pedestrians, cyclists, transit, and vehicular traffic. The first phase of the study, captured in [Report Number 20-065](#), confirmed that the planned intensification could be accommodated if sustained investment is made into transit and active travel to ensure a majority of the new trips were non-auto. The relatively narrow width of this section of Princess Street creates barriers to simultaneously prioritize transit, pedestrians, cycling, allow on-street parking and act as an artery for vehicle traffic. The proposed vision for the corridor is to enhance east-west walkability, improve accessibility and integration with existing and planned developments, sidewalks, connections to side streets and prioritize transit travel times through the corridor.

May 7, 2024

Page 25 of 29

The Princess Street corridor is critical to the city-wide transportation network, particularly to the operation and reliability of transit service. The outcome of the work will be integrated into the modelling and transit service planning as part of the IMP.

### **Curbside Management and Goods Movement (IMP)**

The IMP presents an opportunity to create a framework for the modernization of curb space management and allocation within the city. Curb space is a limited and increasingly valuable public resource, and faces competition from a growing number of activities. Traditionally, on-street parking, driveway entrances and snow storage have dominated curbside usage. However, anticipated rises in ride-hailing, on-demand package and food delivery services, along with emerging needs such as outdoor dining, electric vehicle charging stations, stormwater management features, and trees are exerting additional pressure on the curb. Bus and bike lanes, emergency services, and accessibility services often also require access to the curb. It will be important for the IMP to review future work that may be required to ensure these priorities are appropriately set and managed, particularly in the context of existing or new on-street parking for vehicles.

The IMP will also consider the needs of goods movements throughout the city and the associated economic impacts that this has for the community. There has been a dramatic increase in deliveries from online shopping, with Kingston being no exception. While the delivery industry has piloted the use of smaller, lower-emission vehicles in other communities, large trucks continue to play a key role in goods delivery, and the City will need to balance the needs of providing an efficient goods movement network while also addressing concerns around truck traffic in residential neighbourhoods and designing infrastructure to prioritize the needs and safety of pedestrians, transit riders and cyclists.

### **Emerging Technology, Services and Mobility as a Service (IMP)**

The long-term horizon of the OP and IMP allows the exploration of new and evolving technologies and travel services that will shape the future of transportation in Kingston. Considering how these emerging trends can support the City's strategic goals and the long-term transportation goals of the City will be a key theme throughout the IMP.

Examples of emerging services and programs that can be considered include opportunities to look at different service models based on area and time of day, vehicle and ridesharing, and changes in how on-demand services are provided. The IMP will provide policy, regulation, and technical guidance for new mobility services delivered by third parties, as appropriate, prioritize new mobility options that enhance transit, walking, and cycling and ensure that the transit network is a competitive, attractive service in growth areas.

### **Workplan – Integrated Project Approach & Timeline**

Recognizing that the City needs to take prompt action to create policies that proactively address the ongoing national housing crisis and a global climate emergency, on top of the struggling economy, staff have prepared an ambitious, efficient and strategic work plan. Staff's goal is to

May 7, 2024

Page 26 of 29

deliver these two complex plans with robust engagement and foundational technical background articulated in the Key Project Elements section of this report. It is also important to recognize that, while the two projects will be carried out using an integrated project delivery model, there are benefits to a 'staggered' timeline, with the land use policies of the Official Plan being developed ahead of the transportation components being finalized, allowing for iteration and modelling of transportation infrastructure, policy and program scenarios. The project schedules are being developed to reflect this.

### **Official Plan (OP) – estimated timeline 24 months**

- Phase 1: Public Visioning, Establish Definitions of Success, Completion of Background Studies and Background Work, Prepare First Draft including Policies & Mapping
- Phase 2: Release First Draft to Public, Public and Indigenous Engagement, Presentations to Council & Committees of Council, Coordination of Growth Plan with Infrastructure Projects, Staff to Implement Revisions to Address Feedback & Infrastructure Coordination Components, Staff to Finalize Final Draft
- Phase 3: Release Final Draft, Hold Statutory Open House, Public Meeting, Council Consideration

### **Integrated Mobility Plan (IMP) – estimated timeline 30 months**

- Phase 1: Public Visioning, Conduct Household Travel Survey, Establish an Updated Network of Traffic Counts
- Phase 2: Rebuild Traffic Demand and Transit Model, Test Network and Mode Share Scenarios, Complete Background Review and Existing Conditions Analysis, Develop Problem and Opportunity Statement, Release Discussion Papers on Key Directions, Public and Indigenous Engagement, Presentations to Council & Committees of Council
- Phase 3: Develop Infrastructure and Service Recommendations, Develop an Evaluation Framework, Release Draft Recommendations for Public Input
- Phase 4: Develop Program and Policy Recommendations, Finalize Network Recommendations, Draft Implementation Prioritization Frame, Draft Capital / Operations & Maintenance / Lifecycle Estimates, Release Final Draft, Council Consideration

### **The Fundamental Principles**

To meet the ambitious goal of delivering these two complex plans faster than ever before, staff are seeking Council's endorsement of fundamental principles to guide these projects going forward. Council's endorsement of these principles will allow staff to focus public engagement on the detailed implementation of these elements, rather than deliberating the importance of creating plans that are founded on these fundamental principles:

1. The OP and IMP must be visionary, bold, and strategic to guide the expected growth in a manner that meets the following six critical public interests:
  - Placemaking and Community Connections: Celebrate Kingston's unique histories through policies that connect people to the spaces and places that have meaning.



May 7, 2024

Page 27 of 29

- Social Equity & Accessibility: Favour the collective interests over individual interests and ensure that Kingston grows into an equitable and accessible city for everyone.
  - Housing for All: Support and accelerate the construction of all types of housing across the affordability and housing type spectrums with a priority on affordable housing.
  - Complete Communities & Economic Prosperity: Support a broad mix of uses to create livable, dynamic and innovative neighbourhoods with economic diversity in the urban and rural areas.
  - Climate Change Mitigation: Land use and transportation policy is climate change policy. Apply a climate lens to all policies and plans to help mitigate climate change.
  - Transportation for All Ages and Abilities: Provide viable, competitive options by prioritizing transit service that is frequent, reliable and direct, and neighbourhood and city-wide active transportation options for all ages and abilities, in addition to those that may be available for more confident users. Direct growth to areas where the City invests in high frequency transit service and active transportation facilities.
2. Create fiscally responsible growth policies that prioritize housing growth within the existing built up/serviced area by accommodating the majority of growth through intensification of existing developed lands. Target generally in the range of 60% intensification of existing developed areas versus 40% new greenfield development, with a specific split determined through the detailed planning exercise that will occur through the OP project.
  3. Ensure that all OP policies are fully integrated with the IMP, Utilities Kingston's Water & Wastewater Master Plan and City of Kingston Asset Management Plans. Include appropriate phasing policies to allow for fiscally responsible investments in infrastructure to support envisioned growth.
  4. The approach to managing the city's existing transportation demands and accommodate additional growth will need to be different than it was in the past, and built around a multi-modal transportation decision-making framework that considers more than just potential delay to motorists during peak travel periods. This approach will include:
    - An expanded definition of level of service that considers all modes of travel in the decision-making process of infrastructure and service investment.
    - Aggressive investments in shifting trips from vehicles, particularly single-occupancy vehicles, to other more sustainable modes, with ambitious area-based targets that are linked to the level of intensification and redevelopment envisioned.
    - An expectation that the level of intensification envisioned in the Official Plan will create, at certain times of the day, congestion for motorists that will not be sustainably addressed through additional road infrastructure and will instead be mitigated through transportation demand management and access to other more sustainable and efficient options.

May 7, 2024

Page 28 of 29

5. Recognition that the City cannot expand roads to build its way out of traffic congestion, and that this approach is not in alignment with the City's climate, core asset management plan, health and wellness goals.
  - Existing and future transportation infrastructure will need to be transformed to prioritize transit and active modes to reduce barriers and to ensure these options are competitive and ultimately preferred.
  - Opportunities to convert existing vehicle travel lanes or underutilized right-of-way will be aggressively pursued in areas where mode share targets are set to support intensification.

## Public Engagement

As articulated in the Key Project Elements section of this report, the work plans for the OP and IMP projects have been created with public engagement at the front and centre. The success of the OP and IMP projects relies on meaningful engagement of all residents, which is why the City has retained SAFFY Inc. and Ridge Road Consulting to support the Communications, Engagement and Public Consultation components of both projects. The comprehensive engagement strategy will extend well beyond statutory requirements. The OP project will comply with all statutory requirements of the *Planning Act* and the IMP project will meet all statutory requirements of the environmental assessment process required by the *Environmental Assessment Act*, as amended.

## Climate Risk Considerations

Land use and transportation policy is climate change policy, as stated in the Fundamental Principles section of this Report. Staff's recommended fundamental principles include climate change mitigation as one of the six critical public interests that will inform all elements of the IMP and OP projects.

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

The comprehensive engagement strategy led by SAFFY Inc. is rooted in equity with an IIDEA lens applied to all elements of public engagement. As stated in the Fundamental Principles section of this Report. Staff's recommended fundamental principles include social equity and accessibility as one of the six critical public interests that will inform all elements of the IMP and OP projects.

## Existing Policy/By-Law

*Planning Act*, R.S.O. 1990, c. P.13

*Environmental Assessment Act*, R.S.O. 1990, Chapter E. 18

*Accessibility for Ontarians with Disabilities Act*, 2005, S.O. 2005, c. 11

Provincial Policy Statement, 2020

May 7, 2024

Page 29 of 29

City of Kingston Official Plan

Kingston Transportation Master Plan

City of Kingston Active Transportation Master Plan

**Notice Provisions**

None

**Financial Considerations**

Funds have been approved as part of the 2023 and 2024 capital budgets for the OP project, Affordable Housing Assessment Report, the Natural Heritage Study update. Existing capital funds are also available for the completion of a new Household Travel Survey and Integrated Mobility Plan.

**Contacts:**

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

Matt Kussin, Manager, Transportation Policy & Programs, 613-546-4291 extension 1333

Laura Flaherty, Project Manager, Planning Services, 613-546-4291 extension 3157

**Other City of Kingston Staff Consulted:**

Brandon Forrest, Director, Business, Real Estate & Environment

Kevin Gibbs, Director, Heritage Services

Joel Konrad, Manager, Heritage Planning

Mark Dickson, Manager, Transportation Systems

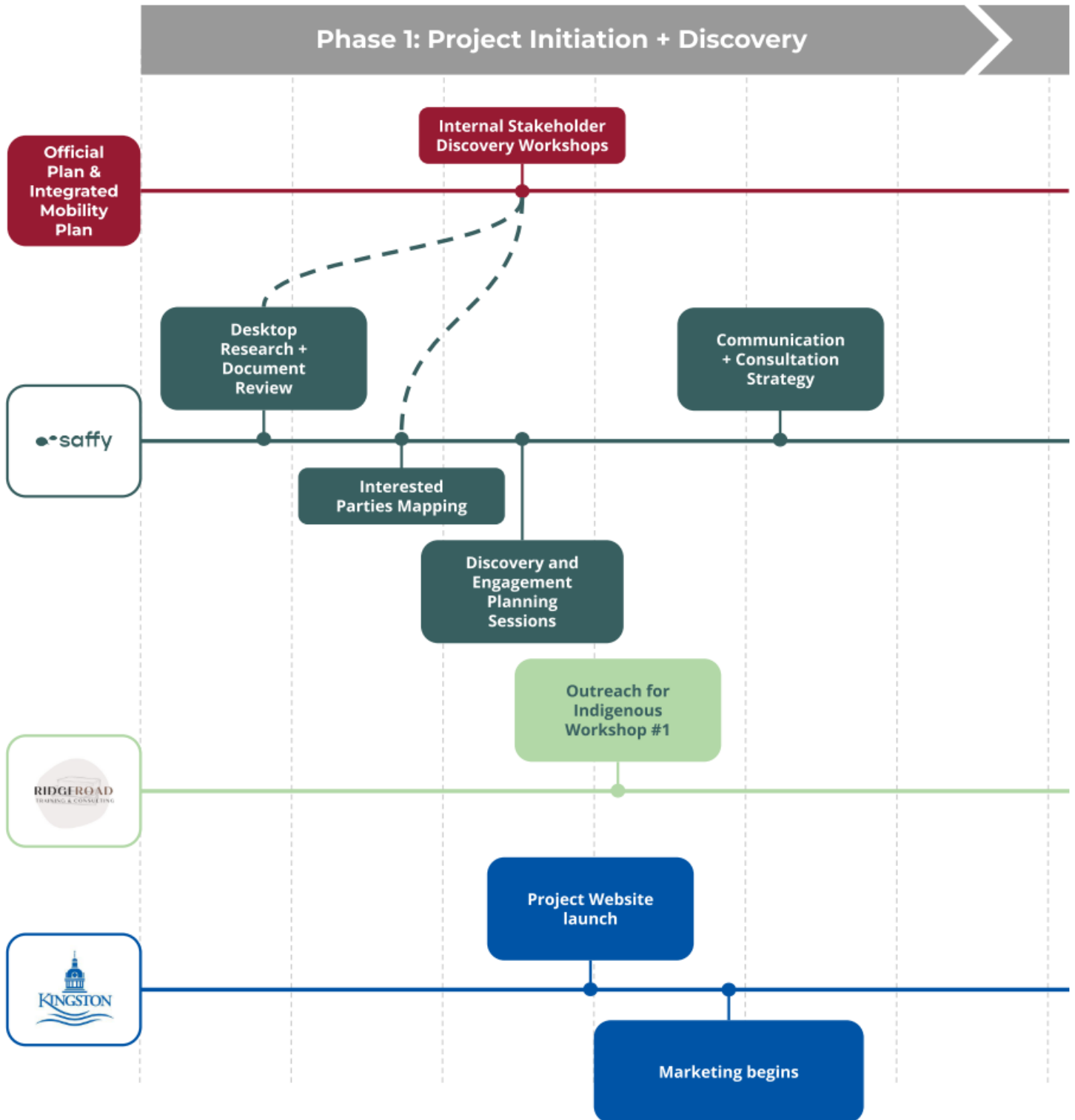
**Exhibits Attached:**

Exhibit A Preliminary Engagement Strategy

Exhibit B Mapping showing Urban Boundary Expansion Requests received through Notices of Intent

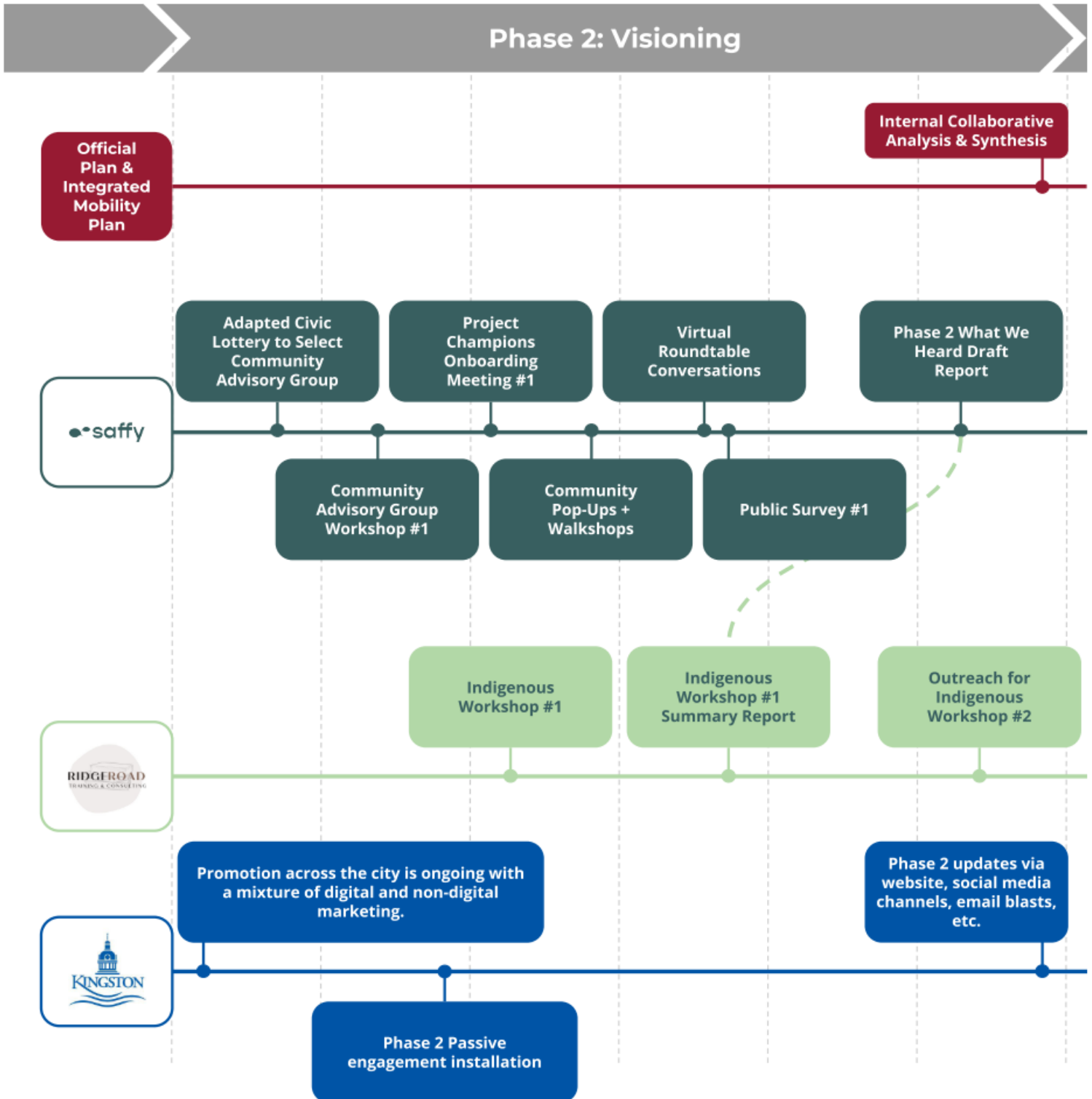
# Preliminary Engagement Work Plan: Official Plan and Integrated Mobility Plan (Phase 1)

The work plan will be **iterated on** as per project team discussions and will be **updated per phase**.



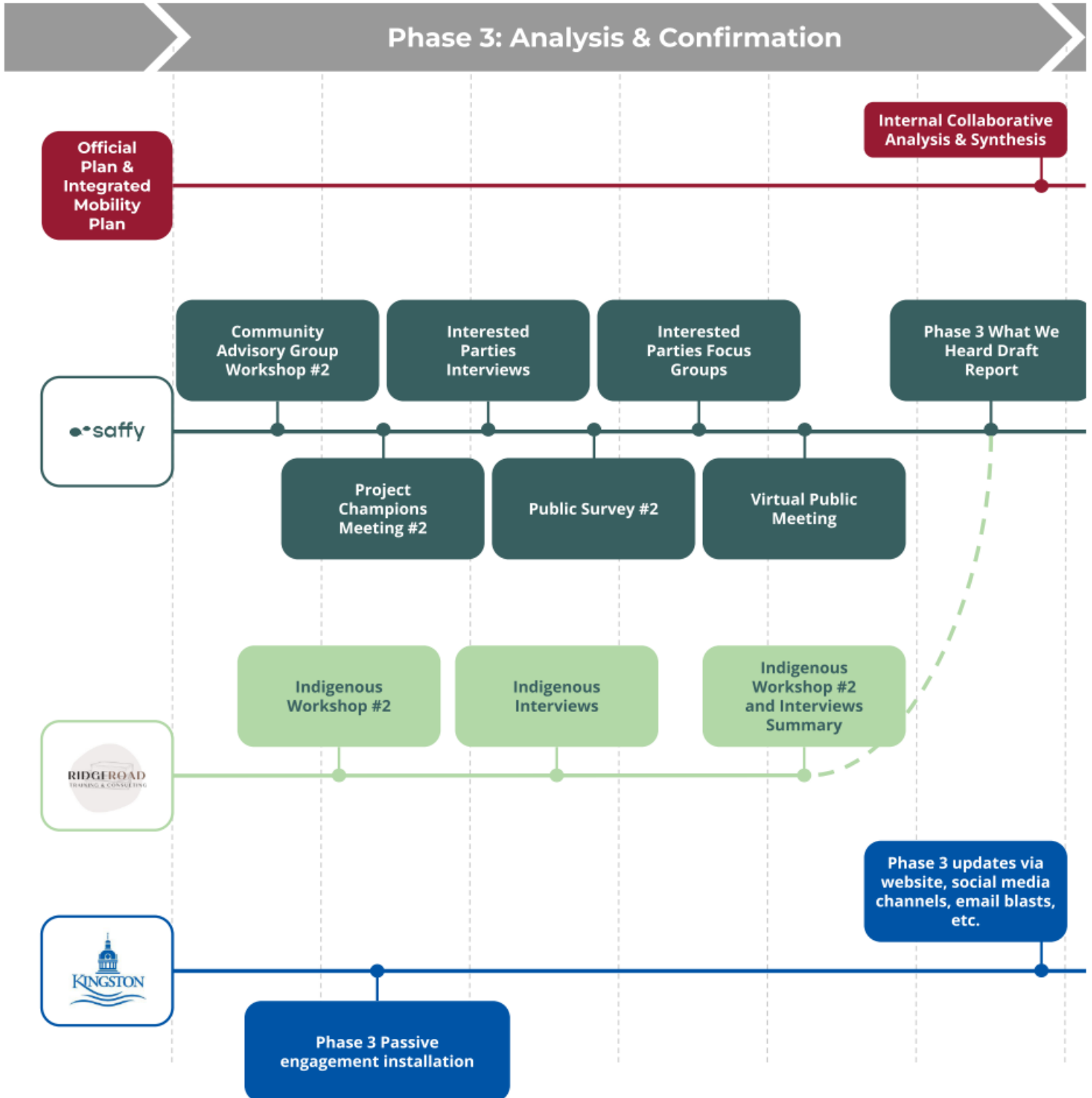
# Preliminary Engagement Work Plan: Official Plan and Integrated Mobility Plan (Phase 2)

The work plan will be **iterated on** as per project team discussions and will be **updated per phase**.



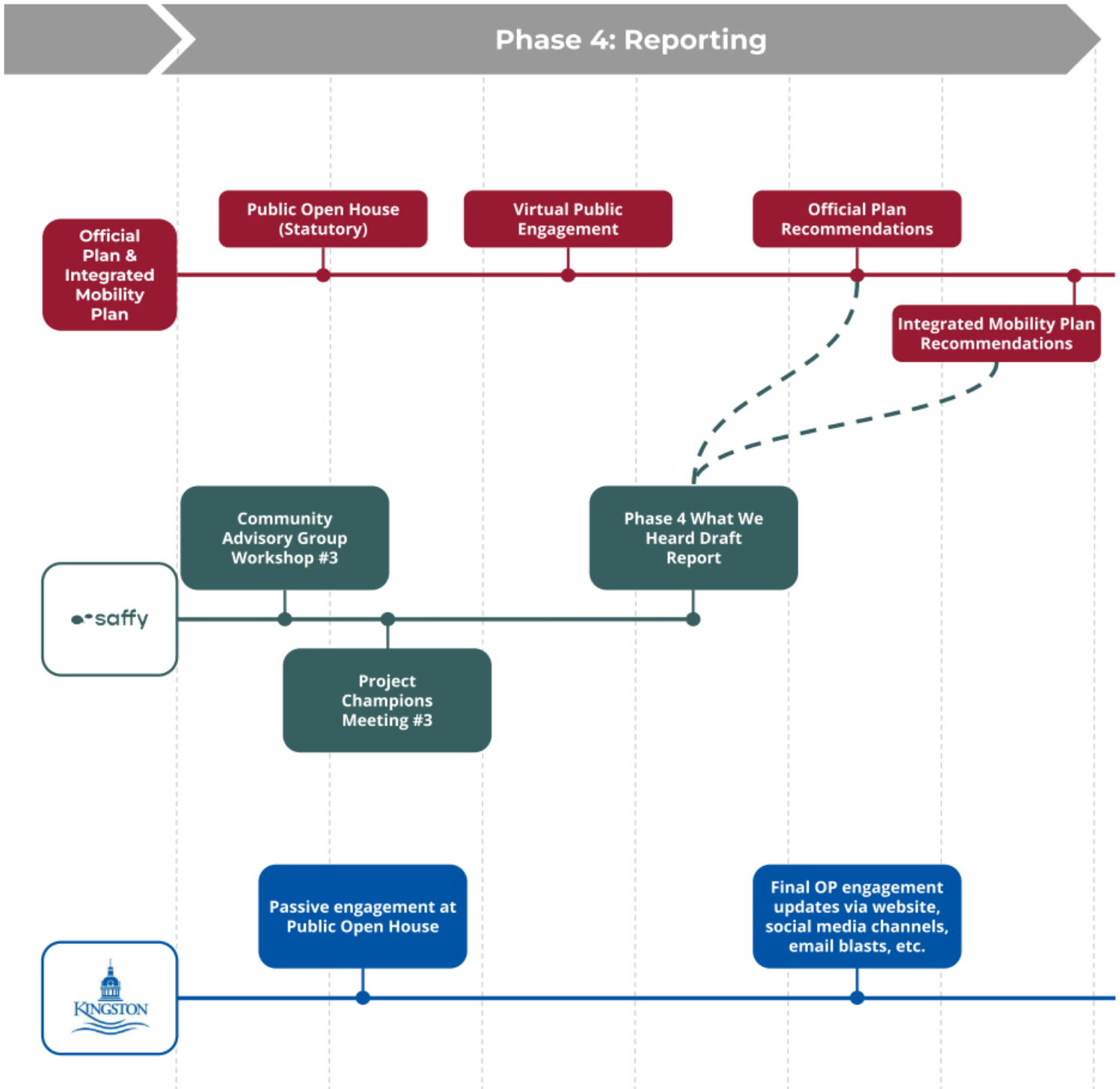
# Preliminary Engagement Work Plan: Official Plan and Integrated Mobility Plan (Phase 3)

The work plan will be **iterated on** as per project team discussions and will be **updated per phase**.



# Preliminary Engagement Work Plan: Official Plan and Integrated Mobility Plan (Phase 4)

The work plan will be **iterated on** as per project team discussions and will be **updated per phase**.

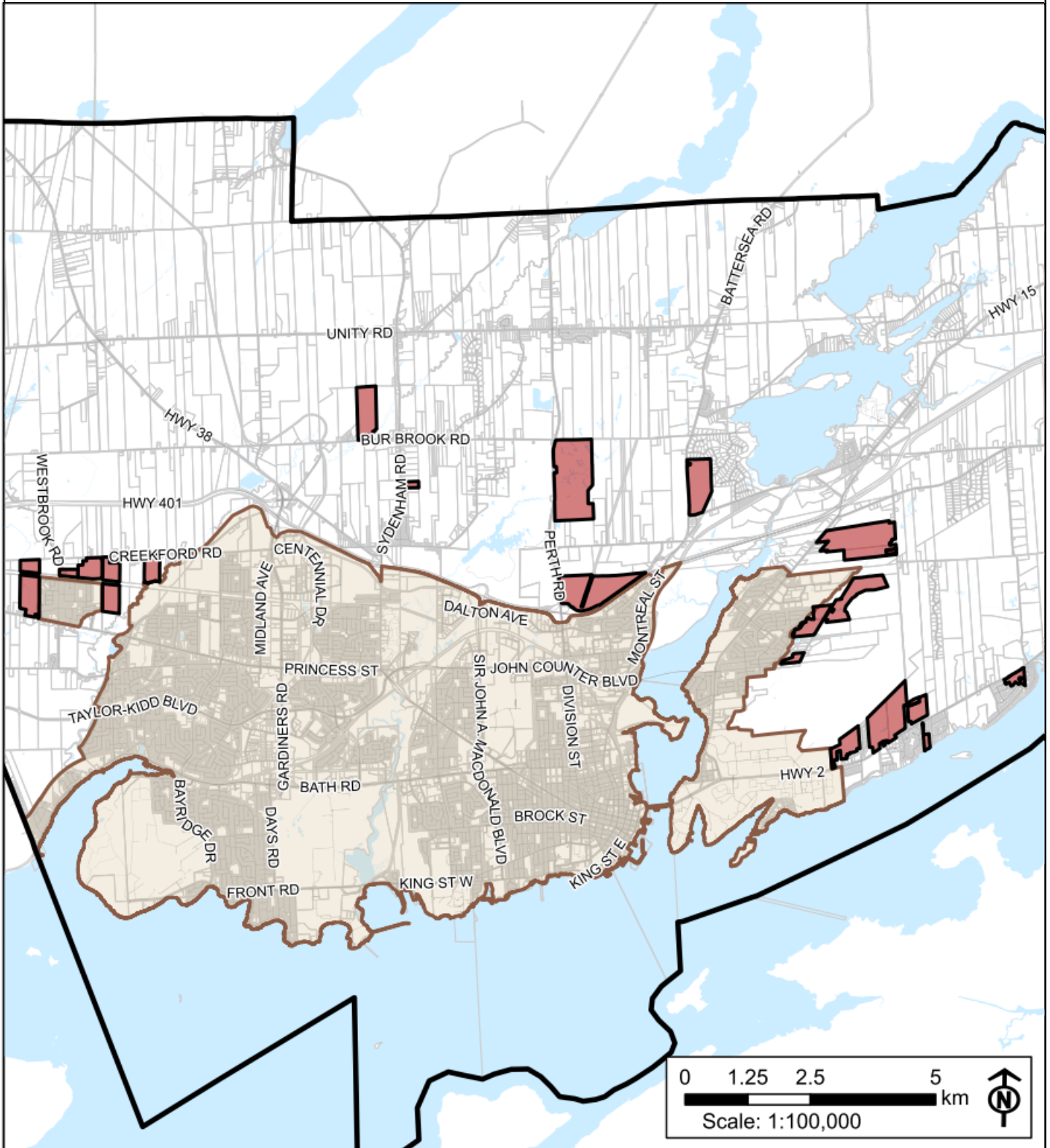




# Urban Boundary Expansion Requests

## Key Map

- Urban Boundary Expansion Requests
- Existing Urban Boundary
- Property Boundaries
- City of Kingston Boundary








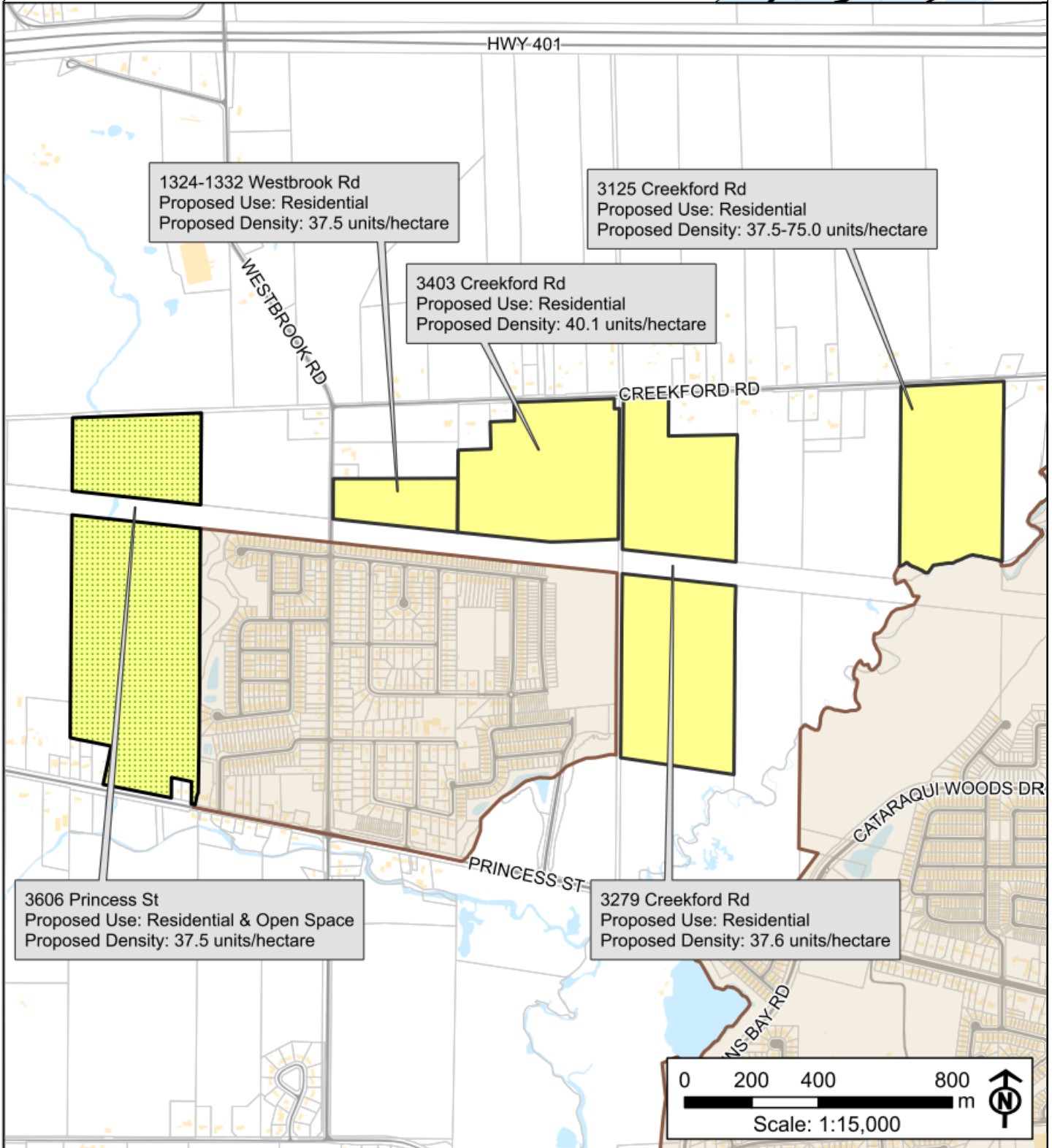
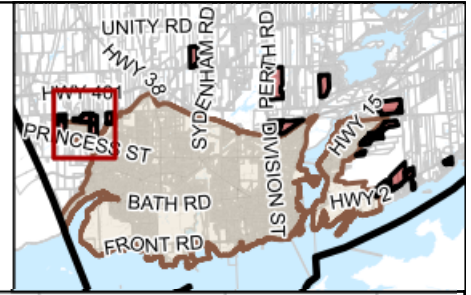


Planning  
Services

# Urban Boundary Expansion Requests

Map 1

-  Existing Urban Boundary
- Proposed Uses**
-  Residential
-  Residential and Open Space





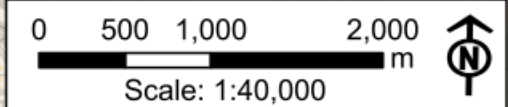
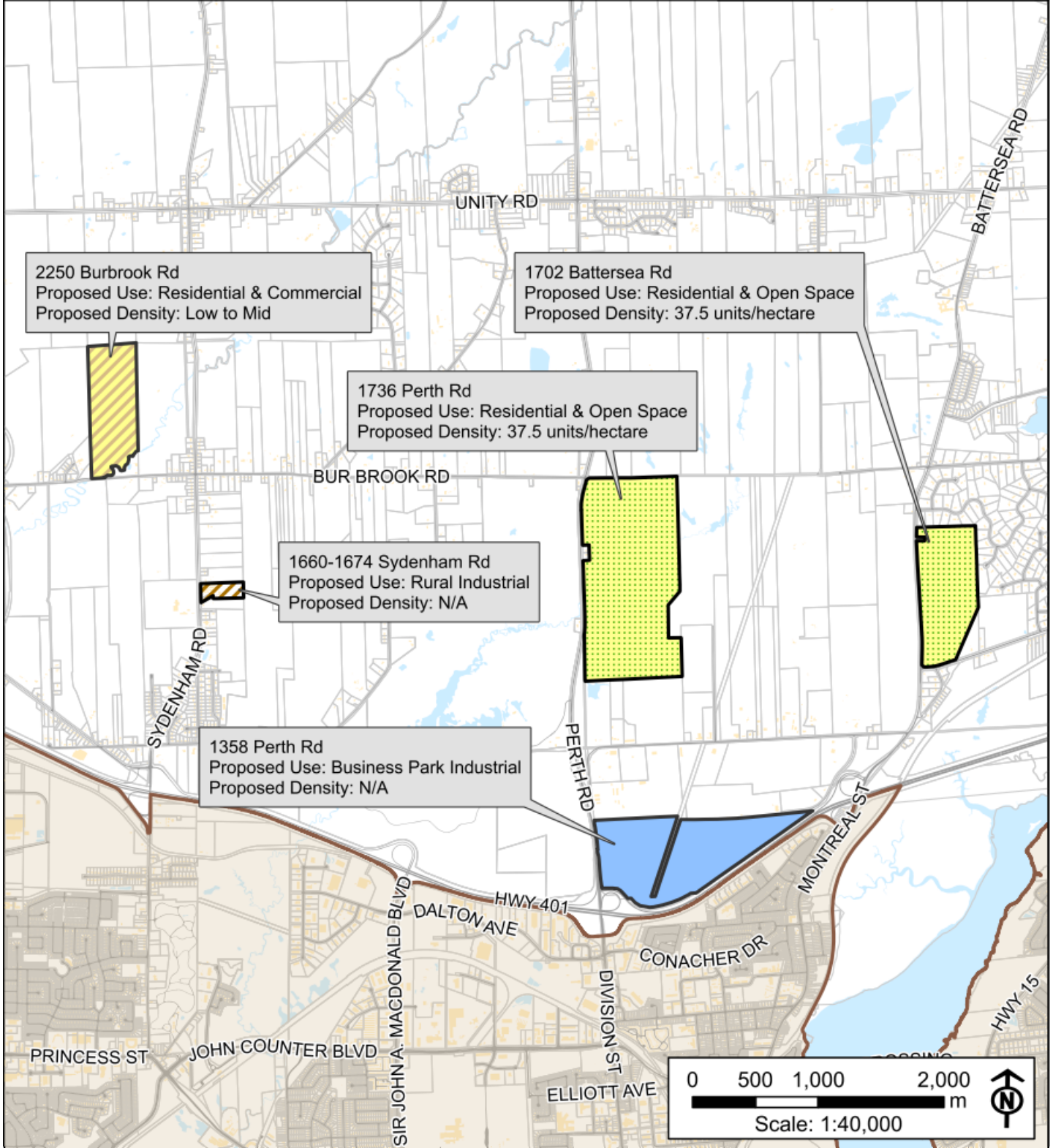
# Urban Boundary Expansion Requests

Map 2



- Existing Urban Boundary
- Proposed Uses
- Business Park Industrial
  - Residential and Commercial
  - Residential and Open Space
  - Rural Industrial

Planning Services

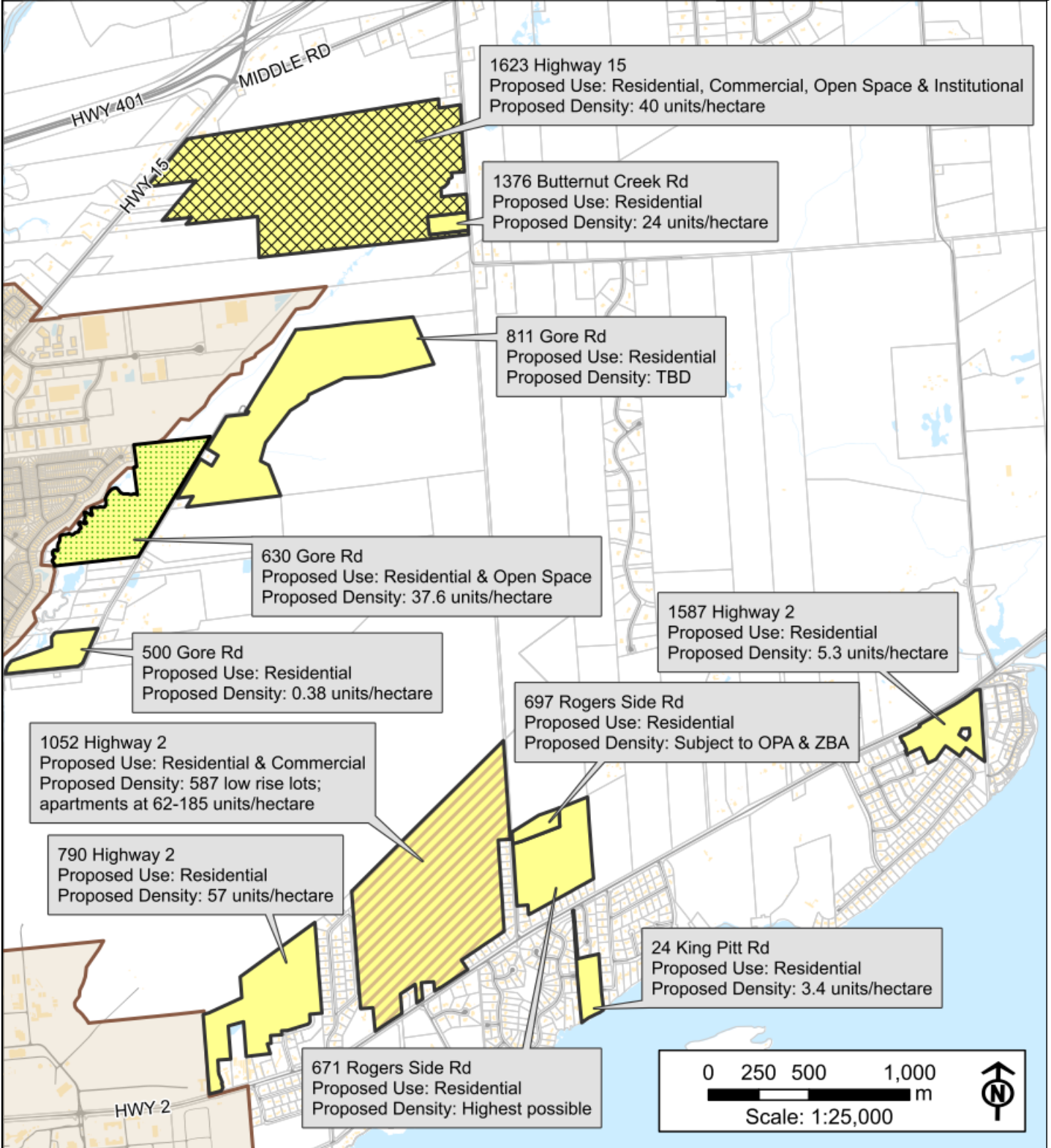




# Urban Boundary Expansion Requests

Map 3

- Existing Urban Boundary
- Proposed Uses**
- Residential
- Residential and Commercial, Open Space and School
- Residential and Commercial
- Residential and Open Space





**City of Kingston  
Report to Council  
Report Number 24-096**

---

**To:** Mayor and Members of Council  
**From:** Desirée Kennedy, Chief Financial Officer & City Treasurer  
**Resource Staff:** Lana Foulds, Director, Financial Services  
Christa Walsh, Manager, Financial Planning  
**Date of Meeting:** May 7, 2024  
**Subject:** Capital Project Status Report – Fourth Quarter 2023

---

**Council Strategic Plan Alignment:**

Theme: Financial measures/budget

Goal: See above

**Executive Summary:**

This report provides Council with an update on the status of capital works in process. When projects are complete Council is advised and the necessary recommendation is made to complete the financing requirements. In most cases this recommendation results in a return of funds (denoted in brackets) to the original approved financing source and may include a change in the debt financing requirements.

In some instances, additional funding and/or funding changes may also be required and are included in the recommendation, supported by the detail in Exhibit A to this report. These changes include budget reallocations and amendments to previously approved and new capital budgets and related funding, and ensure that appropriate approval, tracking and monitoring processes are maintained and supported. This report is also recommending additional budget approvals for a Utilities Kingston service modelling project and for the John Counter Boulevard reconstruction project (previously closed).

May 7, 2024

Page 2 of 7

Staff are recommending that the City Treasurer be given delegated authority to make budget adjustments during the year of a routine or administrative nature, where changes will not alter the intent of the original project approval or scope.

**Recommendation:**

**That** Council approve capital budget changes, as outlined in Exhibit A to Council Report Number 24-096, as well as financing of capital projects or (return of funds) as follows:

<b>Source of Financing (Return of Funds):</b>	<b>Amount</b>
Municipal Capital Reserve Fund	\$ 1,623,498
Other Reserve Funds:	
Transit Capital Reserve Fund	(76,691)
Development Charges Reserve Fund	(1,740,401)
Utilities Kingston Reserve Fund	(7,189)
Parking Reserve Fund	(162)
Facility Repair Reserve Fund	(1,118)
Utilities Equipment Reserve Fund	<u>(78)</u>
	(1,825,639)
Development Charges – Post Planning Period (MCRF)	(347,307)
Other sources of funding – Grant revenues	<u>866,624</u>
<b>Total Sources of Funding (Return of Funds)</b>	<b><u>\$ 317.176</u></b>

**That** Council approve a budget amendment for the John Counter Boulevard reconstruction project of \$675,000 to be funded \$423,090 from the Municipal Capital Reserve Fund and \$251,910 from the Development Charges Reserve Fund; and

**That** Council approve a \$300,000 budget for Utilities Kingston to expand service capacity modelling, with funding from the Housing Accelerator Fund grant allocation; and

**That** the By-Law to Amend City of Kingston By-Law Number 2016-189, A By-Law to Consolidate the Delegation of Powers and Duties, attached to Report Number 24-096 as Exhibit C, be presented to Council to delegate authority to the City Treasurer, or delegate, to make capital budget adjustments during the year that are of a routine or administrative nature.

May 7, 2024

Page 3 of 7

**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

Jennifer Campbell, Commissioner, Community Services

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

May 7, 2024

Page 4 of 7

**Options/Discussion:****Background**

Financial Services provides information on a regular basis on the status of capital works, including completed projects as well as capital works-in-process. The recommendations in this report ensure that the integrity of the budget approval process is maintained by ensuring that any changes to funding as a result of project completion are documented and approved.

The capital project structure is configured to support project close outs for specific departmental strategic projects. Capital asset management envelopes are not subject to a routine close out process, but balances are reviewed and reported regularly. Staff continue to provide supplemental information as applicable on capital works-in-process, for both departmental strategic projects and funding envelopes including projected completion dates and relevant information on the status and duration of budgeted envelopes.

**Exhibit A - Closed Capital Projects and Budget Adjustments**

Exhibit A provides details in support of the recommendations for closing and finalizing the financing requirements for completed capital projects which can result in additional funding or a return of unspent funds to the original approved funding source.

Exhibit A includes funding adjustments relating specifically to grant funding changes:

- Funding adjustments to reflect changes to the Airport Capital Assistance Program (ACAP) funding; where grant funding has been received, municipal funding is being switched out with grant funding; where grant funding was not secured, grant funding is being replaced with municipal funding or project budgets are being reduced.
- Change in funding source to recognize Species at Risk grant funding of \$220K to support turtle fencing.
- An increase in the Police NG911 call centre project to reflect an additional \$720K to support phase 2 of the project.
- An increase in the Fire NG911 call centre project to reflect an additional \$563K to support phase 2 of the project; the City has now been awarded a total of \$1,043,095 for phase 2 of this project; however, grant funding of \$480K was previously approved.

Exhibit A also includes:

- A budget amendment to reallocate previously approved affordable housing capital funding to a new 38 Cowdy Street project to support the required capital maintenance activities for that property.
- Year-end funding adjustments to two capital projects that were previously closed during the year (in Transit and Engineering), to ensure that the appropriate allocation of

May 7, 2024

Page 5 of 7

Development Charges funding has been applied in accordance with the current background study.

### **Exhibit B - Capital Works in Process**

Exhibit B provides information on the capital works in process as at December 31, 2023, including information on approved expenditure budgets and actual costs to date. For reporting purposes, project numbers assigned to similarly named projects have been consolidated on Exhibit B with reference to the respective project numbers. Over the years, new project codes have been created by the financial management system for both capital envelopes and strategic projects. City staff continue to streamline processes for assigning capital project numbers in the system and as older project numbers are utilized, they are being closed and any remaining balance consolidated into the newer project number.

### **New Motions**

This report includes a recommendation for a budget amendment to re-approve \$675K of the original budget for the John Counter Boulevard reconstruction project (Phase 4), which was closed in 2022. The project closure returned unspent funds totalling \$717K to the Municipal Capital Reserve Fund and the Development Charges Reserve Fund, prior to contemplating potential warranty and deficiency repair costs and timelines.

This report also includes a budget approval of \$300K to Utilities Kingston, funded from the Housing Accelerator Fund (HAF) grant allocation, to expand capacity monitoring and tracking related to water and wastewater requirements in support of housing targets and future development planning.

### **Delegated Authority**

This report is recommending that the City Treasurer be given delegated authority to make budget adjustments during the year that are of a routine or administrative nature. This would include primarily:

- Consolidating approved capital projects into one capital project number, where multiple project numbers have been set up for projects with similar or same scope, for ease of monitoring.
- Processing grant funding adjustments to set up new projects or replace municipal capital funding of existing projects with grant funding when grant funding is secured.

To ensure that the integrity of the budget approval process is maintained, any adjustments made under delegated authority will not alter the intent of the original project approval, including project scope, and will not result in the approval of additional municipal funding sources. Adjustments will be reported to Council on a subsequent capital project status report.



May 7, 2024

Page 6 of 7

**Existing Policy/By-Law**

Capital budget by-laws for all years up to and including 2023 with capital budget amendments as approved by Council.

By-Law Number 2016-189, A By-Law to Consolidate the Delegation of Powers and Duties

**Financial Considerations**

Recommendations for specific funding sources or return of funds are in accordance with the intent of the original budget approved sources of financing. It is appropriate to close capital projects once complete and remove them from the regular reports for capital works in process. Capital asset management budget envelopes will not be subject to a routine close out process; however, ongoing balances will be reviewed and reported on a regular basis.

**Contacts:**

Desiree Kennedy, Chief Financial Officer & City Treasurer, 613-546-4291 extension 2220

Lana Foulds, Director, Financial Services, 613-546-4291 extension 2209

Christa Walsh, Manager of Financial Planning, 613-546-4291 extension 2262

**Other City of Kingston Staff Consulted:**

Luke Follwell, Director, Engineering Services

Ruth Noordegraaf, Director, Housing & Social Services

Brodie Richmond, Manager, Environmental Operations & Programs

Scott Tulk, Manager, Digital Transformation

Brandon Forrest, Director, Business, Real Estate & Environment

Ian Semple, Director, Transportation & Transit Services

Brent Fowler, Director, Corporate Asset Management & Fleet

Karen Santucci, Director, Public Works & Solid Waste

Scarlet Eyles, Director of Finance, Kingston Police

**Exhibits Attached:**

Exhibit A - Closed Capital Projects and Budget Adjustments as at December 31, 2023

May 7, 2024

Page 7 of 7

Exhibit B - Capital Works-in-Process as at December 31, 2023

Exhibit C - By-Law to Amend City of Kingston By-Law Number 2016-189,  
A By-Law to Consolidate the Delegation of Powers and Duties

**Closed Capital Projects and Budget Amendments as at December 31, 2023**

Department	Project Number and Description	Actual Expenditures	Budget	Expenditure Variance	Amount to Finance (Amount Returned)	Project Status	Municipal Capital Reserve Fund	Other Funding	Funding Description	Comments
Housing & Social Services	200763 - HSG-805 Ridley	2,770,305	6,233,275	(3,462,970)	(500,000)	Reallocate to new project	(500,000)	-		Revised budget \$5,733,275
	HSG - 38 Cowdy Street	-	-	-	500,000	Budget amendment	500,000	-		New Budget \$500,000
Housing & Social Services	200733 - HSG-113 Lower Union	2,177,329	2,209,172	(31,843)	(31,843)	Close	(31,843)	-		
Housing & Social Services	200920 - SOC-Electronic Scheduler	-	50,000	(50,000)	(50,000)	Close	(50,000)	-		Project not required
Housing & Social Services	200475 - HSG-Affordable Housing Viability	340,665	340,665	-	-	Close	-	-		
Asset Management & Fleet Services	200441 - FLT-Replacements-Underground	273,004	273,082	(78)	(78)	Close	-	(78)	Utilities Equipment Reserve	
Asset Management & Fleet Services	100156/200439 - FLT-Replacements-City Other	3,172,395	3,203,886	(31,491)	(333,000)	Change Funding Source	(333,000)	333,000	Airport Capital Assistance Program Funding	Change funding source; grant funding received
Asset Management & Fleet Services	200822 - FLT-Replacements-City Other	1,357,493	1,608,397	(250,904)	(152,000)	Closing a portion of the project	-	(152,000)	Airport Capital Assistance Program Funding	Reduced budget due to grant funding not secured; Revised budget \$1,456,397
Asset Management & Fleet Services	200928 - FLT-Replacements-City Other-Airport	283,437	1,160,957	(877,520)	(686,025)	Closing a portion of the project	-	(686,025)	Airport Capital Assistance Program Funding	Reduced budget due to grant funding not secured; Revised budget \$474,932
Asset Management & Fleet Services	201019 - FLT-Municipal-Replacements	4,676,274	5,790,841	(1,114,567)	130,709	Change Funding Source	130,709	(130,709)	Airport Capital Assistance Program Funding	Change funding source; grant funding not secured
Asset Management & Fleet Services	200873 - FLT-Installation of Municipal Fleet Chargers	129,260	130,000	(740)	(740)	Close	-	(740)	Ministry of Natural Resources & Forestry	
Engineering	200336 - ENG-Community Park West Village (700 Gardiners Road)	1,415,456	1,416,000	(545)	(545)	Close	(545)	-		

Department	Project Number and Description	Actual Expenditures	Budget	Expenditure Variance	Amount to Finance (Amount Returned)	Project Status	Municipal Capital Reserve Fund	Other Funding	Funding Description	Comments
Engineering	200809 - ENG-Turtle Fence	867,587	1,655,000	(787,413)	(220,000)	Change Funding Source	(220,000)	220,000	Species at Risk Program	Change funding source; grant funding received
Engineering	100253 - MPO-CWD 2 Lane Road East of Sydenham	731,783	1,248,480	(516,697)	(516,697)	Close and reallocate		(440,226)	Development Charges Reserve Fund	
		-	-	-	-			(76,471)	DC Post Planning Period (MCRF)	
	100229 - ENG-Cataraqui Woods Extension - Sydenham	4,227,112	8,722,489	(4,495,377)	516,697		87,425	403,024	Development Charges Reserve Fund	Revised budget \$9,239,186
		-	-	-	-			26,248	DC Post Planning Period (MCRF)	
Fire	100098-FRE-911 Telephome	514,522	1,020,725	(506,203)		Budget amendment	-	563,100	NG9-1-1 Grant	Additional grant funding received; revised budget \$1,583,825
Public Works	200428 - PBW-Building Maintenance Capital	128,882	130,000	(1,118)	(1,118)	Close	-	(1,118)	Facility Repair Reserve	
Transit	200830 - TRN-Driver Protection Barriers	825,000	825,000	-	-	Close	-	-		Funded from Safe Restart-Transit grant
Transit	200562 -TRN- Electric Buses	-	-	-	-	Correct funding source	-	(76,691)	Transit Capital Reserve Fund	Funding correction for closed project
		-	-	-	-			76,691	Development Charges Reserve Fund	
Transportation & Transit	100252 - TRP-Centennial Drive-2 Lane Road	-	-	-	-	Correct funding source	2,076,974	(1,779,890)	Development Charges Reserve Fund	Funding correction for closed project
		-	-	-	-			(297,084)	DC Post Planning Period (MCRF)	
Real Estate & Environmental	201070 - REE-King Street West Parking Lot Lands	153,338	153,500	(162)	(162)	Close	-	(162)	Parking Reserve Fund	

Department	Project Number and Description	Actual Expenditures	Budget	Expenditure Variance	Amount to Finance (Amount Returned)	Project Status	Municipal Capital Reserve Fund	Other Funding	Funding Description	Comments
Planning Services	200951 - PLD-Streamline Development Approval Fund Initiative	1,749,998	1,750,000	(2)	(2)	Close	-	(2)	Ministry of Muncipal Affairs & Housing	
Planning Services	201014 - PLD-Livable City Design Awards	43,045	50,000	(6,955)	(6,955)	Close	(6,955)	-		
Police	200698 - POL-911 Upgrades	1,294,792	2,200,000	(905,208)	-	Budget amendment	-	720,000	NG9-1-1 Grant	Additional grant funding received; revised budget \$2,920,000
Information Services & Technology	200661 - IST-Internal Quality\Process Improvement Tech	49,492	50,000	(508)	(508)	Close	(508)	-		
Information Services & Technology	100217 - IST-Enterprise Applications-HR	479,051	515,000	(35,949)	(35,949)	Close	(28,759)	(7,189)	Utilities Kingston Reserve Fund	
<b>Total</b>							<b>1,623,498</b>	<b>(1,306,322)</b>		

Department	Project Number and Description	Actual Expenditures	Budget	Expenditure Variance	Amount to Finance (Amount Returned)	Project Status	Municipal Capital Reserve Fund	Other Funding	Funding Description	Comments
<b>Summary</b>										
<b>Reserve &amp; Reserve Funds:</b>										
	Municipal Capital Reserve Fund						1,623,498			
	Development Charges Reserve Fund							(1,740,401)		
	Transit Capital Reserve Fund							(76,691)		
	Utilities Equipment Reserve Fund							(78)		
	Facility Repair Reserve Fund							(1,118)		
	Utilities Kingston Reserve Fund							(7,189)		
	Parking Reserve Fund							(162)		
	<b>Sub-Total</b>						<b>1,623,498</b>	<b>(1,825,639)</b>		
	DC Post Planning Period (MCRF)							(347,307)		
	Grant Revenues							866,624		
	<b>Total</b>						<b>1,623,498</b>	<b>(1,306,322)</b>		

## Capital Works-In-Progress as at December 31, 2023

Project Number and Description	Actuals	Commitments	Budget	Variance	Comments
<b>Agencies &amp; Boards</b>					
<b>Library - Asset Management Envelopes</b>					
100000 - LIB-Branch Revitalization & Renewal (Shared)	238,702	-	375,000	136,298	
200526 - LIB-Branch Revitalization & Renewal (Un-Shared)	192,890	-	389,216	196,326	
200527 - LIB-Facility Repairs	739,738	61,263	1,046,319	245,318	
200528 - LIB-Materials for Sight Impaired	29,973	-	30,000	27	
200529 - LIB-Shared IT	200,028	-	501,000	300,972	
200531 - LIB-Unshared IS&T	39,207	-	207,000	167,793	
Total Library - Asset Management Envelopes	1,440,539	61,263	2,548,535	1,046,734	
<b>Library - Projects</b>					
200806 - LIB-KFPL Branch Donations	10,176	-	36,385	26,209	
Total Library - Projects	10,176	-	36,385	26,209	
<b>Total Library</b>	<b>1,450,715</b>	<b>61,263</b>	<b>2,584,920</b>	<b>1,072,943</b>	
<b>Police - Asset Management Envelopes</b>					
200533 - POL-IT Projects	2,868,662	-	4,841,000	1,972,338	
200534 - POL-Critical Incident Management Equipment	790,139	-	805,788	15,649	
200532 - POL-Replacement Vehicles	2,854,974	-	3,143,000	288,026	
200535 - POL-Building	263,650	-	400,000	136,350	
Total Police - Asset Management Envelopes	6,777,424	-	9,189,788	2,412,364	

<b>Project Number and Description</b>	<b>Actuals</b>	<b>Commitments</b>	<b>Budget</b>	<b>Variance</b>	<b>Comments</b>
<b>Police - Projects</b>					
200698 - POL-911 Upgrades	1,294,792	-	2,920,000	1,625,208	Grant funding
Total Police - Projects	1,294,792	-	2,920,000	1,625,208	
<b>Total Police</b>	<b>8,072,216</b>	<b>-</b>	<b>12,109,788</b>	<b>4,037,572</b>	
<b>Kingston Access Services - Projects</b>					
100089 - KAS-Facility Upgrades	10,537	-	32,000	21,463	
200972 - KAS-New Dispatch Software	-	-	121,000	121,000	
200820 - KAS-Replacement of KAS Vehicles	431,844	-	1,375,828	943,984	
201003 - KAS-Computer Upgrade	-	-	15,000	15,000	
<b>Total Kingston Access Services</b>	<b>442,381</b>	<b>-</b>	<b>1,543,828</b>	<b>1,101,447</b>	
<b>County of Frontenac - Projects</b>					
201026 - COF-Ambulance	-	-	250,000	250,000	
201025 - COF-Ambulance Station	-	-	3,000,000	3,000,000	
<b>Total County of Frontenac</b>	<b>-</b>	<b>-</b>	<b>3,250,000</b>	<b>3,250,000</b>	
<b>Total Agencies &amp; Boards</b>	<b>9,965,311</b>	<b>61,263</b>	<b>19,488,536</b>	<b>9,461,962</b>	



<b>Project Number and Description</b>	<b>Actuals</b>	<b>Commitments</b>	<b>Budget</b>	<b>Variance</b>	<b>Comments</b>
<b>Infrastructure, Transportation &amp; Emergency Services</b>					
<b>Transportation Services - Transportation &amp; Transit - Asset Management Envelopes</b>					
200449/200666 - TRP - City-wide Routes ATMP Infrastructure	3,116,346	89,937	5,180,011	1,973,727	
200451 - TRP-Active Transportation - Pathways & Trails	7,477	1,379	66,000	57,144	
200456 - TRP-City Wide Intersection & Corridor Improvements	925,701	1,375	1,131,000	203,924	
200667 - TRP-Neighbourhood Routes ATMP Infrastructure	884,916	20,097	2,364,823	1,459,810	
200669 - TRP-Intersections and Pedestrian Crossings	1,134,184	109,187	3,400,000	2,156,630	
200671 - TRP-Traffic Management General	1,558,404	3,210	1,659,597	97,983	
200673 - TRP-Pathway and Trail Lighting	361,575	9	3,050,000	2,688,416	
Total Transportation Services - Transportation & Transit - Asset Management Envelopes	<u>7,988,604</u>	<u>225,194</u>	<u>16,851,431</u>	<u>8,637,633</u>	
<b>Transportation Services - Transportation &amp; Transit - Projects</b>					
100252 - TRP-Centennial Drive-2 Lane Road	5,182,414	171,388	8,113,052	2,759,250	
200668 - TRP-Policies and Programs	203,466	12,470	345,000	129,064	
200670 - TRP-Transportation Data Modelling and Studies	385,953	61,442	787,000	339,605	ECD Q3 2026
200674 - TRP-ICIP KIN008 - Centralized Traffic Control and TSP	170,140	9,539	4,184,900	4,005,221	ECD Q4 2025
200675 - TRP-ICIP KIN002 - Enhanced connections to KT Stops	4,121,638	931,740	6,900,759	1,847,381	ECD Q4 2025
200677 - TRP-ICIP KIN003 - King Street W at Portsmouth (TSP)	19,583	-	4,497,608	4,478,025	ECD Q4 2025
200678 - TRP-ICIP KIN004-AT/Transit Corridor, Priority, & AT Enhance	3,927,091	313,410	13,081,463	8,840,962	ECD Q4 2025
200810 - TRP-ROW-Downtown Patio Program and Design	188,062	3,889	250,000	58,049	

<b>Project Number and Description</b>	<b>Actuals</b>	<b>Commitments</b>	<b>Budget</b>	<b>Variance</b>	<b>Comments</b>
200987 - TRP-School Safety Zones	52,180	-	400,000	347,820	ECD Q4 2025
201028 - TRP-Gardiners Centennial MTO Intersection	4,081	151,473	18,905,000	18,749,446	ECD Q4 2025
201031/201032 - TRP-ICIP KIN12 - Phase 2-Portsmouth Ave to Union Street	-	-	1,991,458	1,991,458	ECD Q4 2025
<b>Total Transportation Services - Transportation &amp; Transit - Projects</b>	<b>14,254,608</b>	<b>1,655,351</b>	<b>59,456,240</b>	<b>43,546,280</b>	
<b>Transit - Transportation &amp; Transit Asset Management Envelopes</b>					
200447 - TRN-Buildings-Transit	175,528	-	500,000	324,472	
200448 - TRN-Equipment	201,701	-	1,643,498	1,441,797	
200643/200934 - TRN-Bus Stops/Shelters	888,803	2,437,948	4,693,026	1,366,274	
<b>Total Transit - Asset Management Envelopes</b>	<b>1,266,032</b>	<b>2,437,948</b>	<b>6,836,524</b>	<b>3,132,544</b>	
<b>Transit - Transportation &amp; Transit Projects</b>					
200641 - TRN-Buildings-Bus Electrification Study	105,798	44,125	250,000	100,077	ECD Q3 2024
200933 - TRN- Equipment-Farebox	1,137,763	245,396	1,500,000	116,841	ECD Q4 2024
<b>Total Transit - Transportation &amp; Transit - Projects</b>	<b>1,243,561</b>	<b>289,521</b>	<b>1,750,000</b>	<b>216,918</b>	
<b>Total Transportation &amp; Transit Services</b>	<b>24,752,804</b>	<b>4,608,015</b>	<b>84,894,195</b>	<b>55,533,375</b>	
<b>Public Works - Asset Management Envelopes</b>					
200425 - PBW-Right-of-way Inspections/Repairs	652,920	-	890,000	237,080	
200426 - PBW-Forestry	3,354,512	-	3,595,000	240,489	
200427 - PBW-Low Volume Roads	1,433,208	6,878	1,700,000	259,914	
200429 - PBW-Technology-Research & Implementation	297,073	-	410,000	112,927	
200430 - PBW-Parks & Sportsfields Repairs	392,437	18,471	425,000	14,092	
200646 - PBW-Pavement Marking	1,385,702	9,022	2,054,000	659,276	

<b>Project Number and Description</b>	<b>Actuals</b>	<b>Commitments</b>	<b>Budget</b>	<b>Variance</b>	<b>Comments</b>
201004 - PBW-Winter De-icing Pilot	-	-	100,000	100,000	
Total Public Works - Asset Management Envelopes	7,515,851	34,372	9,174,000	1,623,777	
<b>Total Public Works</b>	<b>7,515,851</b>	<b>34,372</b>	<b>9,174,000</b>	<b>1,623,777</b>	
<b>Solid Waste - Projects</b>					
100267 - SLW-Radio Equipment	86,870	-	132,104	45,234	
100276 - SLW-Integrated Waste Management Study	136,990	-	200,000	63,010	
200638 - SLW-Drop-off Recycling Depot at KARC	39,326	-	60,000	20,675	
200807 - SLW-Groundwork Repair at Yard Waste Depot at KARC	-	-	100,000	100,000	
<b>Total Solid Waste</b>	<b>263,185</b>	<b>-</b>	<b>492,104</b>	<b>228,919</b>	
<b>Engineering - Asset Management Envelopes</b>					
200477 - ENG-Existing Parks & Shoreline	5,850,753	718,928	11,970,548	5,400,867	
200683 - ENG-Road Reconstruction & Rehabilitation	21,638,876	1,778,811	24,334,345	916,658	
200686 - ENG-Bridges, Culverts & Retaining Walls	3,544,585	893,769	5,159,630	721,276	
200687 - ENG-ENG-Storm System Improvements	2,458,064	-	4,454,508	1,996,444	
200688 - ENG-Stormwater & Combined Sewer Separation Projects	342,156	326,618	10,238,679	9,569,906	
200691 - ENG-Asset Management & Studies	1,622,844	305,489	2,620,265	691,932	
200692 - ENG-Engineering Capital Program - unallocated	2,304,089	99,199	2,600,825	197,538	
200705 - ENG-DMAF Shoreline Projects	4,289,535	121,650	7,572,385	3,161,200	
200809 - ENG-Turtle Fence	866,585	1,002	1,655,000	787,412	
201022 - ENG-Parks Capital Program - unallocated	-	-	311,275	311,275	
Total Engineering - Asset Management Envelopes	42,917,488	4,245,465	70,917,460	23,754,508	

<b>Project Number and Description</b>	<b>Actuals</b>	<b>Commitments</b>	<b>Budget</b>	<b>Variance</b>	<b>Comments</b>
<b>Engineering - Projects</b>					
100229 - ENG-Cataraqui Woods Extension - Sydenham	4,227,112	-	9,239,186	5,012,074	
200658 - ENG-New Parks	2,314,709	1,515,900	8,599,025	4,768,416	ECD Q4 2024
200976 - ENG-700 Princess Street	1,118,547	3,053	1,145,000	23,400	
XXXXXX-ENG-JCB Overpass	-	-	675,000	675,000	
<b>Total Engineering - Projects</b>	<b>7,660,368</b>	<b>1,518,953</b>	<b>19,658,211</b>	<b>10,478,891</b>	
<b>Major Projects Office - Engineering - Projects</b>					
100245 - MPO-Highway 15 Gore Road Intersection to Lasalle School	5,150,035	-	7,647,761	2,497,726	
200100 - MPO-Third Crossing of the Cataraqui River	179,942,032	21,018	180,000,000	36,951	
200679 - MPO-ICIP KIN007 - JCB/Montreal Intersection	273,788	-	9,990,000	9,716,212	ECD Q2 2025
200978 - MPO-Village Apartments Pathway Improvements	-	-	265,302	265,302	ECD Q4 2025
201029/201030 - MPO-ICIP KIN002 - K&P Trail	-	-	1,500,000	1,500,000	ECD Q4 2025
<b>Total Major Projects Office - Engineering</b>	<b>185,365,855</b>	<b>21,018</b>	<b>199,403,063</b>	<b>14,016,190</b>	
<b>Total Engineering</b>	<b>235,943,710</b>	<b>5,785,435</b>	<b>289,978,734</b>	<b>48,249,589</b>	
<b>Fire &amp; Rescue - Asset Management Envelopes</b>					
100098 - FRE-911 Telephone Service	514,522	4,424	1,020,725	501,779	
100100 - FRE-Communications Centre	103,943	-	302,300	198,357	
100102 - FRE-Headquarters & Stations Capital	1,376,179	447	1,404,000	27,374	
100104 - FRE-Response Vehicles - Replace/Refurbish	7,056,992	2,544,000	10,004,960	403,968	
100111 - FRE-Planning/Studies	195,239	-	220,000	24,761	
200505 - FRE-Mobile Radio & Communications	706,756	90,585	1,053,500	256,159	

<b>Project Number and Description</b>	<b>Actuals</b>	<b>Commitments</b>	<b>Budget</b>	<b>Variance</b>	<b>Comments</b>
200507 - FRE-Fire Technology Communications	11,221	-	625,000	613,779	
200509 - FRE-Other Equipment	1,479,148	65,474	1,550,000	5,378	
200902 - FRE-Corporate Radio System	851,559	-	1,096,628	245,069	
201016 - FRE-Emergency Preparedness	-	-	25,000	25,000	
201015 - FRE-Training Centre Facilities and Props	86,815	-	100,000	13,185	
201074 - FRE-Aerial Fire Truck	-	-	2,000,000	2,000,000	
Total Fire & Rescue - Asset Management Envelopes	12,382,374	2,704,931	19,402,113	4,314,808	
<b>Total Fire &amp; Rescue</b>	<b>12,382,374</b>	<b>2,704,931</b>	<b>19,402,113</b>	<b>4,314,808</b>	

## Growth & Development Services

### Planning Services - Projects

100037 - PLD-North King's Town Secondary Plan	894,432	-	981,000	86,568	
100109 - PLD-Clogg's Road/Creekford Secondary	213,887	-	250,000	36,113	
100110/200936 - PLD-Urban Growth Strategy Update	295,005	-	450,000	154,995	
200467 - PLD-Development Review/Land Management	55,600	-	157,171	101,571	
200468 - PLD-Project Costs/Long Term Plan	620,182	32,600	790,364	137,583	
200831 - PLD-Policy Planning Studies	95,160	182,863	650,000	371,977	
200937 - PLD-Commercial Land Use Inventory	5,998	64,976	100,000	29,026	
200938 - PLD-Employment/Industrial Land Strategy	3,310	42,116	75,000	29,573	
200939 - PLD-Population Model Update	217,409	98,079	340,000	24,512	
200940 - PLD-Density by Design	-	-	200,000	200,000	

<b>Project Number and Description</b>	<b>Actuals</b>	<b>Commitments</b>	<b>Budget</b>	<b>Variance</b>	<b>Comments</b>
200941 - PLD-GIS Vendor Support	-	-	30,000	30,000	
200942 - PLD-3D GIS Development Strategy	843	-	51,000	50,157	
200943 - PLD-Site Plan By-Law Update	17,736	-	75,000	57,264	
200944 - PLD-Community Benefits Charges Strategy	124,013	3,374	150,000	22,613	
201012 - PLD-Official Plan Consolidation/ 5 Year Reviews	2	-	425,000	424,998	
201013 - PLD-Plan Review Monitors	1,282	-	15,000	13,718	
201075 - PLD-2024 DC Background Study & By-Law Development	5,356	-	150,000	144,644	
<b>Total Planning Services</b>	<b>2,550,215</b>	<b>424,008</b>	<b>4,889,535</b>	<b>1,915,312</b>	
<b>Building Services - Asset Management Envelopes</b>					
100133 - BEN-Building Hardware	2,009	-	80,000	77,991	
200835 - BEN-Furnishings	-	-	10,000	10,000	
<b>Total Building Services</b>	<b>2,009</b>	<b>-</b>	<b>90,000</b>	<b>87,991</b>	
<b>Licensing &amp; Enforcement Services - Projects</b>					
200834 - BEN-Accela Licensing and Code Enforcement	-	-	300,000	300,000	
200899 - BEN-Enforcement Field Hardware	83,036	9,234	100,000	7,730	
<b>Total Licensing &amp; Enforcement Services</b>	<b>83,036</b>	<b>9,234</b>	<b>400,000</b>	<b>307,730</b>	
<b>Parking - Asset Management Envelopes</b>					
100180 - PRK-Planning/Studies	92,234	-	195,000	102,766	
100181 - PRK-Chown	3,897,106	128,525	4,605,146	579,515	
100182 - PRK-Bicycle Parking	44,786	-	160,000	115,214	
100183/200457 - PRK-Technology/Communications-Parking	280,018	-	660,000	379,982	

<b>Project Number and Description</b>	<b>Actuals</b>	<b>Commitments</b>	<b>Budget</b>	<b>Variance</b>	<b>Comments</b>
100184 - PRK-Hanson	2,154,481	78,100	2,480,000	247,419	
100186 - PRK-Surface Lots	339,740	-	1,635,381	1,295,641	
100187 - PRK-Pay & Display-Meters	1,788,639	-	2,883,292	1,094,653	
100190 - PRK-Robert Bruce	886,555	11,000	1,125,000	227,445	
100310 - PRK-Parking Other Equipment	78,513	-	115,000	36,487	
200460 - PRK-Parking Enforcement	70,639	-	141,948	71,310	
201002 - PRK-Sheraton	-	-	376,000	376,000	
201081 - PRK-Hanson Memorial Parking Garage	-	-	3,700,000	3,700,000	
<b>Total Parking</b>	<b>9,632,712</b>	<b>217,625</b>	<b>18,076,767</b>	<b>8,226,431</b>	
<b>Real Estate &amp; Environmental Initiatives - Asset Management Envelopes</b>					
200496 - REE-Employment Land Acquisition	765,060	-	5,200,000	4,434,941	
Total Real Estate & Environmental Initiatives - Asset Management Envelopes	765,060	-	5,200,000	4,434,941	
<b>Real Estate &amp; Environmental Initiatives - Projects</b>					
100138 - REE-9 North Street (Old Imperial Oil Building)	45,487	-	100,000	54,513	
100142 - REE-Federal Divestitures	115,108	45,392	250,000	89,500	
100266 - REE-Brownfield Remediation Project	447,814	4,274	455,400	3,312	
100281 - REE-Kingston East Landfill Closure	300,448	7,138	401,800	94,214	
100314 - REE-Belle Island Stabilization	5,815	-	50,000	44,185	
200870 - REE-Employment Land Servicing	3,205,829	451,862	5,700,222	2,042,532	
200170 - REE-Municipal Property Environmental Remediation	98,360	35,316	230,000	96,325	
200322 - REE-Employment Land Agreement	112,972	182,516	300,000	4,511	

<b>Project Number and Description</b>	<b>Actuals</b>	<b>Commitments</b>	<b>Budget</b>	<b>Variance</b>	<b>Comments</b>
200337 - REE-Dredging Waterlot-1 Queen Street	73,358	-	133,358	60,000	
200493 - REE-Strategic Property Land Development	592,081	161,706	811,165	57,378	
200497 - REE-DT Coal Tar Groundwater Monitoring	69,139	-	95,000	25,861	
200498 - REE-Belle Park Landfill	210,484	351	251,863	41,029	
200499 - REE-EMP Remediation and Monitoring	9,060	-	160,000	150,940	
201006 - REE-Orchard Marsh Sediment Control	-	-	250,000	250,000	
201050 - REE-Land Acquisition-Fire Station #11	3,857,996	-	4,300,000	442,004	
201069 - REE-Belle Park Emergency Repairs	784,937	9,096	1,500,000	705,967	
201079 - REE-2685 Creekford Road	1,451,910	-	1,480,000	28,090	
<b>Total Real Estate &amp; Environmental Initiatives - Projects</b>	<b>11,380,798</b>	<b>897,650</b>	<b>16,468,809</b>	<b>4,190,360</b>	
<b>Total Real Estate &amp; Environmental Initiatives</b>	<b>12,145,858</b>	<b>897,650</b>	<b>21,668,809</b>	<b>8,625,300</b>	
<b>Climate Leadership Division - Projects</b>					
200811 - CLD-Climate Leadership Priorities Implementation	342,434	36,634	450,000	70,932	
200812 - CLD-Kingston Home Energy Retrofit Program	4,998,561	278,551	18,475,000	13,197,888	On-going
200900 - CLD-Sustainable Kingston Plan Update	-	-	125,000	125,000	
200925 - CLD-GHG Inventory and Initiative Development	21,532	5,426	45,000	18,042	
<b>Total Climate Leadership Division</b>	<b>5,362,527</b>	<b>320,611</b>	<b>19,095,000</b>	<b>13,411,863</b>	



<b>Project Number and Description</b>	<b>Actuals</b>	<b>Commitments</b>	<b>Budget</b>	<b>Variance</b>	<b>Comments</b>
<b>Community Services</b>					
<b>Rideaucrest - Asset Management Envelopes</b>					
100080 - LTC-Donations, Capital Expenditures	103,694	-	222,000	118,306	
100209 - LTC-Rideaucrest Home-Facility	3,127,400	195,917	3,663,843	340,526	
<b>Total Rideaucrest</b>	<b>3,231,093</b>	<b>195,917</b>	<b>3,885,843</b>	<b>458,832</b>	
<b>Heritage Services - Asset Management Envelopes</b>					
200490 - HER-Cultural Heritage	521,470	1,094	1,667,661	1,145,098	
201130 - HER-Heritage Planning	8,609	5,501	213,673	199,562	
Total Heritage Services - Asset Management Envelopes	530,079	6,595	1,881,334	1,344,660	
<b>Heritage Services - Projects</b>					
200292 - HER-Engage for Change	261,680	7,632	450,000	180,688	
Total Heritage Services - Projects	261,680	7,632	450,000	180,688	
<b>Total Heritage Services</b>	<b>791,759</b>	<b>14,227</b>	<b>2,331,334</b>	<b>1,525,348</b>	
<b>Housing &amp; Social Services - Projects</b>					
100088 - HSG-1316 & 1318 Princess Street	13,507,009	-	15,720,925	2,213,916	
100092/200472 - HSG-Affordable Housing Capital Subsidy	345,094	-	485,626	140,532	
200087 - HSG-Social Housing Seed Funding	150,969	-	250,000	99,031	
200199 - HSG-Rideau Heights Regeneration Phase 2	368,242	28,457	400,000	3,301	
200343 - HSG-IAH-1 Curtis Crescent	1,496,221	14,313	1,550,000	39,466	

<b>Project Number and Description</b>	<b>Actuals</b>	<b>Commitments</b>	<b>Budget</b>	<b>Variance</b>	<b>Comments</b>
200561 - HSG-27 Wright Cres Redevelopment	2,557,350	-	2,656,820	99,470	
200639 - HSG-Canada-Ontario Community Housing Initiative	2,741,724	403,236	3,675,395	530,435	
200640 - SOC-MFAP Modernization & Sustainment	33,178	17,092	100,000	49,731	
200717 - HSG-1752 Bath Road	-	-	1,400,000	1,400,000	
200727 - HSG-484-Albert Street (Home for Good Program)	2,912,100	-	9,445,000	6,532,900	
200763 - HSG-805 Ridley	2,717,002	53,303	5,733,275	2,962,970	
200817 - SOC-Furnishings - 362 Montreal Street	-	-	10,000	10,000	
200874 - HSG-Tiny Homes/Micro Living Spaces	-	-	661,000	661,000	
200894 - HSG-Rapid Housing Initiative	7,424,141	183	7,668,328	244,004	
200895 - HSG-Sleeping Cabin Program	886,071	239,158	1,151,970	26,741	
200981 - HSG-Providence Manor	20,000	-	50,000	30,000	
201007 - HSG-Housing & Homeless System Consulting	48,285	-	100,000	51,715	
201009 - HSG-Affordable Units	1,640,074	2,456	10,250,000	8,607,470	
201010 - SOC-Business Equipment Replacement	-	-	15,000	15,000	
201011 - SOC-Child Care Plan	-	-	50,000	50,000	
201038 - HSG-Ryandale Transitional Housing	900,000	-	900,000	-	
201040 - HSG-Rapid Housing Initiative (Round Three)	2,245,287	86,270	6,669,918	4,338,360	
201089 - HSG-365 Nelson Street-Youth Shelter	-	-	141,425	141,425	
XXXXXX-HSG - 38 Cowdy Street	-	-	500,000	500,000	
<b>Total Housing &amp; Social Services</b>	<b>39,992,745</b>	<b>844,469</b>	<b>69,584,682</b>	<b>28,747,468</b>	

<b>Project Number and Description</b>	<b>Actuals</b>	<b>Commitments</b>	<b>Budget</b>	<b>Variance</b>	<b>Comments</b>
<b>Arts &amp; Culture Services - Asset Management Envelopes</b>					
100297 - CUL-JK Tett Centre Envelope	46,549	-	132,200	85,651	
200491 - CUL-Cultural Arts Programs	464,935	-	989,263	524,328	
200492 - CUL-Grand Theatre Functional Capital	570,456	-	682,205	111,749	
Total Arts & Culture Services - Asset Management Envelopes	1,081,940	-	1,803,668	721,728	
<b>Arts &amp; Culture Services - Projects</b>					
100311 - CUL-Public Art Program (KCP)	520,692	156	978,943	458,095	
Total Arts & Culture Services - Projects	520,692	156	978,943	458,095	
<b>Total Arts &amp; Culture Services</b>	<b>1,602,632</b>	<b>156</b>	<b>2,782,611</b>	<b>1,179,823</b>	
<b>Recreation &amp; Leisure Services - Asset Management Envelopes</b>					
200481 - REC-Community Facilities	389,527	-	730,809	341,282	
200482 - REC-Leon's Centre - Facilities	1,002,184	8,316	1,035,000	24,500	
200483 - REC-Recreation Facilities	560,117	-	769,997	209,880	
200484 - REC-Aquatic Facilities	630,089	-	787,954	157,865	
200485 - REC-Arena Facilities	3,846,711	385,663	4,903,442	671,068	
200486 - REC-Market Square	159,004	-	226,703	67,699	
200487 - REC-Marina Facilities	406,494	-	1,039,148	632,654	
200488 - REC-Portsmouth Olympic Harbour	485,896	15,437	870,908	369,575	
200653 - REC-Crawford Wharf	4,643	-	50,000	45,357	
Total Recreation & Leisure Services - Asset Management Envelopes	7,484,664	409,416	10,413,961	2,519,880	

<b>Project Number and Description</b>	<b>Actuals</b>	<b>Commitments</b>	<b>Budget</b>	<b>Variance</b>	<b>Comments</b>
<b>Recreation &amp; Leisure Services - Projects</b>					
200930 - REC-Cricket Field Refurbishment	264,250	3,510	750,000	482,240	
201071 - REC-Loyalist Township Aquatics Centre Partnership	-	-	6,550,000	6,550,000	
Total Recreation & Leisure Services - Projects	264,250	3,510	7,300,000	7,032,240	
<b>Total Recreation &amp; Leisure Services</b>	<b>7,748,914</b>	<b>412,926</b>	<b>17,713,961</b>	<b>9,552,120</b>	
<b>Corporate Services</b>					
<b>Facilities Management &amp; Construction Services - Asset Management Envelopes</b>					
200574 - FAC-Building Energy Retrofit	3,072,556	164,317	3,925,000	688,127	
200650/200909 - FAC-Rideaucrest Home	3,814,821	-	5,408,540	1,593,719	
200903 - FAC-Designated Substance Management	62,329	45,990	181,970	73,651	
200906 - FAC-Realty Asset Management	867,483	256,357	4,537,573	3,413,733	
200907 - FAC-Grand Theatre Envelope	36,000	9,779	540,599	494,820	
200910 - FAC-Kingston Fire & Rescue	552,321	152,166	778,963	74,476	
200911 - FAC-Recreation & Leisure Services	1,042,205	575,535	2,388,506	770,766	
200912 - FAC-Leon's Centre	366,724	67,524	471,718	37,470	
200914 - FAC-Kingston Frontenac Public Library	612,596	289,380	995,000	93,024	
201023 - FAC-Heritage Capital Envelope	3,544,848	2,028,775	8,768,290	3,194,667	
201024 - FAC-Non-Heritage Capital Envelope	3,376,933	1,045,808	13,565,767	9,143,027	
Total Facilities Management & Construction Services - Asset Management Envelopes	17,348,817	4,635,631	41,561,927	19,577,479	

<b>Project Number and Description</b>	<b>Actuals</b>	<b>Commitments</b>	<b>Budget</b>	<b>Variance</b>	<b>Comments</b>
<b>Facilities Management &amp; Construction Services - Projects</b>					
100127 - FAC-701 Division Street, Public Works/Fleet Building	4,276,545	94,516	4,427,084	56,022	
200575 - FAC-Fire Fleet Maintenance Facility-Design	4,320,943	911	4,350,000	28,146	
200802 - FAC-Public Works Vehicle Storage Facility	8,344	-	190,000	181,656	
200803 - FAC-New Creekford Road Building	42,909	12,752	1,020,881	965,220	
200908 - FAC-Energy Retrofit/Efficiency Enhancements/EV	35,906	1,009	250,000	213,085	
200913 - FAC-610 Montreal Envelope	215,153	182,350	2,944,269	2,546,766	
200979 - FAC-Kingston Fire & Rescue, New Fire Stations	85,305	613,475	1,000,000	301,219	
Total Facilities Management & Construction Services - Projects	8,985,105	905,014	14,182,234	4,292,115	
<b>Total Facilities Management &amp; Construction Services</b>	<b>26,333,922</b>	<b>5,540,645</b>	<b>55,744,161</b>	<b>23,869,594</b>	
<b>Asset Management &amp; Fleet Services - Asset Management Envelopes</b>					
100151 - FLT-Replacements-Underground	1,014,450	32,320	1,172,834	126,064	
100156/200439 - FLT-Replacements-City Other	3,172,395	-	3,203,886	31,491	
100159 - FLT-Replacements-Treatment	549,327	-	648,563	99,236	
200041 - FLT-Replacements-UK Other	561,821	-	678,282	116,461	
200442 - FLT-Replacements-Other	124,461	-	192,368	67,907	
200461 - FLT-Vehicle	9,362	-	80,000	70,638	
200607 - FLT-Corporate Asset Management	392,052	133,401	590,000	64,547	
200695 - FLT-Bus Refurbishments	914,265	-	1,348,675	434,410	
200821 - FLT-Replacements-Underground/Treatment	841,017	-	1,853,676	1,012,659	
200822 - FLT-Replacements-City Other	1,357,493	-	1,456,397	98,904	

<b>Project Number and Description</b>	<b>Actuals</b>	<b>Commitments</b>	<b>Budget</b>	<b>Variance</b>	<b>Comments</b>
200823 - FLT-Replacements-Public Works	5,550,899	1,553,670	7,104,569	1	
200824 - FLT-Replacements-Solid Waste	36,573	504,365	540,938	-	
200825 - FLT-Replacements - Gas	50,109	-	83,731	33,622	
200826 - FLT-Additions - Public Works (Roads/Sidewalks)	536,007	69,439	1,055,000	449,554	
200828 - FLT-Technology/Communications/Tooling	468,843	-	482,250	13,407	
200829 - FLT-Buildings/Grounds/Infrastructure	211,309	59,876	745,300	474,115	
200926 - FLT-Replacements - Full Size Buses (including Electrical)	-	-	6,390,521	6,390,521	Buses ordered Q2 2024
200927 - FLT-Additions - Facilities Maintenance	81,947	-	161,056	79,109	
200928 - FLT-Replacements-City Other-Airport	178,410	105,027	474,932	191,495	
201021 - FLT-Municipal-Additions	136,309	-	681,652	545,343	
201019 - FLT-Municipal-Replacements	1,126,713	3,549,561	5,790,841	1,114,567	
201020 - FLT-Utilities-Replacements	156,785	-	1,429,594	1,272,809	
<b>Total Asset Management &amp; Fleet Services</b>	<b>17,470,546</b>	<b>6,007,658</b>	<b>36,165,065</b>	<b>12,686,861</b>	
<b>Information Systems &amp; Technology - Asset Management Envelopes</b>					
100223/200519 - IST-Enterprise Content Management	1,006,005	32,680	1,132,000	93,315	
200173 - IST-Public Facing Sustainment	628,428	-	683,145	54,717	
200513 - IST-Enterprise Resource Management Sustainment	529,513	11,306	542,240	1,420	
200515 - IST-Information Management	1,260,628	1,018	1,740,651	479,006	
200840/200510 - IST-ICT Infrastructure	3,686,026	66,369	3,889,106	136,711	
200841 - IST-Core Capability Sustainment	342,215	-	586,923	244,708	
200842 - IST-Digital Workspace	1,285,636	56,113	1,654,138	312,388	

<b>Project Number and Description</b>	<b>Actuals</b>	<b>Commitments</b>	<b>Budget</b>	<b>Variance</b>	<b>Comments</b>
200843 - IST-Business Applications	2,593,864	55,968	2,841,767	191,935	
200844/200174/200512 - IST-Cyber Security	695,021	2,418	1,322,288	624,850	
200845 - IST-Digital Service Delivery	2,104,668	-	3,502,211	1,397,543	
200847 - IST-Continuous Improvement & Innovation	1,178,405	3,777	1,379,279	197,097	
200929 - IST-Geospatial Information Management	1,138,617	-	1,981,278	842,661	
<b>Total Information Systems &amp; Technology - Asset Management Envelopes</b>	<b>16,449,025</b>	<b>229,649</b>	<b>21,255,026</b>	<b>4,576,352</b>	
<b>Information Systems &amp; Technology - Projects</b>					
100215 - IST-Data Centre Upgrades	275,690	-	333,104	57,414	
200522 - IST-DASH Improvements (minor\discretionary)	19,853	9,604	35,000	5,543	
200660 - IST-Financial Management System	3,488,441	234,733	4,060,723	337,548	
200663 - IST-City Website Redesign	261,531	38,467	300,000	2	
201131 - IST-Payment Strategy Planning	-	-	100,000	100,000	
<b>Total Information Systems &amp; Technology - Projects</b>	<b>4,045,515</b>	<b>282,804</b>	<b>4,828,827</b>	<b>500,507</b>	
<b>Total Information Systems &amp; Technology</b>	<b>20,494,541</b>	<b>512,454</b>	<b>26,083,853</b>	<b>5,076,859</b>	
<b>Chief Administrative Officer</b>					
<b>Airport - Asset Management Envelopes</b>					
200167 - AIR-Planning/Studies	79,888	21,991	285,000	183,121	
200171 - AIR-Grounds/Underground/Fencing	331,734	92,346	896,100	472,020	
200656 - AIR-Runway Rehabilitation	-	-	250,000	250,000	
<b>Total Airport - Asset Management Envelopes</b>	<b>411,621</b>	<b>114,337</b>	<b>1,431,100</b>	<b>905,141</b>	

<b>Project Number and Description</b>	<b>Actuals</b>	<b>Commitments</b>	<b>Budget</b>	<b>Variance</b>	<b>Comments</b>
<b>Airport - Projects</b>					
100171 - AIR-Passenger Terminal Building	230,551	-	242,001	11,450	
200296 - AIR-Airport Building and Runway	42,791	-	135,000	92,209	
Total Airport - Projects	273,342	-	377,001	103,659	
<b>Total Airport</b>	<b>684,963</b>	<b>114,337</b>	<b>1,808,101</b>	<b>1,008,800</b>	
<b>Total Capital Projects</b>	<b>438,950,709</b>	<b>28,705,933</b>	<b>703,749,405</b>	<b>236,092,763</b>	



# City of Kingston By-Law Number 2024–...

## ***By-Law to Amend City of Kingston By-Law Number 2016-189, A By-Law to Consolidate the Delegation of Powers and Duties***

### **Whereas:**

The Corporation of the City of Kingston (the “**City**”) is a single-tier municipality incorporated pursuant to an order made under section 25.2 of the *Municipal Act*, R.S.O. 1990, c. M.45.

The powers of a municipality must be exercised by its council (*Municipal Act*, 2001, S.O. 2001, c. 25 (the “**Municipal Act, 2001**”), s. 5 (1)).

A municipal power must be exercised by by-law unless the municipality is specifically authorized to do otherwise (*Municipal Act*, 2001, s. 5 (3)).

A single tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public (*Municipal Act*, 2001, s. 10 (1)).

On October 4, 2016, City Council (“**council**”) enacted *City of Kingston By-Law Number 2016-189*, “A By-Law to Consolidate the Delegation of Powers and Duties”.

*Council* considers it necessary and desirable for the public to amend *City of Kingston By-Law Number 2016-189*:

**Therefore, council enacts:**

### **1. Amendment**

1.1 *City of Kingston By-Law Number 2016-189* is amended by adding the following to Schedule “A”, Consolidated List of Delegations of Authority:

Delegate	Delegated Authority Description	Enabling By-Law of Council Motion/Resolution
City Treasurer, or delegate	Authority to make capital budget adjustments during the year that are of a routine or administrative nature.	By-Law Number 2024-

*By-Law to Amend By-Law 2016-189*

**2. Coming into Force**

2.1 This by-law will come into force and take effect on the day it is passed.

1<sup>st</sup> Reading            date

2<sup>nd</sup> Reading            date

3<sup>rd</sup> Reading            date

Passed                date

Janet Jaynes  
City Clerk

Bryan Paterson  
Mayor



**City of Kingston  
Report to Council  
Report Number 24-151**

---

**To:** Mayor and Members of Council  
**From:** Jennifer Campbell, Commissioner, Community Services  
**Resource Staff:** None  
**Date of Meeting:** May 7, 2024  
**Subject:** Integrated Care Hub – 2024/2025 Temporary Funding

---

**Council Strategic Plan Alignment:**

Theme: Corporate business

Goal: See above

**Executive Summary:**

This report provides Council with an update on the status of Integrated Care Hub (ICH) provincial funding and recommends that Council approve a 2024 contribution of \$500,000 toward the operation of the ICH. This funding would support the ICH operations over the whole of 2024 or to support wind down activities, should year long funding not be received through the funding application currently with the Ministry of Health. The total budget for the ICH is approximately \$3M per year. The yearly \$2.3M Ministry of Health funding expired on March 31, 2024. Addiction & Mental Health Services (AMHS), who oversees the ICH, has recently received temporary funding to support operations until June 30, 2024 while the Ministry of Health reviews potential for longer term funding. Staff are recommending that \$500,000 from the Homelessness and Housing Reserve be allocated to support the ICH in 2024.

The ICH and Consumption Treatment Services (CTS) are co-located at 661 Montreal Street but are two separate services operated by separate organizations. This report is not recommending funding to the CTS.

**Recommendation:**

**That** Council approve the allocation of \$500,000 from the Homelessness and Housing Reserve to Addiction & Mental Health Services to support operations of the Integrated Care Hub until

May 7, 2024

Page 2 of 5

March 31, 2025, or to support wind down activities of the Integrated Care Hub should Ministry of Health longer term funding not be confirmed by the end of May 2024.

May 7, 2024

Page 3 of 5

**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	

May 7, 2024

Page 4 of 5

**Options/Discussion:****Background**

The ICH was established as an emergency measure in 2020 to address the needs of vulnerable populations who were deeply impacted by the public health restrictions put in place during the pandemic. The City financially supported the operations of the ICH through the Social Services Relief Fund (SSRF) for the first two (2) years.

In 2022, the Ministry of Health committed \$2.3M per year for two (2) years to support the operations of the ICH. AMHS was identified as the lead agency for this funding and for the oversight of the ICH. Starting in 2022, the ICH funding included \$2.3M from the Ministry of Health, \$500,000 from the City of Kingston and \$250,000 from United Way KFL&A. In its role as the lead agency for this funding, AMHS also took over the lease at 661 Montreal Street, which had previously been held by the City of Kingston.

In March 2022, the City committed to providing \$500,000 per year, for two funding cycles, to AMHS to operate the ICH until March 31, 2024, at which time the Ministry of Health funding would also come to an end.

In 2023, AMHS submitted a proposal to the Ministry of Health requesting ongoing funding that would support the operation after current funding's end date of March 31, 2024. This funding application is still open, and AMHS was recently informed that it was receiving temporary funding from Ontario Health to bridge ICH operations until June 30, 2024, and to provide additional time for the Ministry of Health to make a decision on the long-term funding request.

It is important to note that the ICH is funded and operates independently from the CTS. The CTS is fully funded by the provincial government and is managed by Kingston Community Health Centres (KCHC). The two services have been co-located since the establishment of the ICH. The City has never provided, and it is not recommending financial support to the CTS.

The ICH provides 24/7 low barrier and wrap around services for vulnerable populations which includes meals, harm reduction, supportive counselling, rest zones, personal storage, laundry facilities and washrooms/showers. It can accommodate approximately 50 people in the rest zones and serves hundreds of people on a weekly basis.

Staff are recommending that \$500,000 from the Homelessness and Housing Reserve be allocated to AMHS to support the operations of the ICH until March 31, 2025, or to support wind down activities necessary to close the ICH should the Ministry of Health not provide funding after June 30, 2024.

**Financial Considerations**

The \$500,000 proposed to support the 2024 ICH operations and/or wind down will, with Council support, be funded from the Homelessness and Housing Reserve.

May 7, 2024

Page 5 of 5

**Contacts:**

Jennifer Campbell, Commissioner, Community Services, 613-546-4291 extension 1377

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

**Other City of Kingston Staff Consulted:**

Amy Gibson, Manager, Housing & Homelessness

-- Website Version--

**Notice of Intention to pass a By-law to Designate  
The following properties to be of Cultural Heritage Value and Interest Pursuant to  
the Provisions of the *Ontario Heritage Act* (R.S.O. 1990, Chapter 0.18)**

**Take Notice** that the Council of The Corporation of the City of Kingston intends to pass by-laws under Section 29 of the *Ontario Heritage Act*, R.S.O. 1990, Chapter 0.18, to designate the following lands to be of cultural heritage value and interest:

**1553 Sunnyside Road** (Part Lot 21 Con 4 Kingston Part 2, 4 & 6 13R5186; S/T TKZ18724; City of Kingston, County of Frontenac), known as the Fairbanks Farmhouse;

The Fairbanks Farmhouse is situated on the northwest side of the road, in the former Township of Kingston, now part of the City of Kingston. This 0.5-hectare rural property contains a one-and-a-half storey Ontario vernacular limestone farmhouse contracted circa 1840 for Caleb and Nancy Fairbanks. The Fairbanks Farmhouse is a rare example of an early 19th century one-and-a-half storey Georgian influenced vernacular bank house (a house built into a hill) with an asymmetrical front façade that does not face the road. Typical of the Georgian architecture style, the building has a low-pitch side gable roof with a central medium-pitch gable topped with twin red brick chimneys at the roof ridge. The entranceway, which is slightly off set from centre, is flanked by pairs of rectangular window openings with stone sills. The roughly coursed, randomly cut stones and lack of architectural embellishments are indicative of the rural, vernacular nature of this building's construction. The Fairbanks Farmhouse, however, is unusually large for an early vernacular farmhouse, with two extra bays on its primary elevation. It is also a rare example of a 19th century stone farmhouse built into a hill – bank house. The Fairbanks Farmhouse is associated with long time owners and local farming family, the Fairbanks. With its size, limestone construction and presence on Sunnyside Road, the Fairbanks House shares a visual and historical relationship with its surroundings and is an important part of the historical rural context of the area. Its heritage attributes include the one-and-a-half storey limestone house built partially into a hill, its side gable roof with central medium-pitch gable, original openings and asymmetrical five-bay front facade.

**265 King Street East** (Part Lot 87 Original Survey Kingston City as in FR365246; S/T FR365246; City of Kingston, County of Frontenac), known as the Connell Building:

The Connell Building is located on the northeast corner of the intersection of King Street East and Johnson Street, in the City of Kingston. This 125 square metre property contains a one-storey brick commercial building, constructed between 1896-1897 for Dr. James Connell's office and clinic. The Connell Building has design value as a rare example of the Classical Revival style applied to a small brick commercial building in downtown Kingston. Its Classical Revival style is expressed through the



balance, symmetry and order of its primary façades, and the liberal application of Classical detailing.

The Connell building has associative value because it demonstrates the work of architectural firm, Power & Son, whose work is well-known and includes a variety of residential, commercial, industrial, and religious buildings, constructed in Kingston between 1872 and 1923. The design of the Connell Building demonstrates many of the characteristics of a Power design, including sensitivity to site (i.e., a prominent corner entrance with two primary façades successfully addressing King Street East and Johnson Street), attention to patterning using wall projection and recession (i.e., pilasters, brick banding, pediments) and the use of pronounced surrounds on openings (i.e., raised brick courses and keystone over window and door openings).

The Connell building is also associated with Dr. James Cameron Connell (1863-1947). The building was originally designed as a doctor's office and constructed in 1896-7 for Dr. Connell, where it became the first eye, ear, nose and throat specialist practice in the district and only the second in Canada. Dr. Connell began teaching medicine at Queen's in 1891 and was appointed Dean of the Faculty of Medicine in 1903. In 1925, as President of the Board of the Kingston Health Association, he facilitated the opening of the Douglas Wing and Richardson Laboratories at KGH and established the Mowat Sanatorium for the treatment of tuberculosis in Portsmouth Village. This property has contextual value because it is historically linked to its surroundings as one of the last remaining historic commercial buildings, along with 275 King Street East, on the east side of the street in the block of King Street East between Clarence and Johnson Streets. The Connell Building's heritage attributes include the one-storey brick building, with its original window openings and various brick, stone, wooden and terracotta architectural detailing.

**275 King Street East** (Part Lot 64 Original Survey Kingston City; Part Lot 87 Original Survey Kingston City; Part 2 13R822; T/W FR693675; City of Kingston, County of Frontenac), known as the Wire Works Building:

The Wire Works Building is located on the east side of King Street East between Clarence and Johnson Streets, in the City of Kingston. This 208 square metre property contains a two-storey red brick commercial building with flat roof, constructed circa 1895. The property has design value as an interesting example of late Victorian commercial architecture. The strong vertical emphasis in its massing and proportions, and decorative brickwork are characteristic of Victorian commercial architecture, while the overall robustness and simplicity of the composition reflects a shift into 20th century architectural styles. The building exhibits a diverse collection of decorative brickwork, including a dentilled cornice on the parapet wall, raised brick string courses connecting the second-floor window openings, herringbone panels above the second-floor windows in the side bays, and a recessed brick panel underneath the ground floor storefront window. The only asymmetrical elements on the building are found on the storefront, where the wood cornice (now clad in copper), with modillions, dentils, and plain frieze, extends over the storefront entrance and window, and not over the secondary entrance to the upper floor,

demarcating the storefront. The property has historical value for its original use as a “wire works,” by Crescent Wire Works. Owned by Francis W. Partridge, Crescent Wire Works was advertised as a manufacturer of all kinds of wire work, including wire trellis for verandahs, cemetery, and garden arches; flower stands; fencing; and office, bank counter and steamboat railings. The property has contextual value because it is historically linked to its surroundings as one of the last remaining historic commercial buildings, along with 265 King Street East, on the east side of the block of King Street East between Clarence and Johnson Streets. Its heritage attributes include the two-storey brick building with its original openings and decorative brick detailing.

**2785 Lee Road** (Part Lot 7-8 Con 7 Kingston as in FR201027 & FR206995 Lying East of FR572023 except FR206996 & FR261437; Description may not be acceptable in future as in FR201027; S/T the Rights of Owners of Adjoining Parcels, if any, under FR261437 & FR727675; S/T TKY17537; City of Kingston, County of Frontenac):

The subject property is situated on the south side of the road near the terminus of Babcock Road, in the former Township of Kingston, now City of Kingston. The 40.2-hectare rural property contains a one-and-a-half storey limestone farmhouse with various additions, built around 1880, possibly for farmer James F. Knapp who owned the property from 1876 into the early 20th century. The property includes a rare example of a late-19th century one-and-a-half storey, Ontario vernacular limestone farmhouse with its main entrance located on the gable end. This placement of the entryway is atypical as Ontario vernacular farmhouses are overwhelmingly designed with a symmetrical facade with central entrance flanked by large rectangular window openings. Common for this Georgian-influenced Ontario vernacular style of house is the medium-pitched gable roof and regular arrangement of rectangular window openings found throughout the building. The high degree of craftsmanship of the dwelling is evident in the exceptional quality of the masonry on the main house, which is squared, dressed and laid in even courses of uniform stone that continue up the large chimney above the front wall. This craftsmanship is also evident in the tall radiating stone voussoirs that top all the doors and window openings of the main house, as well as the stone sills. The oversized entrance is emphasized by a deeply recessed paneled surround with transom window above and flanking sidelights. 2785 Lee Road has contextual value as its simple vernacular design, integrity, limestone construction, unpaved circulation routes, barn-board agricultural buildings and the proximity of these features to the road, supports and maintains the scenic and historic rural character of the road. Its heritage attributes include the one-and-a-half storey limestone farmhouse, with recessed main entrance, original fenestration pattern, one storey western wing with further one storey addition, and the various wooden agricultural outbuildings.

**375 Maple Ridge Drive** (Part Lot 4, Plan 682, Parts 4, 5 & 6, 13R18691; S/T Easement in Favour of the Municipal Corporation of the Township of Kingston over Part 4, 13R18691 as in FR88315; City of Kingston, County of Frontenac), known as the Carolan Farmhouse:

The Carolan Farmhouse is located on the southwest side of the street, just west of the intersection with Bath Road, in the former Township of Kingston, now part of the City of Kingston. This 0.4-hectare residential property contains a one-and-a-half storey L-shaped Ontario vernacular limestone farmhouse contracted circa 1851 for Cornelius and Jane Carolan (Caroline). The Carolan Farmhouse is a representative example of a mid-19th century, 'L'-shaped limestone farmhouse, built on a high point of land overlooking the water. The house's main entrance faces Bath Road and is located on a slight rise facing Lake Ontario. The house's simple vernacular architecture is expressed by its restrained profile, uncoursed limestone and symmetrical front façade. However, various embellishments point to a high degree of craftsmanship and artistic effort and are somewhat unusual in a vernacular farmhouse of this era. The cross-gable roof, for example, features two tall grey-brick chimneys with decorative banding and dentils. The oversized main entranceway and window openings feature segmental arches with stone voussoirs and sills. The main entrance includes a large transom and quoining; there are also stone quoins at the building corners. The gable end has a dramatic half-round arched window opening in the peak, with stone voussoirs and sill. The Carolan Farmhouse is associated with the Carolan family who owned the property for over 100 years. The property was purchased by Cornelius Carolan (also noted as Caroline in several places) in 1835 from George Okill Stewart. Carolan was an Irish Catholic farmer who initially lived in a log home on the property with his wife Jane and daughters Bridgett, Grace Ann and Eliza. Carolan was elected as Road Master in 1835. The stone farmhouse replaced the log house around 1851. The property passed to daughter Grace Ann Carolan in May 1872. Grace Ann Carolan married Peter Nugent in June 1872, and they remained at the farmhouse into the 20th century. Its heritage attributes include the one-and-a-half-storey L-shaped limestone farmhouse with cross-gable roof, tall brick chimneys, symmetrical front façade with segmentally-arched oversized openings, quoining, large transom and sidelights framing the main entrance and half-round arched window opening in peak of gable.

**730 Hillview Road** (Part Lot 2 Con 2 Kingston as in FR642683; City of Kingston, County of Frontenac), known as the John Grass Jr. House:

The John Grass Jr. House property is situated on the north side of the road, just west of Mona Drive and east of John Grass Creek Park, in the former Township of Kingston, now the City of Kingston. The approximately 1800 square metre thru-lot, with secondary frontage onto High Gate Park Drive, contains a two-storey Regency style former farmhouse, constructed in the late 19th century. The John Grass Jr. House is a rare example of a 19th century Regency style farmhouse in the Collins Bay area of Kingston's west end. The two-storey house exhibits a Regency architectural style through its simple, functional design with modest ornamentation. The square-plan structure is constructed of red bricks with a pitch-faced limestone foundation and topped by a steeply pitched hip roof in the typical Regency style. The second floor and eastern elevation retains the original pattern of openings that exemplify the Regency style, including a central arched window opening, flanked by large rectangular openings. The John Grass Jr. House is associated with the Grass

family and particularly John Grass Jr who built the house in the late 1800s. John Grass Jr. was born on the property in 1810, when only a single storey framed building existed. He was a well-known local figure in the Collins Bay area. "Old Uncle John" was described in his obituary as "a kindly spirit" and "while frugal [was] honorable, hospitable and public spirited." He died in his home, where he lived his entire life, in 1893 at the age of 82. The large, naturalized area immediately adjacent the house to the west, that stretches from the northern headwaters of Collins Bay north to Prince Charles Drive is named John Grass Creek Park in his honour. The John Grass Jr. House is a prominent house located at the northern tip of Collins Bay in a settlement area historically (and currently) known as Collins Bay. Together with the two former Methodist church buildings (now residences) at 692 and 704 Hillview Road and the large natural area named for John Grass, the John Grass Jr. House is a defining property in this historic community. The two-storey Regency former farmhouse offers a rare example of this form in this area. Its distinctive architecture, size, brick construction, siting on the property, and location along Hillview Road, across from W.C. Warnica Memorial Park, make it a landmark in the area. Its heritage attributes include the one-and-a-half-storey brick house with limestone foundation, original window openings and hip roof.

**149 Brock Street** (Part Lot 1 N/S Brock St Plan Selma Subdivision Kingston City Part 2 13R2296; S/T interest in FR689524; City of Kingston, County of Frontenac), known as the McKay Fur House:

The McKay Fur House is located on the north side of the road, mid-block between Montreal and Bagot streets in downtown Kingston. The approximately 250 square metre property includes a two-storey red-brick commercial building constructed circa 1907 for the J. McKay Furrier business. The McKay Fur House is an example of an early 20th century commercial building built as the showroom and business office for a growing furrier business in downtown Kingston. The McKay Fur House was built of red brick with five dramatic semi-circular window openings with decorative hood molds and stone sills, each containing an arched and multi-paned window. The entire building is topped with a flat roofline decorated with an entablature. The entablature features an elaborate cornice and dentils with a stepped centre section, which adds to the grandeur of the building. The McKay Fur House is associated with John McKay who operated a leather, hides and furrier business. It is believed that the business began on the subject property in an earlier building. Eventually the business grew, expanding into 153 and 155 Brock Street and requiring the demolition of the original building and the construction of the new McKay Fur House building around 1907. The subject property became the location of the showrooms and order department, while the adjacent 153 and 155 Brock Street served as the factory and wholesale department. McKay's Fur House operated in this building until the 1960s. The McKay Fur House is significant in defining the character of the streetscape along the north side of Brock Street, between Bagot and Montreal streets. The street displays many early commercial buildings in the City of Kingston. The buildings on this section of Brock Street vary in height from one-and-a-half to two-and-a-half storeys and the construction materials include red-brick, wood frame and

limestone. With its shallow setback, grand appearance and two storey height, red-brick construction, and location close to the lot lines, the McKay Fur House shares a visual and historical relationship with its surroundings, particularly the stone building at 153-155 Brock Street as John McKay's business operated in both buildings for the first half of the 20th century. As part of this group of buildings, the subject building helps maintain the historic and eclectic character of this portion of Brock Street. The McKay Fur House is historically linked to the area, as a part of the various fur businesses in this part of the city in the late 19th and early 20th centuries. The heritage attributes include the two storey red-brick building, with its five second floor semi-circular window openings with decorative hood moulds, topped by a decorative entablature.

**161 Brock Street** (Part Lot 2 N/S Brock St Plan Selma Subdivision Kingston City as in FR486361; T/W FR718826, City of Kingston, County of Frontenac), known as the Norris House:

The Norris House is situated on the north side of the road, just east of the intersection of Montreal and Brock Streets in downtown Kingston. The approximately 163 square metre property includes a one-and-a-half storey wood frame residential building constructed in 1842-3. The Norris House has physical and design value as a rare example of a wood frame dwelling in downtown Kingston. Following a number of devastating fires, in 1847 Kingston City Council passed a by-law to prohibit the erection of wooden buildings "in the thickly-built parts of the City". This one-and-a-half storey wood frame former dwelling represents one of only a few remaining examples in the downtown area. While it has undergone several unsympathetic changes, particularly the Angel Stone veneer, its basic one-and-a-half storey massing and gabled roofed profile remain obvious. The original recessed central entranceway with transom and wooden paneled reveals is still extant. The property is of historical/associative value due to its association with carpenter Benjamin Norris, who constructed this modest house for he and his wife Elizabeth. The 1851 census notes Benjamin and Elizabeth Norris living in the frame house with their children Mary, Catherine, twins John and William and James. After Benjamin's death, Elizabeth operated an inn from the Norris House. The property was eventually converted to a commercial property by the mid-late 20th century and has continued to function as such to the present day. The Norris House is significant in defining the character of the streetscape along the north side of Brock Street, between Bagot and Montreal streets. The street displays many early commercial buildings in the City of Kingston. The buildings on this section of Brock Street vary in height from one-and-a-half to two-and-a-half stories and the construction materials include red-brick, wood frame and limestone. With its shallow setback, modest appearance, wood frame construction, and location close to the lot lines, the Norris House shares a visual and historical relationship with its surroundings, particularly the stone building at 153-155 Brock Street. As part of this group of buildings, the subject building helps maintain the historic and eclectic character of this portion of Brock Street. Its heritage attributes include the one-and-a-half

storey wood frame dwelling with gable roof and gable dormers, brick chimney and symmetrical façade with original main entrance.

**319 King Street West** (Part Farm Lot 22 Con 1 Kingston as in FR639441 Except the Easement therein; City of Kingston, County of Frontenac); and

**321 King Street West** (Part Farm Lot 22 Con 1 Kingston as in FR226735 Except the Easement therein; City of Kingston, County of Frontenac):

The subject property, which spans two separate properties, is located on the north side of the street, at the northeast corner with Centre Street, in the City of Kingston. The approximately 280 and 318 square metre properties include a two-and-a-half storey duplex that completes the stucco-clad 1841 stone row houses known as Hales Cottages. The two-unit building was constructed around 1900 to replace the western-most Cottage that was partially lost to fire. The subject property is a unique example of an infill building from the early 20th century that took inspiration, if not its partial form, from the adjacent row in its design.

Although the general impression is wood frame with yellow stucco and wood cladding, there are many visual vestiges of the original 1841 design, including its location in line with the row, the rhythm and consistent shape of window and door openings, particularly in the three eastern bays, and its limestone foundation and tall wide brick chimney (shared between 319 and 317). Both buildings have arched transom windows over their main entrances, though 319 King is setback and includes flanking side lights that match those in the original row. Each unit has a main floor Wyatt style window, which, though likely not original, reflects those on the other Hales Cottages. The subject property sets itself apart from the Hales Cottages row, however, with many distinguishing features that indicate its later construction date. As the evolution and expansion of the original 5-unit row of Hales Cottages, 319 and 321 King Street West are a significant part of the history of this important row of houses and are historically and visually linked to their neighbours to the east. This two-unit building contributes to the strong presence of early historic row housing at the corner of Centre Street and King Street West. With its consistent setback from the public right-of-way, architectural detailing, and stucco cladding, 319 and 321 King Street West support the historic character of the area. Its heritage attributes include the two-and-a-half storey building with gable roof, stucco cladding, original window and door openings.

**347 Wellington Street** (Part Cataraqui Ordnance Water Lot Kingston Part 1, 13R9796 S/T FR393688; City of Kingston, County of Frontenac), known as the Davis Dry Dock:

The Davis Dry Dock property is situated on the east side of the street, just north of Bay Street in the inner harbour area of downtown Kingston. The approximately 3,800 square metre property includes a dry dock, originally constructed in 1878, and a one-and-a-half storey machine shop constructed around 1900. The Davis Dry Dock has physical and design value as a rare example of a still active and functional dry dock

in Kingston. The dry dock is constructed of sheet metal with concrete sill and timbered bottom. The Davis Dry Dock has historical/associative value as an important (and still active) boat construction, repair and storage facility along the waterfront of Kingston inner harbour. It was founded by Robert Davis and his three sons: Mathew, a ship builder, John, the business manager, and George, a carpenter. The company was established in 1867 in the French Harbour (behind Fort Frontenac), but it moved to this location on Wellington Street in 1887. In the late 1890s the location was the largest boat-building facility of its size on Lake Ontario. The Davis Dry Dock Company manufactured various types of vessels, including steam leisure yachts, yawls, and large steamers. Their most famous boat built was an Edwardian steamboat called the Phoebe, which is now found at the Portsmouth Olympic Harbour building in Kingston. The boat manufacturing use of the subject property is still in operation today and being run by MetalCraft Marine Inc. The Davis Dry Dock is located in Kingston's Inner Harbour. This location was the site of the first ship building on the Great Lakes by the French in 1679 and has been a key location of ship building since that time. The only other remaining dry dock in Kingston is a National Historic Site of Canada located on Ontario Street, known as the Kingston Dry Dock. The Davis Dry Dock is significant in defining the historic character of the area as a rare vestige of the City's nearly 350-year ship-building history. With its proximity to the inner harbour, the Kingston Marina and other historic industrial buildings, the Davis Dry Dock is historically and functionally linked to its surroundings. Its heritage attributes include the rectangular dry dock constructed of timber, steel and concrete.

**Additional information**, including a full description of the reasons for designation is available upon request from Ryan Leary, Senior Heritage Planner, Heritage Services at 613-546-4291, extension 3233, or at [rleary@cityofkingston.ca](mailto:rleary@cityofkingston.ca) during regular business hours, or by visiting the Development and Services Hub at [www.cityofkingston.ca/dash](http://www.cityofkingston.ca/dash).

Any notice of objection to this notice of intention to designate the property, setting out the reason for objection and all relevant facts, must be served upon the City Clerk within 30 days of the first publication of this notice.

**Dated** at the City of Kingston

Janet Jaynes, City Clerk

This XXX day of XXXX, 2024

City of Kingston

--- Newspaper Version---

**Notice of Intention to Pass By-Laws to Designate  
The following properties to be of Cultural Heritage Value and Interest Pursuant to  
the Provisions of the *Ontario Heritage Act* (R.S.O. 1990, Chapter 0.18)**

**Take Notice** that the Council of The Corporation of the City of Kingston intends to pass by-laws under Section 29 of the *Ontario Heritage Act*, R.S.O. 1990, Chapter 0.18, to designate the following lands to be of cultural heritage value and interest:

**1553 Sunnyside Road** (Part Lot 21 Con 4 Kingston Part 2, 4 & 6 13R5186; S/T TKZ18724; City of Kingston, County of Frontenac), known as the Fairbanks Farmhouse;

**265 King Street East** (Part Lot 87 Original Survey Kingston City as in FR365246; S/T FR365246; City of Kingston, County of Frontenac), known as the Connell Building;

**275 King Street East** (Part Lot 64 Original Survey Kingston City; Part Lot 87 Original Survey Kingston City; Part 2 13R822; T/W FR693675; City of Kingston, County of Frontenac), known as the Wire Works Building;

**2785 Lee Road** (Part Lot 7-8 Con 7 Kingston as in FR201027 & FR206995 Lying East of FR572023 except FR206996 & FR261437; Description may not be acceptable in future as in FR201027; S/T the Rights of Owners of Adjoining Parcels, if any, under FR261437 & FR727675; S/T TKY17537; City of Kingston, County of Frontenac);

**375 Maple Ridge Drive** (Part Lot 4, Plan 682, Parts 4, 5 & 6, 13R18691; S/T Easement in Favour of the Municipal Corporation of the Township of Kingston over Part 4, 13R18691 as in FR88315; City of Kingston, County of Frontenac), known as the Carolan Farmhouse;

**730 Hillview Road** (Part Lot 2 Con 2 Kingston as in FR642683; City of Kingston, County of Frontenac), known as the John Grass Jr. House;

**149 Brock Street** (Part Lot 1 N/S Brock St Plan Selma Subdivision Kingston City Part 2 13R2296; S/T interest in FR689524; City of Kingston, County of Frontenac), known as the McKay Fur House;

**161 Brock Street** (Part Lot 2 N/S Brock St Plan Selma Subdivision Kingston City as in FR486361; T/W FR718826, City of Kingston, County of Frontenac), known as the Norris House;

**319 King Street West** (Part Farm Lot 22 Con 1 Kingston as in FR639441 Except the Easement therein; City of Kingston, County of Frontenac); and



**321 King Street West** (Part Farm Lot 22 Con 1 Kingston as in FR226735 Except the Easement therein; City of Kingston, County of Frontenac); and

**347 Wellington Street** (Part Cataraqui Ordnance Water Lot Kingston Part 1, 13R9796 S/T FR393688; City of Kingston, County of Frontenac), known as the Davis Dry Dock:

**Additional information**, including a full description of the reasons for designation is available on the City of Kingston website at [www.cityofkingston.ca/heritage](http://www.cityofkingston.ca/heritage) and upon request from Ryan Leary, Senior Heritage Planner, Heritage Services at 613-546-4291, extension 3233, or at [rleary@cityofkingston.ca](mailto:rleary@cityofkingston.ca) during regular business hours.

Any notice of objection to this notice of intention to designate the property, setting out the reason for objection and all relevant facts, must be served upon the City Clerk within 30 days of the first publication of this notice.

**Dated** at the City of Kingston

Janet Jaynes, City Clerk

This XXX day of XXX, 2024

City of Kingston

**City of Kingston By-Law Number 2024-XX**

**A By-Law to Designate the property at 1553 Sunnyside Road to be of Cultural Heritage Value and Interest Pursuant to the *Ontario Heritage Act***

**Passed:** [insert date]

**Whereas:**

Subsection 29(1) of the *Ontario Heritage Act*, R.S.O. 1990, Chapter 0.18 (the "*Ontario Heritage Act*") authorizes the council of a municipality to enact by-laws to designate property within the municipality, including buildings and structures on the property, to be of cultural heritage value or interest;

The *property* was listed on the register established pursuant to Section 27 of the *Ontario Heritage Act* in 2016;

On April 17, 2024, Council of the City of Kingston ("*Council*") consulted with its municipal heritage committee regarding the designation of the property municipally known as the Fairbanks Farmhouse at 1553 Sunnyside Road (the "*property*") in accordance with subsection 29(2) of the *Ontario Heritage Act*;

On [insert date], *Council* caused notice of its intention to designate the *property* to be given to the owner of the *property* and to the Ontario Heritage Trust (the "*Trust*"), and on [insert date], notice of the intent to designate the *property* was published in The Kingston Whig-Standard, a newspaper having general circulation in the City of Kingston; and

No notice of objection to the proposed designation was served on the municipal Clerk (the "*Clerk*") of the Corporation of the City of Kingston (the "*City*") within the time prescribed by subsection 29(5) of the *Ontario Heritage Act*.

**Therefore, *Council* enacts:**

1. The *property* is designated as being of cultural heritage value and interest, as more particularly described in Schedule "A" of this by-law.
2. A copy of this by-law will be registered against the *property* in the appropriate land registry office. The *Clerk* is authorized to serve a copy of this by-law on the owner of the *property* and the *Trust*, and to cause notice of the passing of this by-law to be published in The Kingston Whig-Standard.

City of Kingston By-Law Number 2024-XX

3. The *City* reserves the right to install a designation recognition plaque on the *property*, in a location and style determined by the *City* in consultation with the owner.
4. This by-law will come into force and take effect on the date it is passed.

Given First and Second Readings XXX, 2024

Given Third Reading and Passed XXX, 2024

---

**Janet Jaynes**  
**City Clerk**

---

**Bryan Paterson**  
**Mayor**

**Schedule “A”**  
**Description and Criteria for Designation**  
**Fairbanks Farmhouse**

Civic Address: 1553 Sunnyside Road  
Legal Description: Part Lot 21 Con 4 Kingston Part 2, 4 & 6 13R5186; S/T  
TKZ18724; City of Kingston, County of Frontenac  
Property Roll Number: 1011 080 250 05000

**Introduction and Description of Property**

The Fairbanks Farmhouse, located at 1553 Sunnyside Road, is situated on the northwest side of the road, in the former Township of Kingston, now part of the City of Kingston. This 0.5-hectare rural property contains a one-and-a-half storey Ontario vernacular limestone farmhouse constructed circa 1840 for Caleb and Nancy Fairbanks. A one-and-a-half storey detached outbuilding was added to the property in 2012.

**Statement of Cultural Heritage Value/Statement of Significance**

*The property has design value or physical value because it is a rare, unique, representative or early example of a style, type, expression, material or construction method.*

The Fairbanks Farmhouse is a rare example of an early 19<sup>th</sup> century one-and-a-half storey Georgian influenced vernacular bank house (a house built into a hill) with an asymmetrical front façade that does not face the road. Typical of the Georgian architecture style, the building has a low-pitch side gable roof with a central medium-pitch gable topped with twin red brick chimneys at the roof ridge. The smaller gabled dormers were added in 2013. The entranceway, which is slightly off set from centre, is flanked by pairs of rectangular window openings with stone sills. A recent (2014) portico with a low-pitch gable roof columns, balustrade and spindles adorn the main entrance.

The house is constructed of limestone laid in even courses on the front façade and random courses on the side and rear elevations. The roughly coursed, randomly cut stones and lack of architectural embellishments are indicative of the rural, vernacular nature of this building’s construction. The Fairbanks Farmhouse, however, is unusually large for an early vernacular farmhouse, with two extra bays on its primary elevation. It is also a rare example of a 19<sup>th</sup> century stone farmhouse built into a hill – bank house. The east elevation includes a partial lower-level addition that provides access to the basement level via the south elevation, which features two full-size windows and a door.

*The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community.*

The Fairbanks Farmhouse is associated with long time owners and local farming family, the Fairbanks. Caleb Fairbanks was born in Massachusetts in 1796 and fought on the American side during the War of 1812. His wife Nancy was born in New York state and is a descendant of United Empire Loyalists, including the well-known Powley family (Nancy's mother was Eizabeth Powley). They were married in 1814 and settled in the area in the early 19th century. Nancy received the deed to a 15-acre part of the lot in 1832. They built the stone house shortly thereafter. By 1851, the house was identified as a one-storey stone house. The Fairbanks were active farmers, growing wheat, peas, oats, buckwheat, corn, potatoes, and beans; producing hay, wool, fulled cloth, flannel, butter, cheese, and pork; and raising cows, horses, sheep, and pigs. Nancy and Caleb Fairbanks had 14 children. In the late 1850s, the Fairbanks acquired additional lands in the area. By 1861, it appears they had renovated/expanded the building to create a two-storey stone house. In 1862, Oliver Fairbanks, son of Caleb Fairbanks, obtained ownership. The property remained in the Fairbanks family, falling to Oliver Fairbanks Jr. in 1887 and to Isaac Fairbanks, who also obtained an additional 50 acres, in 1908. Members of the Fairbanks family are buried in the nearby Buck Cemetery.

*The property has contextual value because it is important in defining, maintaining or supporting the character of an area.*

*The property has contextual value because it is physically, functionally, visually or historically linked to its surroundings.*

With its size, limestone construction, and presence on Sunnyside Road, the Fairbanks House shares a visual and historical relationship with its surroundings and is an important part of the historical rural context of the area.

### **Heritage Attributes**

Key exterior elements that contribute to the property's cultural heritage value include its:

- One-and-a-half storey limestone farmhouse built partially into a hill;
- Asymmetrical five-bay front façade with central entranceway;
- Original window and door openings featuring stone sills; and
- Low-pitch side gable roof with central medium-pitch gable and twin red brick chimneys.

**City of Kingston By-Law Number 2024-XX**

**A By-Law to Designate the property at 265 King Street East to be of Cultural Heritage Value and Interest Pursuant to the *Ontario Heritage Act***

**Passed:** [insert date]

**Whereas:**

Subsection 29(1) of the *Ontario Heritage Act*, R.S.O. 1990, Chapter 0.18 (the "*Ontario Heritage Act*") authorizes the council of a municipality to enact by-laws to designate property within the municipality, including buildings and structures on the property, to be of cultural heritage value or interest;

The *property* was listed on the register established pursuant to Section 27 of the *Ontario Heritage Act* in 2010;

On April 17, 2024, Council of the City of Kingston ("*Council*") consulted with its municipal heritage committee regarding the designation of the property municipally known as the Dr. Connell/Pilot House Building at 265 King Street East (the "*property*") in accordance with subsection 29(2) of the *Ontario Heritage Act*;

On [insert date], *Council* caused notice of its intention to designate the *property* to be given to the owner of the *property* and to the Ontario Heritage Trust (the "*Trust*"), and on [insert date], notice of the intent to designate the *property* was published in The Kingston Whig-Standard, a newspaper having general circulation in the City of Kingston; and

No notice of objection to the proposed designation was served on the municipal Clerk (the "*Clerk*") of the Corporation of the City of Kingston (the "*City*") within the time prescribed by subsection 29(5) of the *Ontario Heritage Act*.

**Therefore, *Council* enacts:**

1. The *property* is designated as being of cultural heritage value and interest, as more particularly described in Schedule "A" of this by-law.
2. A copy of this by-law will be registered against the *property* in the appropriate land registry office. The *Clerk* is authorized to serve a copy of this by-law on the owner of the *property* and the *Trust*, and to cause notice of the passing of this by-law to be published in The Kingston Whig-Standard.

City of Kingston By-Law Number 2024-XX

3. The *City* reserves the right to install a designation recognition plaque on the *property*, in a location and style determined by the *City* in consultation with the owner.
4. This by-law will come into force and take effect on the date it is passed.

Given First and Second Readings XXX, 2024

Given Third Reading and Passed XXX, 2024

---

**Janet Jaynes**  
**City Clerk**

---

**Bryan Paterson**  
**Mayor**

**Schedule “A”  
Description and Criteria for Designation  
Connell Building**

Civic Address: 265 King Street East  
Legal Description: Part Lot 87 Original Survey Kingston City as in FR365246;  
S/T FR365246; City of Kingston, County of Frontenac  
Property Roll Number: 1011 010 120 09000

**Introduction and Description of Property**

The Connell Building at 265 King Street East, is located on the northeast corner of the intersection of King Street East and Johnson Street, on the block bound by King Street East, Clarence Street, Ontario Street and Johnson Street, in the City of Kingston. This 125 square metre property contains a one-storey brick commercial building, constructed between 1896-1897 for Dr. James Connell’s office and clinic.

**Statement of Cultural Heritage Value/Statement of Significance**

*The property has design value or physical value because it is a rare, unique, representative or early example of a style, type, expression, material or construction method.*

The Connell Building has design value as a rare example of the Classical Revival style applied to a small brick commercial building in downtown Kingston. Its Classical Revival style is expressed through the balance, symmetry and order of its primary façades, and the liberal application of Classical detailing.

The building’s design successfully and effectively addresses its location at the northeast corner of King and Johnson Streets with two formal façades and a prominent corner entrance. The entrance is above grade and recessed within an arched opening framed by slender brick pilasters with a semi-circular arch and keystone. Above the entrance, and resting atop the parapet wall, is a decorative painted wooden motif. The design of the arched entrance opening is largely repeated on the secondary rear entrance on the south (Johnson Street) elevation. Each primary façade features a large three-centred arch window opening framed by pilasters and a pediment. The pediments are decorated with modillions and have returns that align with the pilasters below. The remnants of a box-like structure above each pediment suggests the presence of former decorative features. The south elevation (Johnson Street) is longer and includes two smaller semi-circular arched window openings symmetrically placed on either side of the large window. All the windows have been replaced and although the transoms survive, their transom lights have been filled in.

The primary façades and corner entrance are unified by a variety of horizontal design features, including the parapet wall with cornice, an entablature (i.e., architrave, frieze, cornice), and a slender cornice that aligns with the height of the transoms on the



windows. The Classical order is expressed through the framework of the pilasters, pediments, and full entablature. The pilasters reflect an eclectic classicism in that they do not belong to any of the Orders but are their own design. Other decorative classical detailing includes the modillions under the cornice and on the pilasters and the terracotta egg and dart decorative detailing on the pilasters' capitals and on the entrance keystone. Although painted over, the fine jointed and well-detailed brickwork is evident. It is possible that the brickwork is dichromatic to further emphasize the pattern of projection and recession on the façades.

*The property has historical value or associative value because it demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.*

The Connell building has associative value because it demonstrates the work of architectural firm, Power & Son, whose work is well-known, substantial, and innovative, and includes a variety of residential, commercial, industrial, and religious buildings, constructed in Kingston between 1872 and 1923. The design of the Connell Building demonstrates many of the characteristics of a Power design, including sensitivity to site (i.e., a prominent corner entrance with two primary façades successfully addressing King Street East and Johnson Street), attention to patterning using wall projection and recession (i.e., pilasters, brick banding, pediments) and the use of pronounced surrounds on openings (i.e., raised brick courses and keystone over window and door openings). Moreover, the cornice stepping in and out with the pilasters, and the horizontal brick banding, which gives the impression of stonework through its design and scale, demonstrates a keen attention to detail and understanding of Classical Revival architecture.

The Connell building is also associated with Dr. James Cameron Connell (1863-1947). The building was originally designed as a doctor's office and constructed in 1896-7 for Dr. Connell. James was born in Ayr, Ontario and attended Queen's University where he received his B.A., M.A. and doctorate in medicine, graduating in 1888. After postgraduate work in New York, he returned to Kingston where he opened the first eye, ear, nose and throat specialist practice in the district and only the second in Canada. Dr. Connell began teaching medicine at Queen's in 1891, which he would continue doing for the next 40 years. He was appointed Dean of the Faculty of Medicine in 1903. He was instrumental in integrating Queen's University and Kingston General Hospital (KGH) as a collaborative educational program. In 1925, as President of the Board of the Kingston Health Association, he facilitated the opening of the Douglas Wing and Richardson Laboratories at KGH and established the Mowat Sanatorium for the treatment of tuberculosis in Portsmouth Village. Dr. Connell would remain active in his field until 1937 when, at age 74, he retired.

The well-known local pub and seafood restaurant – The Pilot House - opened for business in 1981 and continues today with a seasonal patio presence along Johnson Street.

*The property has contextual value because it is physically, functionally, visually or historically linked to its surroundings.*

This property has contextual value because it is historically linked to its surroundings as one of the last remaining historic commercial buildings, along with 275 King Street East, on the east side of the street in the block of King Street East between Clarence and Johnson Streets. Collectively these two properties represent the beginning of the redevelopment of this block at the end of the 19<sup>th</sup> century and are important in supporting the historic commercial character of King Street East and downtown Kingston.

### **Heritage Attributes**

Key exterior elements that contribute to the property's cultural heritage value include its:

- One-storey massing with flat roof, concealed by parapet wall;
- Finely jointed brick masonry walls with horizontal banding;
- Original window openings with three-centred and semi-circular arches with keystones and limestone sills;
- Classical detailing, including pilasters, cornices, pediments, full entablature, and wooden modillions;
- Terracotta egg and dart decorative detailing on the pilasters' capitals and on the entrance keystone;
- Original door opening on corner entrance with semi-circular arch with keystone;
- Decorative painted wooden motif resting on parapet wall above the corner entrance;
- Original secondary entrance opening with original/early wood paneled door with semi-circular arch with keystone on south (Johnson Street) elevation; and
- Limestone foundation with chamfered ashlar base course.

**City of Kingston By-Law Number 2024-XX**

**A By-Law to Designate the property at 275 King Street East to be of Cultural Heritage Value and Interest Pursuant to the *Ontario Heritage Act***

**Passed:** [insert date]

**Whereas:**

Subsection 29(1) of the *Ontario Heritage Act*, R.S.O. 1990, Chapter 0.18 (the "*Ontario Heritage Act*") authorizes the council of a municipality to enact by-laws to designate property within the municipality, including buildings and structures on the property, to be of cultural heritage value or interest;

The *property* was listed on the register established pursuant to Section 27 of the *Ontario Heritage Act* in 2010;

On April 17, 2024, Council of the City of Kingston ("*Council*") consulted with its municipal heritage committee regarding the designation of the property municipally known as the Wire Works Building at 275 King Street East (the "*property*") in accordance with subsection 29(2) of the *Ontario Heritage Act*;

On [insert date], *Council* caused notice of its intention to designate the *property* to be given to the owner of the *property* and to the Ontario Heritage Trust (the "*Trust*"), and on [insert date], notice of the intent to designate the *property* was published in The Kingston Whig-Standard, a newspaper having general circulation in the City of Kingston; and

No notice of objection to the proposed designation was served on the municipal Clerk (the "*Clerk*") of the Corporation of the City of Kingston (the "*City*") within the time prescribed by subsection 29(5) of the *Ontario Heritage Act*.

**Therefore, *Council* enacts:**

1. The *property* is designated as being of cultural heritage value and interest, as more particularly described in Schedule "A" of this by-law.
2. A copy of this by-law will be registered against the *property* in the appropriate land registry office. The *Clerk* is authorized to serve a copy of this by-law on the owner of the *property* and the *Trust*, and to cause notice of the passing of this by-law to be published in The Kingston Whig-Standard.

City of Kingston By-Law Number 2024-XX

3. The *City* reserves the right to install a designation recognition plaque on the *property*, in a location and style determined by the *City* in consultation with the owner.
4. This by-law will come into force and take effect on the date it is passed.

Given First and Second Readings XXX, 2024

Given Third Reading and Passed XXX, 2024

---

**Janet Jaynes**  
**City Clerk**

---

**Bryan Paterson**  
**Mayor**

**Schedule “A”**  
**Description and Criteria for Designation**  
**Wire Works Building**

Civic Address: 275 King Street East  
Legal Description: Part Lot 64 Original Survey Kingston City; Part Lot 87  
Original Survey Kingston City; Part 2 13R822; T/W  
FR693675; City of Kingston, County of Frontenac  
Property Roll Number: 1011 010 120 08800

**Introduction and Description of Property**

The Wire Works Building at 275 King Street East, is located on the east side of King Street East between Clarence and Johnson Streets, on the block bound by King Street East, Clarence Street, Ontario Street and Johnson Street, in the City of Kingston. This 208 square metre property contains a two-storey red brick commercial building with flat roof, constructed circa 1895.

**Statement of Cultural Heritage Value/Statement of Significance**

*The property has design value or physical value because it is a rare, unique, representative or early example of a style, type, expression, material or construction method.*

The property has design value as an interesting example of late Victorian commercial architecture. Constructed circa 1895, the strong vertical emphasis in its massing and proportions, and decorative brickwork are characteristic of Victorian commercial architecture, while the overall robustness and simplicity of the composition reflects a shift into 20<sup>th</sup> century architectural styles. The façade is divided into three symmetrical bays, which are framed by brick pilasters and rest on an ashlar limestone foundation.

The door and window openings are original and symmetrically placed on the façade within the three bays. The ground floor includes two original entrance openings with transom lights: one for commercial use at grade and the other for residential use. This layout is characteristic of historic commercial buildings in downtown Kingston. Between the openings is a single large picture window with transom light and limestone sill. A pair of slender vertically sliding sash windows with pronounced segmental arches and limestone sills are located on the second floor and directly above the large picture window in the central bay. Larger rectangular window openings with vertically sliding sash windows with shallow segmental arches and limestone sills are located on either side in two narrower bays are. These windows align directly with each ground floor entrance below.

The building exhibits a diverse collection of decorative brickwork, including a dentilled cornice on the parapet wall, raised brick string courses connecting the second-floor window openings, herringbone panels above the second-floor windows in the side bays,

and a recessed brick panel underneath the ground floor storefront window. The only asymmetrical elements on the building are found on the storefront, where the wood cornice (now clad in copper), with modillions, dentils, and plain frieze, extends over the storefront entrance and window, and not over the secondary entrance to the upper floor, demarcating the storefront.

*The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community.*

The property has historical value for its original use as a “wire works,” by Crescent Wire Works. Owned by Francis W. Partridge, Crescent Wire Works was advertised as a manufacturer of all kinds of wire work, including wire trellis for verandahs, cemetery, and garden arches; flower stands; fencing; and office, bank counter and steamboat railings. The property is not included in the 1893-94 and 1895-96 directories but is listed in the 1896-97 directory. These dates are corroborated by the announcement in the British Whig of August 1895 that Crescent Wire Works was “removed to 275 King Street, opposite St. George’s Cathedral”.

*The property has contextual value because it is physically, functionally, visually or historically linked to its surroundings.*

The property has contextual value because it is historically linked to its surroundings as one of the last remaining historic commercial buildings, along with 265 King Street East, on the east side of the block of King Street East between Clarence and Johnson Streets. Collectively these two properties represent the beginning of the redevelopment of this block at the end of the 19<sup>th</sup> century and are important in supporting the historic commercial character of King Street East and downtown Kingston.

## **Heritage Attributes**

Key exterior elements that contribute to the property’s cultural heritage value include its:

- Two-storey massing, divided into three bays with flat roof concealed by parapet wall;
- Red brick masonry walls displaying a variety of decorative brick detailing, including herringbone panels, brick string courses, recessed panel, dentils and pilasters;
- Original door openings with transom lights on the ground floor;
- Original storefront, including large picture window with transom light and limestone sill and entrance, framed by original or period appropriate wooden cornice (now clad in copper) with modillions, dentils and frieze board;
- Original window openings on the second floor with segmental arches and limestone sills, including original or early vertically hung sliding sash windows (i.e. one-over-one patterning in the central bay and two-over-two patterning in the side bays); and
- Ashlar limestone foundation.

**City of Kingston By-Law Number 2024-XX**

**A By-Law to Designate the property at 2785 Lee Road to be of Cultural Heritage Value and Interest Pursuant to the *Ontario Heritage Act***

**Passed:** [insert date]

**Whereas:**

Subsection 29(1) of the *Ontario Heritage Act*, R.S.O. 1990, Chapter 0.18 (the "*Ontario Heritage Act*") authorizes the council of a municipality to enact by-laws to designate property within the municipality, including buildings and structures on the property, to be of cultural heritage value or interest;

The *property* was listed on the register established pursuant to Section 27 of the *Ontario Heritage Act* in 2016;

On April 17, 2024, Council of the City of Kingston ("*Council*") consulted with its municipal heritage committee regarding the designation of the property municipally at 2785 Lee Road (the "*property*") in accordance with subsection 29(2) of the *Ontario Heritage Act*;

On [insert date], *Council* caused notice of its intention to designate the *property* to be given to the owner of the *property* and to the Ontario Heritage Trust (the "*Trust*"), and on [insert date], notice of the intent to designate the *property* was published in The Kingston Whig-Standard, a newspaper having general circulation in the City of Kingston; and

No notice of objection to the proposed designation was served on the municipal Clerk (the "*Clerk*") of the Corporation of the City of Kingston (the "*City*") within the time prescribed by subsection 29(5) of the *Ontario Heritage Act*.

**Therefore, *Council* enacts:**

1. The *property* is designated as being of cultural heritage value and interest, as more particularly described in Schedule "A" of this by-law.
2. A copy of this by-law will be registered against the *property* in the appropriate land registry office. The *Clerk* is authorized to serve a copy of this by-law on the owner of the *property* and the *Trust*, and to cause notice of the passing of this by-law to be published in The Kingston Whig-Standard.

City of Kingston By-Law Number 2024-XX

3. The *City* reserves the right to install a designation recognition plaque on the *property*, in a location and style determined by the *City* in consultation with the owner.
4. This by-law will come into force and take effect on the date it is passed.

Given First and Second Readings XXX, 2024

Given Third Reading and Passed XXX, 2024

---

**Janet Jaynes**  
**City Clerk**

---

**Bryan Paterson**  
**Mayor**



**Schedule “A”**  
**Description and Criteria for Designation**

Civic Address: 2785 Lee Road  
Legal Description: Part Lot 7-8 Con 7 Kingston as in FR201027 & FR206995 Lying East of FR572023 except FR206996 & FR261437; Description may not be acceptable in future as in FR201027; S/T the Rights of Owners of Adjoining Parcels, if any, under FR261437 & FR727675; S/T TKY17537; City of Kingston, County of Frontenac  
Property Roll Number: 1011 080 240 19800

**Introduction and Description of Property**

The subject property, located at 2785 Lee Road, is situated on the south side of the road near the terminus of Babcock Road, in the former Township of Kingston, now City of Kingston. The 40.2-hectare rural property contains a one-and-a-half storey limestone farmhouse with various additions, built around 1880, possibly for farmer James F. Knapp who owned the property from 1876 into the early 20<sup>th</sup> century. A number of 20<sup>th</sup> century detached agricultural buildings are also present on the property.

**Statement of Cultural Heritage Value/Statement of Significance**

*The property has design value or physical value because it is a rare, unique, representative or early example of a style, type, expression, material or construction method.*

2785 Lee Road is a rare example of a late-19<sup>th</sup> century one-and-a-half storey, Ontario vernacular limestone farmhouse with its main entrance located on the gable end. This placement of the entryway is atypical as Ontario vernacular farmhouses are overwhelmingly designed with a symmetrical facade with central entrance flanked by large rectangular window openings. This feature does not appear to be an alteration to a symmetrical design as there is no evidence of a former door located on the east or west elevations. This unique design makes this building a rare example of this style of Ontario vernacular house in the rural area of Kingston.

The current U-shaped floor plan is due to various additions around the building. The one-and-a-half-storey western wing and single-storey rear additions are constructed in a different manner from the main house (and possibly older). The western wing includes limestone laid in even courses, but in alternating wide and narrow courses of contrasting-coloured stones. The differing construction may indicate the wing is an earlier construction. Its small and non-symmetrical window opening may also point to an earlier construction date. There is a rear one storey wing off the western wing, which has a large entranceway on the west elevation of uncoursed limestone construction.

Common for this Georgian-influenced Ontario vernacular style of house is the medium-pitched gable roof and regular arrangement of rectangular window openings found throughout the building. Substantial stone chimneys are located at the northern gable end of the main house and the western gable end of the western wing. A small chimney is located centrally on the ridge of the main house and a fourth is located on the rear tail addition.

*The property has design value or physical value because it displays a high degree of craftsmanship or artistic merit.*

The high degree of craftsmanship of 2758 Lee Road is evident in the exceptional quality of the masonry on the main house, which is squared, dressed and laid in even courses of uniform stone that continue up the large chimney above the front wall. This craftsmanship is also evident in the tall radiating stone voussoirs that top all the doors and window openings of the main house, as well as the stone sills. The oversized entrance is emphasized by a deeply recessed paneled surround with transom window above and flanking sidelights.

*The property has contextual value because it is important in defining, maintaining or supporting the character of an area.*

2785 Lee Road has contextual value as its simple vernacular design, integrity, limestone construction, unpaved circulation routes, barn-board agricultural buildings and the proximity of these features to the road, supports and maintains the scenic and historic rural character of the road.

### **Heritage Attributes**

Key exterior elements that contribute to the property's cultural heritage value include its:

- One-and-a-half storey farmhouse constructed of dressed and squared limestone, laid in even courses, with an end-gable roof with four stone chimneys;
- Recessed entranceway with panelled surrounds, sidelights and transom, topped by radiating limestone voussoirs;
- One storey wing off the west elevation with gable roof, constructed of limestone laid in even courses with alternating bands of longer/narrow stones with shorter/wider stones and alternating colours;
- Original fenestration pattern of window openings with stone voussoirs and stone sills;
- One storey rear wing off the western wing, with gable roof and large entranceway; and
- Various wooded agricultural outbuildings.

**City of Kingston By-Law Number 2024-XX**

**A By-Law to Designate the property at 375 Maple Ridge Drive to be of Cultural Heritage Value and Interest Pursuant to the *Ontario Heritage Act***

**Passed:** [insert date]

**Whereas:**

Subsection 29(1) of the *Ontario Heritage Act*, R.S.O. 1990, Chapter 0.18 (the "*Ontario Heritage Act*") authorizes the council of a municipality to enact by-laws to designate property within the municipality, including buildings and structures on the property, to be of cultural heritage value or interest;

The *property* was listed on the register established pursuant to Section 27 of the *Ontario Heritage Act* in 2016;

On April 17, 2024, Council of the City of Kingston ("*Council*") consulted with its municipal heritage committee regarding the designation of the property municipally known as the Carolan Farmhouse at 375 Maple Ridge Drive (the "*property*") in accordance with subsection 29(2) of the *Ontario Heritage Act*;

On [insert date], *Council* caused notice of its intention to designate the *property* to be given to the owner of the *property* and to the Ontario Heritage Trust (the "*Trust*"), and on [insert date], notice of the intent to designate the *property* was published in The Kingston Whig-Standard, a newspaper having general circulation in the City of Kingston; and

No notice of objection to the proposed designation was served on the municipal Clerk (the "*Clerk*") of the Corporation of the City of Kingston (the "*City*") within the time prescribed by subsection 29(5) of the *Ontario Heritage Act*.

**Therefore, *Council* enacts:**

1. The *property* is designated as being of cultural heritage value and interest, as more particularly described in Schedule "A" of this by-law.
2. A copy of this by-law will be registered against the *property* in the appropriate land registry office. The *Clerk* is authorized to serve a copy of this by-law on the owner of the *property* and the *Trust*, and to cause notice of the passing of this by-law to be published in The Kingston Whig-Standard.

City of Kingston By-Law Number 2024-XX

3. The *City* reserves the right to install a designation recognition plaque on the *property*, in a location and style determined by the *City* in consultation with the owner.
4. This by-law will come into force and take effect on the date it is passed.

Given First and Second Readings XXX, 2024

Given Third Reading and Passed XXX, 2024

---

**Janet Jaynes**  
**City Clerk**

---

**Bryan Paterson**  
**Mayor**

**Schedule “A”**  
**Description and Criteria for Designation**  
**Carolan Farmhouse**

Civic Address: 375 Maple Ridge Drive  
Legal Description: Part Lot 4, Plan 682, Parts 4, 5 & 6, 13R18691; S/T Easement in Favour of the Municipal Corporation of the Township of Kingston over Part 4, 13R18691 as in FR88315; City of Kingston, County of Frontenac  
Property Roll Number: 1011 080 130 05400

**Introduction and Description of Property**

The Carolan Farmhouse, located at 375 Maple Ridge Drive, is situated on the southwest side of the street, just west of the intersection with Bath Road, in the former Township of Kingston, now part of the City of Kingston. This 0.4-hectare residential property contains a one-and-a-half storey L-shaped Ontario vernacular limestone farmhouse contracted circa 1851 for Cornelius and Jane Carolan (Caroline). A single storey rear addition was added to the building in 1994.

**Statement of Cultural Heritage Value/Statement of Significance**

*The property has design value or physical value because it is a rare, unique, representative or early example of a style, type, expression, material or construction method.*

*The property has design value or physical value because it displays a high degree of craftsmanship or artistic merit.*

The Carolan Farmhouse is a representative example of a mid-19<sup>th</sup> century, ‘L’-shaped limestone farmhouse, built on a high point of land overlooking the water. The house’s main entrance faces Bath Road and is located on a slight rise facing Lake Ontario. Two stone pillars remain at the former entrance to the property along Bath Road.

The house’s simple vernacular architecture is expressed by its restrained profile, uncoursed limestone and symmetrical front façade. However, various embellishments point to a high degree of craftsmanship and artistic effort and are somewhat unusual in a vernacular farmhouse of this era. The cross-gable roof, for example, features two tall grey-brick chimneys with decorative banding and dentils. The oversized main entranceway and window openings feature segmental arches with stone voussoirs and sills. The main entrance includes a large transom and quoining; there are also stone quoins at the building corners. The gable end has a dramatic half-round arched window

opening in the peak, with stone voussoirs and sill. The small gabled dormers were added in the 1960s.

*The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community.*

The Carolan Farmhouse is associated with the Carolan family who owned the property for over 100 years. The property was purchased by Cornelius Carolan (also noted as Caroline in several places) in 1835 from George Okill Stewart. Carolan was an Irish Catholic farmer who initially lived in a log home on the property with his wife Jane and daughters Bridgett, Grace Ann and Eliza. Carolan was elected as Road Master in 1835. The stone farmhouse replaced the log house around 1851. The property passed to daughter Grace Ann Carolan in May 1872. Grace Ann Carolan married Peter Nugent in June 1872, and they remained at the farmhouse into the 20th century.

### **Heritage Attributes**

Key exterior elements that contribute to the property's cultural heritage value include its:

- One-and-a-half storey, 'L'-shaped limestone farmhouse;
- Cross-gable roof with two tall grey-brick chimneys with banding and dentils;
- Symmetrical front façade with original segmentally-arched oversized openings with stone voussoirs and stone sills;
- Half-round arched window opening in the peak of the gable roof;
- Quoining at building corners and around the main entrance;
- Large transom and sidelights framing the main entrance; and
- Location on a slight rise overlooking Bath Road.

### **Non-Heritage Attributes**

Elements that are not included in the Statement of Cultural Heritage Value of the property include:

- Detached outbuilding.

**City of Kingston By-Law Number 2024-XX**

**A By-Law to Designate the property at 730 Hillview Road to be of Cultural Heritage Value and Interest Pursuant to the *Ontario Heritage Act***

**Passed:** [insert date]

**Whereas:**

Subsection 29(1) of the *Ontario Heritage Act*, R.S.O. 1990, Chapter 0.18 (the "*Ontario Heritage Act*") authorizes the council of a municipality to enact by-laws to designate property within the municipality, including buildings and structures on the property, to be of cultural heritage value or interest;

The *property* was listed on the register established pursuant to Section 27 of the *Ontario Heritage Act* in 2016;

On April 17, 2024, Council of the City of Kingston ("*Council*") consulted with its municipal heritage committee regarding the designation of the property municipally at 730 Hillview Road (the "*property*") in accordance with subsection 29(2) of the *Ontario Heritage Act*;

On [insert date], *Council* caused notice of its intention to designate the *property* to be given to the owner of the *property* and to the Ontario Heritage Trust (the "*Trust*"), and on [insert date], notice of the intent to designate the *property* was published in The Kingston Whig-Standard, a newspaper having general circulation in the City of Kingston; and

No notice of objection to the proposed designation was served on the municipal Clerk (the "*Clerk*") of the Corporation of the City of Kingston (the "*City*") within the time prescribed by subsection 29(5) of the *Ontario Heritage Act*.

**Therefore, *Council* enacts:**

1. The *property* is designated as being of cultural heritage value and interest, as more particularly described in Schedule "A" of this by-law.
2. A copy of this by-law will be registered against the *property* in the appropriate land registry office. The *Clerk* is authorized to serve a copy of this by-law on the owner of the *property* and the *Trust*, and to cause notice of the passing of this by-law to be published in The Kingston Whig-Standard.

City of Kingston By-Law Number 2024-XX

3. The *City* reserves the right to install a designation recognition plaque on the *property*, in a location and style determined by the *City* in consultation with the owner.
4. This by-law will come into force and take effect on the date it is passed.

Given First and Second Readings XXX, 2024

Given Third Reading and Passed XXX, 2024

---

**Janet Jaynes**  
**City Clerk**

---

**Bryan Paterson**  
**Mayor**



**Schedule “A”**  
**Description and Criteria for Designation**  
**John Grass Jr. House**

Civic Address: 730 Hillview Road  
Legal Description: Part Lot 2 Con 2 Kingston as in FR642683; City of Kingston,  
County of Frontenac  
Property Roll Number: 1011 080 140 12900

**Introduction and Description of Property**

The John Grass Jr. House property, located at 730 Hillview Road, is situated on the north side of the road, just west of Mona Drive and east of John Grass Creek Park, in the former Township of Kingston, now the City of Kingston. The approximately 1800 square meter thru-lot, with secondary frontage onto High Gate Park Drive, contains a two-storey Regency style former farmhouse, constructed in the late 19<sup>th</sup> century. A detached storage building, constructed in 2005, is located in the rear yard.

**Statement of Cultural Heritage Value/Statement of Significance**

*The property has design value or physical value because it is a rare, unique, representative or early example of a style, type, expression, material or construction method.*

The John Grass Jr. House is a rare example of a 19<sup>th</sup> century Regency style farmhouse in the Collins Bay area of Kingston’s west end. The two-storey house exhibits a Regency architectural style through its simple, functional design with modest ornamentation. The square-plan structure is constructed of red bricks with a pitch-faced limestone foundation and topped by a steeply pitched hip roof in the typical Regency style. The front façade, once symmetrical with a central entrance flanked by window openings under a wraparound covered verandah, is now dominated by a late 20<sup>th</sup> century conversion of the western portion of the verandah to living space. The second floor and eastern elevation retains the original pattern of openings that exemplify the Regency style, including a central arched window opening, flanked by large rectangular openings. The window openings feature stone sills and brick voussoirs. There is a brick chimney on each of the east and west elevations, with the eastern chimney appearing to be a later addition.

*The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community.*

The John Grass Jr. House is associated with the Grass family and particularly John Grass Jr who built the house in the late 1800s. The land was originally granted to Captain Michael Grass, a lieutenant in the volunteer militia that fought against the rebels in the American Revolution (later captain). Michael Grass was a United Empire Loyalist

(UEL) and is considered one of the first settlers in the former Township of Kingston. Ownership of the property was passed down to his son John Grass, and eventually came under the ownership of his grandson, John Grass Jr. John Grass Jr. was born on the property in 1810, when only a single storey framed building existed. He was a well-known local figure in the Collins Bay area. “Old Uncle John” was described in his obituary as “a kindly spirit” and “while frugal [was] honorable, hospitable and public spirited.” He died in his home, where he lived his entire life, in 1893 at the age of 82. The large, naturalized area immediately adjacent the house to the west, that stretches from the northern headwaters of Collins Bay north to Prince Charles Drive is named John Grass Creek Park in his honour. The property was sold to fellow UEL descendant, George Ellerbeck in 1918, and remained an active farm into the 1960s.

*The property has contextual value because it is physically, functionally, visually or historically linked to its surroundings.*

*The property has contextual value because it is a landmark.*

The John Grass Jr. House is a prominent house located at the northern tip of Collins Bay in a settlement area historically (and currently) known as Collins Bay. Together with the two former Methodist church buildings (now residences) at 692 and 704 Hillview Road and the large natural area named for John Grass, the John Grass Jr. House is a defining property in this historic community.

The two-storey Regency former farmhouse offers a rare example of this form in this area. Its distinctive architecture, size, brick construction, siting on the property, and location along Hillview Road, across from W.C. Warnica Memorial Park, make it a landmark in the area.

### **Heritage Attributes**

Key exterior elements that contribute to the property’s cultural heritage value include its:

- One-and-a-half storey brick house with limestone foundation and hip roof;
- Second storey central arched window opening with brick voussoirs and a stone sill;
- Original rectangular window openings with brick voussoirs and stone sills;
- Brick chimney located on the west side of the building; and
- Location on a slight rise overlooking Collins Bay.

### **Non-Heritage Attributes**

Elements that are not included in the Statement of Cultural Heritage Value of the property include:

- Detached outbuilding.

**City of Kingston By-Law Number 2024-XX**

**A By-Law to Designate the properties at 149 Brock Street to be of Cultural Heritage Value and Interest Pursuant to the *Ontario Heritage Act***

**Passed:** [insert date]

**Whereas:**

Subsection 29(1) of the *Ontario Heritage Act*, R.S.O. 1990, Chapter 0.18 (the "*Ontario Heritage Act*") authorizes the council of a municipality to enact by-laws to designate property within the municipality, including buildings and structures on the property, to be of cultural heritage value or interest;

The *property* was listed on the register established pursuant to Section 27 of the *Ontario Heritage Act* in 2016;

On April 17, 2024, Council of the City of Kingston ("*Council*") consulted with its municipal heritage committee regarding the designation of the property at 149 Brock Street, known as the McKay Fur House (the "*property*") in accordance with subsection 29(2) of the *Ontario Heritage Act*;

On [insert date], *Council* caused notice of its intention to designate the *property* to be given to the owner of the *property* and to the Ontario Heritage Trust (the "*Trust*"), and on [insert date], notice of the intent to designate the *property* was published in The Kingston Whig-Standard, a newspaper having general circulation in the City of Kingston; and

No notice of objection to the proposed designation was served on the municipal Clerk (the "*Clerk*") of the Corporation of the City of Kingston (the "*City*") within the time prescribed by subsection 29(5) of the *Ontario Heritage Act*.

**Therefore, *Council* enacts:**

1. The *property* is designated as being of cultural heritage value and interest, as more particularly described in Schedule "A" of this by-law.
2. A copy of this by-law will be registered against the *property* in the appropriate land registry office. The *Clerk* is authorized to serve a copy of this by-law on the owner of the *property* and the *Trust*, and to cause notice of the passing of this by-law to be published in The Kingston Whig-Standard.

City of Kingston By-Law Number 2024-XX

3. The *City* reserves the right to install a designation recognition plaque on the *property*, in a location and style determined by the *City* in consultation with the owner.
4. This by-law will come into force and take effect on the date it is passed.

Given First and Second Readings XXX, 2024

Given Third Reading and Passed XXX, 2024

---

**Janet Jaynes**  
**City Clerk**

---

**Bryan Paterson**  
**Mayor**

City of Kingston By-Law Number 2024-XX

**Schedule “A”**  
**Description and Criteria for Designation**  
**McKay Fur House**

Civic Address: 149 Brock Street  
Legal Description: Part Lot 1 N/S Brock St Plan Selma Subdivision Kingston  
City Part 2 13R2296; S/T interest in FR689524; City of  
Kingston, County of Frontenac  
Property Roll Number: 1011 010 140 00701

**Introduction and Description of Property**

The McKay Fur House, located at 149 Brock Street, is situated on the north side of the road, mid-block between Montreal and Bagot streets in downtown Kingston. The approximately 250 square metre property includes a two-storey red-brick commercial building constructed circa 1907 for the J. McKay Furrier business.

**Statement of Cultural Heritage Value/Statement of Significance**

*The property has design value or physical value because it is a rare, unique, representative or early example of a style, type, expression, material or construction method.*

The McKay Fur House is an example of an early 20<sup>th</sup> century commercial building built as the showroom and business office for a growing furrier business in downtown Kingston. Presumably to stand out against the limestone buildings next door (153-155 Brock Street, which was owned by McKay Furs and being used to produce the fur and leather products) and to add a fresh new look to the business, the McKay Fur House was built of red brick with five dramatic semi-circular window openings with decorative hood molds and stone sills, each containing an arched and multi-paned window. The entire building is topped with a flat roofline decorated with an entablature. The entablature, while a modern recreation, features an elaborate cornice and dentils with a stepped centre section, which adds to the grandeur of the building.

*The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community.*

The McKay Fur House is associated with John McKay who operated a leather, hides and furrier business. It is believed that the business began on the subject property in an earlier building. Eventually the business grew, expanding into 153 and 155 Brock Street

(previously owned by John's sister Eva McKay) and requiring the demolition of the original building and the construction of the new McKay Fur House building around 1907. The subject property became the location of the showrooms and order department, while the adjacent 153 and 155 Brock Street served as the factory and wholesale department. McKay's Fur House operated in this building until the 1960s.

*The property has contextual value because it is important in defining, maintaining or supporting the character of an area.*

*The property has contextual value because it is physically, functionally, visually or historically linked to its surroundings.*

The McKay Fur House is significant in defining the character of the streetscape along the north side of Brock Street, between Bagot and Montreal streets. The street displays many early commercial buildings in the City of Kingston. The buildings on this section of Brock Street vary in height from one-and-a-half to two-and-a-half storeys and the construction materials include red-brick, wood frame and limestone.

With its shallow setback, grand appearance and two storey height, red-brick construction, and location close to the lot lines, the McKay Fur House shares a visual and historical relationship with its surroundings, particularly the stone building at 153-155 Brock Street as John McKay's business operated in both buildings for the first half of the 20<sup>th</sup> century. As part of this group of buildings, the subject building helps maintain the historic and eclectic character of this portion of Brock Street.

The McKay Fur House is historically linked to the area, as a part of the various fur businesses in this part of the city in the late 19<sup>th</sup> and early 20<sup>th</sup> centuries. The Wellington, Princess and Brock Street area was a popular location for furriers, with Clark Wright at 21 Brock Street (circa 1850-1887) later operating from 178 Wellington Street; George Mills & Co. (established 1879) along Wellington Street and then at 128 Princess Street; and Dominico Furs also operated for a time at 178 Wellington Street.

### **Heritage Attributes**

Key exterior elements that contribute to the property's cultural heritage value include its:

- Two-storey red-brick construction;
- Upper storey features five semi-circular window openings with decorative hood moulds and stone sills; and
- Entablature featuring an elaborate cornice and dentils that are broken by a stepped centre section.

**You City of Kingston By-Law Number 2024-XX**

**A By-Law to Designate the properties at 161 Brock Street to be of Cultural Heritage Value and Interest Pursuant to the *Ontario Heritage Act***

**Passed:** [insert date]

**Whereas:**

Subsection 29(1) of the *Ontario Heritage Act*, R.S.O. 1990, Chapter 0.18 (the "*Ontario Heritage Act*") authorizes the council of a municipality to enact by-laws to designate property within the municipality, including buildings and structures on the property, to be of cultural heritage value or interest;

The *property* was listed on the register established pursuant to Section 27 of the *Ontario Heritage Act* in 2016;

On April 17, 2024, Council of the City of Kingston ("*Council*") consulted with its municipal heritage committee regarding the designation of the property at 161 Brock Street, known as the Norris House (the "*property*") in accordance with subsection 29(2) of the *Ontario Heritage Act*;

On [insert date], *Council* caused notice of its intention to designate the *property* to be given to the owner of the *property* and to the Ontario Heritage Trust (the "*Trust*"), and on [insert date], notice of the intent to designate the *property* was published in The Kingston Whig-Standard, a newspaper having general circulation in the City of Kingston; and

No notice of objection to the proposed designation was served on the municipal Clerk (the "*Clerk*") of the Corporation of the City of Kingston (the "*City*") within the time prescribed by subsection 29(5) of the *Ontario Heritage Act*.

**Therefore, *Council* enacts:**

1. The *property* is designated as being of cultural heritage value and interest, as more particularly described in Schedule "A" of this by-law.
2. A copy of this by-law will be registered against the *property* in the appropriate land registry office. The *Clerk* is authorized to serve a copy of this by-law on the owner of the *property* and the *Trust*, and to cause notice of the passing of this by-law to be published in The Kingston Whig-Standard.

City of Kingston By-Law Number 2024-XX

3. The *City* reserves the right to install a designation recognition plaque on the *property*, in a location and style determined by the *City* in consultation with the owner.
4. This by-law will come into force and take effect on the date it is passed.

Given First and Second Readings XXX, 2024

Given Third Reading and Passed XXX, 2024

---

**Janet Jaynes**  
**City Clerk**

---

**Bryan Paterson**  
**Mayor**



**Schedule “A”**  
**Description and Criteria for Designation**  
**Norris House**

Civic Address: 161 Brock Street  
Legal Description: Part Lot 2 N/S Brock St Plan Selma Subdivision Kingston  
City as in FR486361; T/W FR718826; City of Kingston,  
County of Frontenac  
Property Roll Number: 1011 010 140 01100

**Introduction and Description of Property**

The Norris House, located at 161 Brock Street, is situated on the north side of the road, just east of the intersection of Montreal and Brock Streets in downtown Kingston. The approximately 163 square metre property includes a one-and-a-half storey wood frame residential building constructed in 1842-1843.

**Statement of Cultural Heritage Value/Statement of Significance**

*The property has design value or physical value because it is a rare, unique, representative or early example of a style, type, expression, material or construction method.*

The Norris House has physical and design value as a rare example of a wood frame dwelling in downtown Kingston. Following a number of devastating fires, in 1847 Kingston City Council passed a by-law to prohibit the erection of wooden buildings “in the thickly-built parts of the City”. This one-and-a-half storey wood frame former dwelling represents one of only a few remaining examples in the downtown area. While it has undergone several unsympathetic changes, particularly the Angel Stone veneer, its basic one-and-a-half storey massing and gabled roofed profile remain obvious. The three-bay façade was symmetrical with large rectangular sash windows that aligned with the dormers above. However, today the façade features two oversized square windows on either side of the original recessed central entranceway with transom and wooden panelled reveals. A later rear addition creates a saltbox-like roofline, and the eave returns have been removed. There is a brick chimney on the western roof ridge, which once matched a brick chimney on the eastern side.

*The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community.*

City of Kingston By-Law Number 2024-XX

The property is of historical/associative value due to its association with carpenter Benjamin Norris, who constructed this modest house for himself and his wife Elizabeth. Norris sold the eastern portions of his lot, possibly to fund the construction of his home, in the early 1840s. The stone building at 153 and 155 Brock Street were built circa 1844 and 1849 respectively. The 1851 census notes Benjamin and Elizabeth Norris living in the frame house with their children Mary, Catherine, twins John and William and James. After Benjamin's death, Elizabeth operated an inn from the Norris House. The property was eventually converted to a commercial property by the mid-late 20th century and has continued to function as such to the present day.

*The property has contextual value because it is important in defining, maintaining or supporting the character of an area.*

*The property has contextual value because it is physically, functionally, visually or historically linked to its surroundings.*

The Norris House is significant in defining the character of the streetscape along the north side of Brock Street, between Bagot and Montreal streets. The street displays many early commercial buildings in the City of Kingston. The buildings on this section of Brock Street vary in height from one-and-a-half to two-and-a-half storeys and the construction materials include red-brick, wood frame and limestone.

With its shallow setback, modest appearance, wood frame construction, and location close to the lot lines, the Norris House shares a visual and historical relationship with its surroundings, particularly the stone building at 153-155 Brock Street. As part of this group of buildings, the subject building helps maintain the historic and eclectic character of this portion of Brock Street.

### **Heritage Attributes**

Key exterior elements that contribute to the property's cultural heritage value include its:

- One-and-a-half storey wood frame house with limestone foundation;
- Gable roof with dormers;
- Gable end with one rectangular window opening in the upper storey on the eastern end;
- Brick chimney at western end of the gable roof; and
- Symmetrical façade with window openings flanking a recessed central front entrance door with transom window above and frames by wooden panel reveals.

## City of Kingston By-Law Number 2024-XX

### A By-Law to Designate the properties at 319 and 321 King Street West to be of Cultural Heritage Value and Interest Pursuant to the *Ontario Heritage Act*

Passed: [insert date]

#### Whereas:

Subsection 29(1) of the *Ontario Heritage Act*, R.S.O. 1990, Chapter 0.18 (the "*Ontario Heritage Act*") authorizes the council of a municipality to enact by-laws to designate property within the municipality, including buildings and structures on the property, to be of cultural heritage value or interest;

The *property* was listed on the register established pursuant to Section 27 of the *Ontario Heritage Act* in 2010;

On April 17, 2024, Council of the City of Kingston ("*Council*") consulted with its municipal heritage committee regarding the designation of the property municipally at 319 and 321 King Street West (the "*property*") in accordance with subsection 29(2) of the *Ontario Heritage Act*;

On [insert date], *Council* caused notice of its intention to designate the *property* to be given to the owner of the *property* and to the Ontario Heritage Trust (the "*Trust*"), and on [insert date], notice of the intent to designate the *property* was published in The Kingston Whig-Standard, a newspaper having general circulation in the City of Kingston; and

No notice of objection to the proposed designation was served on the municipal Clerk (the "*Clerk*") of the Corporation of the City of Kingston (the "*City*") within the time prescribed by subsection 29(5) of the *Ontario Heritage Act*.

#### Therefore, *Council* enacts:

1. The *property* is designated as being of cultural heritage value and interest, as more particularly described in Schedule "A" of this by-law.
2. A copy of this by-law will be registered against the *property* in the appropriate land registry office. The *Clerk* is authorized to serve a copy of this by-law on the owner of the *property* and the *Trust*, and to cause notice of the passing of this by-law to be published in The Kingston Whig-Standard.

3. The *City* reserves the right to install a designation recognition plaque on the *property*, in a location and style determined by the *City* in consultation with the owner.
4. This by-law will come into force and take effect on the date it is passed.

Given First and Second Readings XXX, 2024

Given Third Reading and Passed XXX, 2024

---

**Janet Jaynes**  
**City Clerk**

---

**Bryan Paterson**  
**Mayor**

**Schedule “A”  
Description and Criteria for Designation**

Civic Address:	319 King Street West
Legal Description:	Part Farm Lot 22 Con 1 Kingston as in FR639441 Except the Easement therein; City of Kingston, County of Frontenac
Property Roll Number:	1011 070 050 18900
Civic Address:	321 King Street West
Legal Description:	Part Farm Lot 22 Con 1 Kingston as in FR226735 Except the Easement therein; City of Kingston, County of Frontenac
Property Roll Number:	1011 070 050 19000

**Introduction and Description of Property**

The subject property, which spans two separate properties at 319 and 321 King Street West, is located on the north side of the street, at the northeast corner with Centre Street, in the City of Kingston. The approximately 280 and 318 square metre properties include a two-and-a-half storey duplex that completes the stucco-clad 1841 stone row houses known as Hales Cottages.

**Statement of Cultural Heritage Value/Statement of Significance**

*The property has design value or physical value because it is a rare, unique, representative or early example of a style, type, expression, material or construction method.*

The two-unit building was constructed around 1900 to replace the western-most Cottage that was partially lost to fire. There is evidence that the eastern three bays (window, door window) on the ground floor were restored from the remains of the fifth Hales Cottage, with the majority of 321 being an addition. The 1908 Fire Insurance Plan indicates that portions of the foundation and most of the main floor are stone construction, while the rest of the duplex, including all the upper floors, are wood frame. A visual inspection of 319, confirms stone construction of the main floor rear wall, with stone voussoirs visible above the rear main floor and front and rear basement openings. From the façade it is difficult to confirm that the openings are in fact those from the original 1841 Cottage, however the front basement window and door openings of 319 King appear to be consistent with the rest of the row. Regardless, the subject property is a unique example of an infill building from the early 20<sup>th</sup> century that took inspiration, if not its partial form, from the adjacent row in its design.

Although the general impression is wood frame with yellow stucco and wood cladding, there are many visual vestiges of the original 1841 design, including its location in line with the row, the rhythm and consistent shape of window and door openings, particularly in the three eastern bays, and its limestone foundation and tall wide brick

chimney (shared between 319 and 317). Both buildings have arched transom windows over their main entrances, though 319 King is setback and includes flanking side lights that match those in the original row. Portions of the ribbon board detail along the base of the main floor level of the original cottages extend along these properties as well. A second ribbon board runs horizontally along portions of both properties at the top of the main floors on the same plane as the original decorative roofline dentils. Each unit has a main floor Wyatt style window, which, though likely not original, reflects those on the other Hales Cottages. While differing in design, each of these properties include a covered portico adding to the sense of consistency and continuity with the Hales Cottages design.

The subject property sets itself apart from the Hales Cottages row, however, with many distinguishing features that indicate its later construction date. These include its two-and-a-half storey massing, frame construction, low-sloping portico roofs (not gabled), and the use of a single sash window on the left front of 321, as opposed to the Wyatt windows found on the row. Another key distinguishing feature is the lack of stone garden wall fronting King Street, which terminates at 317 King Street West.

*The property has contextual value because it is physically, functionally, visually or historically linked to its surroundings.*

*The property has contextual value because it is important in defining, maintaining or supporting the character of an area.*

As the evolution and expansion of the original 5-unit row of Hales Cottages, 319 and 321 King Street West are a significant part of the history of this important row of houses and are historically and visually linked to their neighbours to the east. This two-unit building contributes to the strong presence of early historic row housing at the corner of Centre Street and King Street West.

With its consistent setback from the public right-of-way, architectural detailing, and stucco cladding, 319 and 321 King Street West support the historic character of the area.

## Heritage Attributes

Key exterior elements that contribute to the property's cultural heritage value include its:

- Two-and-a-half storey massing with gable roof;
- Wide shared brick chimney at 319;
- Stucco cladding, including projecting ribbon boards;
- Window and door openings on the first and second floor that follow the rhythm of the row, including the Wyatt style windows on the façades main floors;
- The arched main entranceways with elliptical transoms;
- Side lights flanking entranceway at 319;
- Limestone foundation;
- One basement window opening at 319; and
- Limestone main floor front and rear walls at 319 and portions at 321.

**City of Kingston By-Law Number 2024-XX**

**A By-Law to Designate the properties at 347 Wellington Street to be of Cultural Heritage Value and Interest Pursuant to the *Ontario Heritage Act***

**Passed:** [insert date]

**Whereas:**

Subsection 29(1) of the *Ontario Heritage Act*, R.S.O. 1990, Chapter 0.18 (the "*Ontario Heritage Act*") authorizes the council of a municipality to enact by-laws to designate property within the municipality, including buildings and structures on the property, to be of cultural heritage value or interest;

The *property* was listed on the register established pursuant to Section 27 of the *Ontario Heritage Act* in 2016;

On April 17, 2024, Council of the City of Kingston ("*Council*") consulted with its municipal heritage committee regarding the designation of the property at 347 Wellington Street, known as the Davis Dry Dock (the "*property*") in accordance with subsection 29(2) of the *Ontario Heritage Act*;

On [insert date], *Council* caused notice of its intention to designate the *property* to be given to the owner of the *property* and to the Ontario Heritage Trust (the "*Trust*"), and on [insert date], notice of the intent to designate the *property* was published in The Kingston Whig-Standard, a newspaper having general circulation in the City of Kingston; and

No notice of objection to the proposed designation was served on the municipal Clerk (the "*Clerk*") of the Corporation of the City of Kingston (the "*City*") within the time prescribed by subsection 29(5) of the *Ontario Heritage Act*.

**Therefore, *Council* enacts:**

1. The *property* is designated as being of cultural heritage value and interest, as more particularly described in Schedule "A" of this by-law.
2. A copy of this by-law will be registered against the *property* in the appropriate land registry office. The *Clerk* is authorized to serve a copy of this by-law on the owner of the *property* and the *Trust*, and to cause notice of the passing of this by-law to be published in The Kingston Whig-Standard.



City of Kingston By-Law Number 2024-XX

3. The *City* reserves the right to install a designation recognition plaque on the *property*, in a location and style determined by the *City* in consultation with the owner.
4. This by-law will come into force and take effect on the date it is passed.

Given First and Second Readings XXX, 2024

Given Third Reading and Passed XXX, 2024

---

**Janet Jaynes**  
**City Clerk**

---

**Bryan Paterson**  
**Mayor**

**Schedule “A”**  
**Description and Criteria for Designation**  
**Davis Dry Dock**

Civic Address: 347 Wellington Street  
Legal Description: Part Cataraqui Ordnance Water Lot Kingston Part 1,  
13R9796 S/T FR393688; City of Kingston, County of  
Frontenac  
Property Roll Number: 1011 030 120 08500

**Introduction and Description of Property**

The Davis Dry Dock property, located at 347 Wellington Street, is situated on the east side of the street, just north of Bay Street in the inner harbour area of downtown Kingston. The approximately 3,800 square metre property includes a dry dock, originally constructed in 1878, and a one-and-a-half storey machine shop constructed around 1900.

**Statement of Cultural Heritage Value/Statement of Significance**

*The property has design value or physical value because it is a rare, unique, representative or early example of a style, type, expression, material or construction method.*

The Davis Dry Dock has physical and design value as a rare example of a still active and functional dry dock in Kingston. The dry dock is constructed of sheet metal with concrete sill and timbered bottom. It was originally built at 180 feet long, 31 feet wide and 10 feet deep at the sill. The dry dock has since been expanded to 200 feet in length, with a width of 45 feet and a sill depth of 12 feet; the walls are now lined with steel plate. Despite these changes, the location and purpose of the dry dock remains unaltered.

A one-and-a-half storey machine shop was constructed on the property prior to 1908. The current building may contain portions of the original structure, yet various additions and alterations over the years have changed its original proportions and design considerably. It is notable, however, that the subject property has continuously operated as primarily a marine manufacturing facility for over 130 years.

*The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community.*

The City of Kingston’s growth in the 19<sup>th</sup> and early 20<sup>th</sup> centuries can be greatly attributed to its proximity to Lake Ontario and the St. Lawrence River. Transportation by boat for

trade and commerce was a key part of this prosperity and thus the construction and repair of marine vessels for commercial purposes was an important factor in this continued success.

The Davis Dry Dock has historical/associative value as an important (and still active) boat construction, repair and storage facility along the waterfront of Kingston inner harbour. It was founded by Robert Davis and his three sons: Mathew, a ship builder, John, the business manager, and George, a carpenter. The company was established in 1867 in the French Harbour (behind Fort Frontenac), but it moved to this location on Wellington Street in 1887. In the late 1890s the location was the largest boat-building facility of its size on Lake Ontario. The Davis Dry Dock Company manufactured various types of vessels, including steam leisure yachts, yawls, and large steamers. Their most famous boat built was an Edwardian steamboat called the Phoebe, which is now found at the Portsmouth Olympic Harbour building in Kingston. Timothy Eaton, the Toronto dry good merchant (who founded the Eaton's department store chain), was a notable customer of the company. Other significant vessels built by the company included: the Laura D., built in 1884; the Island Queen, built in 1887 for the Richelieu & Ontario Navigation Company; the Lorelei, built in 1891; the King Ben, built in 1895; the Rideau Queen, built in 1900; and the Buena Vista, built in 1911.

The Davis Dry Dock Company peaked between 1890 and 1920, but by 1922 they began manufacturing touring cars. The Davis Dry Dock Company declined, as a large portion of their money had been diverted to automobile manufacturing. However, the investment did not pay off as the Davis cars were significantly more expensive compared to the Model T, and thus did not sell as well. The company returned to their boat building origins by 1924.

The boat manufacturing use of the subject property is still in operation today and being run by MetalCraft Marine Inc. MetalCraft (founded in 1987) constructs primarily fire and police boats and continues to use the dry dock for the maintenance and construction of various marine vessels.

*The property has contextual value because it is important in defining, maintaining or supporting the character of an area.*

*The property has contextual value because it is physically, functionally, visually or historically linked to its surroundings.*

The Davis Dry Dock is located in Kingston's Inner Harbour. This location was the site of the first ship building on the Great Lakes by the French in 1679 and has been a key location of ship building since that time. The only other remaining dry dock in Kingston is a National Historic Site of Canada located on Ontario Street, known as the Kingston Dry Dock. The Davis Dry Dock is significant in defining the historic character of the area as a rare vestige of the City's nearly 350-year ship-building history.

With its proximity to the inner harbour, the Kingston Marina and other historic industrial buildings, such as the former Queen City Oil building at 9 North Street and the former

Bajus Brewery at 308 Wellington Street, the Davis Dry Dock is historically and functionally linked to its surroundings.

**Heritage Attributes**

Key exterior elements that contribute to the property's cultural heritage value include its:

- Location in the Kingston Inner Harbour; and
- Rectangular dry dock, constructed on timber, steel and concrete.



**City of Kingston**  
**Report to Kingston Heritage Properties Committee**  
**Report Number HP-24-019**

---

**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:** April 17, 2024

**Subject:** Application for Ontario Heritage Act Approval

**Address:** 160 Bagot Street P18-1210

**File Number:** P18-015-2024

---

**Council Strategic Plan Alignment:**

Theme: Corporate business

Goal: See above

**Executive Summary:**

The subject property at 160 Bagot Street is located midblock on the northwest side of Bagot Street, between Earl Street and William Street. The property was designated under Part V of the *Ontario Heritage Act* as part of the Old Sydenham Heritage Conservation District.

An application for construction under Section 42 of the *Ontario Heritage Act* (P18-015-2024) has been submitted to request approval to construct a two-and-a-half-storey rear addition, connected to the main dwelling by a one-storey mud room.

This application was deemed complete on March 8, 2024. The *Ontario Heritage Act* provides a maximum of 90 days for Council to render a decision on an application to alter a heritage building under Section 42(4). This timeframe will expire on June 6, 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.

April 17, 2024

Page 2 of 9

**Recommendation:**

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

**That** the addition on the property at 160 Bagot Street, be approved in accordance with the details described in the application (File Number P18-015-2024), which was deemed complete on March 8, 2024, with said alterations to include:

1. The construction of a new two-and-a-half-storey addition to the rear of the dwelling, connected by a one-storey mud room;
2. The construction of a patio at the rear of the new addition; and

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

1. Details, including colour(s), materials and dimensions of windows, doors, cladding, trim, patio and roofing shall be submitted to Heritage Planning staff, prior to construction, for final review and approval;
2. The rear yard window and door, where the proposed mud room is, shall be retained;
3. An Encroachment Permit and/or Temporary Access Permit shall be obtained, where necessary;
4. A Building Permit and all *Planning Act* approvals shall be obtained, where necessary;
5. Heritage Planning staff shall be circulated the drawings and design specifications tied to the Building Permit application for review and approval to ensure consistency with the scope of the Heritage Permit sought by this application;
6. The combined sewers shall be replaced with separated storm and sanitary sewers, to the satisfaction of Utilities Kingston;
7. A downstream sewer assessment shall be completed to the satisfaction of Utilities Kingston;
8. If additional metering or service upgrade is required, a service request will be needed;
9. A grading plan shall be submitted and completed to the satisfaction of Engineering Services;
10. The applicant is responsible for obtaining all required approvals and costs associated with the relocation of existing utilities; and
11. Any minor deviations from the submitted plans, which meet the intent of this approval and do not further impact the heritage attributes of the property, shall be delegated to the Director of Heritage Services for review and approval.



April 17, 2024

Page 4 of 9

**Options/Discussion:****Description of Application/Background**

The subject property, with the municipal address of 160 Bagot Street, is located midblock between Earl Street and William Street, on the northwest side of Bagot Street (Exhibit A – Context Map and Site Photos). The subject property is included in the Old Sydenham Heritage Conservation District (HCD) and contains a two storey, three bay, brick structure designated under Part V of the *Ontario Heritage Act*.

An application under Section 42 of the *Ontario Heritage Act* (File Number P18-015-2024) has been submitted to request approval to construct a rear yard, two and a half (2.5) storey addition, connected to the existing freestanding 4-unit dwelling via a one (1) storey mud room entry (Exhibit B – Cover Letter, Project Drawings and Details). The rear addition will be approximately 8 metres by 9.5 metres in size, approximately 1.8 metres will separate the rear addition from the existing dwelling and will include a secondary entrance at the rear of the existing dwelling where the addition is setback from the side walls. The rear addition will have a roof ridge equal to or lower than the existing main dwelling. The rear addition will be clad in brick and fiber cement clapboard and/or painted wood siding.

This application was deemed complete on March 8, 2024. The *Ontario Heritage Act* provides a maximum of 90 days for Council to render a decision on an application to alter a designated building under Section 42(4). This timeframe will expire on June 6, 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 subject property is designated under Part V of the *Ontario Heritage Act* through the Old Sydenham Heritage Area Heritage Conservation District Plan (District Plan).

The Property Inventory Form from the District Plan states that:

*“The building is an unadorned three bay two storey brick structure laid up in stretcher bond on a hammer dressed limestone foundation which retains much of its original fabric. It has a parapeted side gable roof with the parapet supported by moulded cut stone corbels at the eaves. The window and door openings are all rectangular with complex voussoired flat arches at the first storey and simple voussoirs above. The windows have limestone sills. The windows appear to retain their original 4/4 double hung sash (suggesting a construction date no later than 1885). At some point iron tie rods have been inserted, apparently at the 2nd floor structure.*

*A row of buildings appears straddling the road frontage of Lots 6 and 7 in 1850 but seem unlikely to include the current structure. Again, there are depictions of structures on the property*



April 17, 2024

Page 5 of 9

*on the Innes 1865 and Brosius 1875 maps respectively but neither conforms to the current building's siting or footprint. However, the existing building is shown as a double house on the 1892 fire insurance plan and occupants are indicated in the 1889-90 Directory. Robert McCammon, a baker, who bought the property in 1875, is listed as living in one half, appropriate given that a one storey stone bakery is shown on fire insurance plans from 1892 through 1947 at the rear of the lot. The presence of this commercial operation in the 'backyard' may explain the lanes to either side of the building. The building would thus have been built between 1875 and 1889, but given the architectural detailing and McCammon's purchase date of 1875 it is likely built by 1880.*

*The building fits directly into the context of this block of relatively simple brick buildings in terms of its scale, features, distribution of openings and brick walling. It is noteworthy in being freestanding with unpaved lanes to either side."*

The property is considered Significant to the District. The District Plan Property Inventory Form can be found in Exhibit C.

### **Cultural Heritage Analysis:**

#### **Best Heritage Conservation Practices**

The application has been reviewed with attention to the City of Kingston's Official Plan, Parks Canada's 'Standards and Guidelines for the Conservation of Historic Places in Canada,' as well as the Ministry of Citizenship and Multiculturalism's Eight Guiding Principles in the Conservation of Built Heritage Properties. 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.
- Standard 11 (Parks Canada's Standards and Guidelines for the Conservation of Historic Places in Canada): Conserve the heritage value and character-defining elements when creating any new additions to an historic place or any related new construction. Make the new work physically and visually compatible with, subordinate to and distinguishable from the historic place.
- Standard 12 (Parks Canada's Standards and Guidelines for the Conservation of Historic Places in Canada): Create any new additions or related new construction so that the essential form and integrity of an historic place will not be impaired if the new work is removed in the future.
- Principle 6 'Reversibility' (Eight Guiding Principles in the Conservation of Built Heritage Properties, Ministry of Heritage, Sport, Tourism and Culture Industries): Alterations should be able to be returned to original conditions. This conserves earlier building design and technique.

April 17, 2024

Page 6 of 9

- Principle 7 ‘Legibility’ (Eight Guiding Principles in the Conservation of Built Heritage Properties, Ministry of Heritage, Sport, Tourism and Culture Industries): New work should be distinguished from old.

### **Applicable Local Policy/Guidelines**

The assessment of this application is summarized below through references to the relevant sections of the District Plan.

The subject property is located within the Beyond Bagot sub-area of the Old Sydenham HCD on the northwest side of Bagot Street, midblock between Earl Street and William Street – with views of City Park. Building typology along Bagot Street, between William Street and Earl Street, is defined by brick terraces. While the subject property is a freestanding structure, the size, massing, brick construction and side-gabled design are sympathetic to the streetscape context.

Section 2.3.3 of the District Plan (Beyond Bagot) lists several heritage attributes of the area, including “views of City Park,” “rear lanes on some blocks, with outbuildings,” “irregular elongated blocks and lots,” and “street trees forming canopies along streets.” The Beyond Bagot area has a sloping topography and an angular street grid, which creates an area of irregular blocks. Many of the larger blocks are bisected by rear lanes which provide access to several “houses behind houses” in rear yards and lanes.

### **Summary of Project Proposal and Impact Analysis**

The property at 160 Bagot Street contributes to its setting and context of this area of Bagot Street. The property is notable within this portion of Old Sydenham HCD as it is a freestanding structure, located midblock, with lanes on either side of it. Staff visited the subject property on March 13, 2024.

This application proposes to construct a two and a half (2.5) storey rear yard addition. This new addition will be connected to the existing freestanding dwelling via a one (1) storey mud room entry way at the rear of the property. This entry way will be set back from the existing building walls, assisting in limiting the views of the addition, and will stay clear of any existing masonry openings and voussoirs. The applicant has also expressed to staff that the rear façade of the building, where the one-storey connection is to be constructed, may become a fire separation between units. As a condition of this application, the existing rear door and window shall be retained during construction and reinstalled; if they can not be reinstalled, then they shall be retained for future use.

Section 5.0 of the District Plan includes direction on alterations and additions in general and more specifically related to managing change to features such as roofs, windows, cladding and the design of additions. Section 5.2.1 states that “original elements such as windows, doors, porches and verandahs and their details should be retained and restored wherever possible,” and that one should “make changes reversible and as inconspicuous as possible.”

April 17, 2024

Page 7 of 9

Section 5.2.2 (Additions) and 5.4 (Additions to Heritage Properties) state that “additions should be complementary to the main building and clearly secondary,” that “additions should be located away from the main street façade, at the rear of the building, and not add to the width of the front of the building,” and that the use of offsets and reveals, where the addition connects to the existing dwelling, assists with distinguishing the new addition.

Furthermore, the District Plan states that “the height of the addition should be no more than that of the main building and, preferably, lower, in order to clearly distinguish it from the original building,” and “additions should avoid causing irreversible changes to the original building.”

The proposed addition will be located in the rear yard, away from the main façade along Bagot Street. There will be approximately 1.8 metres separating the rear addition from the existing dwelling and the walls of the addition will be setback, aiding in distinguishing it from the original building and ensuring that there is no added width to the main dwelling. The applicant has also demonstrated that the height of the new addition will not exceed the height of the main building, providing architectural plans that indicate the addition will maintain a new roof ridge “equal or lower than” the existing buildings (Exhibit B). The proposed one-storey mud room, connecting the addition to the main dwelling, will avoid the rear façade door, window and voussoir, to ensure that it can be reversed without damaging the existing features.

Section 5.3.3 (Cladding) states that “cladding that is part of a new addition should be distinct from the cladding of the existing building,” and that “acceptable cladding for a new addition includes: brick masonry; stone masonry; wood clapboard; fibre cement board with paint finish; stucco; wood shingles.” This application has proposed to use a combination of cladding, including brick, painted wood and/or fibre cement clapboard. Details of the material(s) and colour(s) of the cladding are required as a condition of approval.

### **Results of Impact Analysis:**

Staff have reviewed the application and assessed it in consideration of the description of heritage value in the District Plan, City of Kingston’s Official Plan, Parks Canada’s Standards and Guidelines, and the Ministry of Citizenship and Multiculturalism’s Eight Guiding Principles in the Conservation of Built Heritage Properties. Overall, the application is supported by Heritage Planning staff. The proposal to construct a two-and-a-half-storey rear addition to create an additional residential unit, while ensuring that the existing building is not negatively affected, is supportable. Additionally, the rear yard addition proposal adheres to Sections 5.2.2, 5.3 and 5.4 of the District Plan and, due to the addition being located in the rear yard on a midblock property, and not adding to the width of the front façade, the proposal will have a neutral heritage impact on the District.

### **Previous Approvals**

Not applicable

April 17, 2024

Page 8 of 9

### Comments from Department and Agencies

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

#### Public Works:

PW has no objections. Snow storage location to avoid off street parking or have location off site to store. If a separate dwelling is being created a separate waste charge will apply if waste is picked up by the City of Kingston.

#### Engineering:

Please have the applicant provide a grading plan prepared by a qualified individual with sufficient existing and proposed grades so it can be confirmed that existing drainage patterns are not being impacted and that adjacent properties are not being adversely affected.

Based on available information it appears that there may be overhead utility wires that will have to be relocated, the applicant is responsible for obtaining all required approvals and costs associated with the relocation of existing utilities.

Please note that Development Engineering has no record of having reviewed a building permit for the removal of the accessory structure.

#### Storm Water Review:

Grading plan showing existing and proposed grades required to demonstrate no negative drainage impacts to neighbouring properties.

#### Utilities Kingston:

To service this location would require a Direct Connection\* to a combined sewer. Therefore, Utilities Kingston cannot recommend support of this application until such time as the combined sewers are replaced with separated storm and sanitary sewers, and a downstream sewer assessment to validate the capacity of the sanitary sewers is completed.

### Consultation with Heritage Properties Committee

The Heritage Properties Committee was consulted on this application through the [DASH](#) system. The Committee's comments have been compiled and attached as Exhibit D.

### Conclusion

Staff recommends approval of application File Number (P18-015-2024), subject to the conditions outlined herein, as there are no objections from a built heritage perspective. There are however concerns that have been raised from other departments. These concerns have been noted above and a number of specific conditions have been included as part of this approval.

April 17, 2024

Page 9 of 9

**Existing Policy/By-Law:**

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

Ontario Heritage Tool Kit (Ministry of Citizenship and Multiculturalism)

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

Ministry of Citizenship and Multiculturalism's Eight Guiding Principles in the Conservation of Built Heritage Properties

Old Sydenham Heritage Area Heritage Conservation District Plan

**Notice Provisions:**

Pursuant to Section 42(3) of the *Ontario Heritage Act (OHA)*, notice of receipt of a complete application has been served on the applicant.

**Contacts:**

Kevin Gibbs, Director, Heritage Services, 613-546-4291 extension 1354

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

Nicole (Niki) Kensit, Planner, Heritage Services, 613-546-4291 extension 3251

**Exhibits Attached:**

Exhibit A Context Map and Site Photos

Exhibit B Cover Letter, Project Drawings and Details

Exhibit C Property Inventory Form

Exhibit D Correspondence Received from Heritage Properties Committee

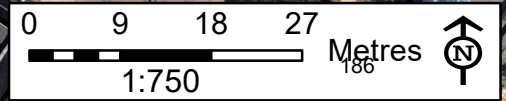
Exhibit E Final Comments from Kingston Heritage Properties Committee January 24, 2024



# Kingston Heritage Properties Committee Neighbourhood Context

Address: 160 Bagot Street  
File Number: P18-015-2024  
Prepared On: Mar-11-2024

- Subject Lands
- Property Boundaries
- Proposed Parcels



Site Photos of 160 Bagot Street



Above: 160 Bagot Street.

Below (Left): Lane on the south side of property.

Below (Right): Lane on the north side of property. Note 160A located at rear of buildings.





Rear Yard of 160 Bagot Street.







Left: Rear yard door and window (right of door), where the proposed addition will be connected to the main dwelling via a one-storey mudroom.

Below: Looking towards the rear of 160 Bagot Street from Earl Street.



Above: Looking towards the rear of 160 Bagot Street from Lily Lane on Earl Street.

# 160 BAGOT STREET HERITAGE PERMIT PROPOSAL

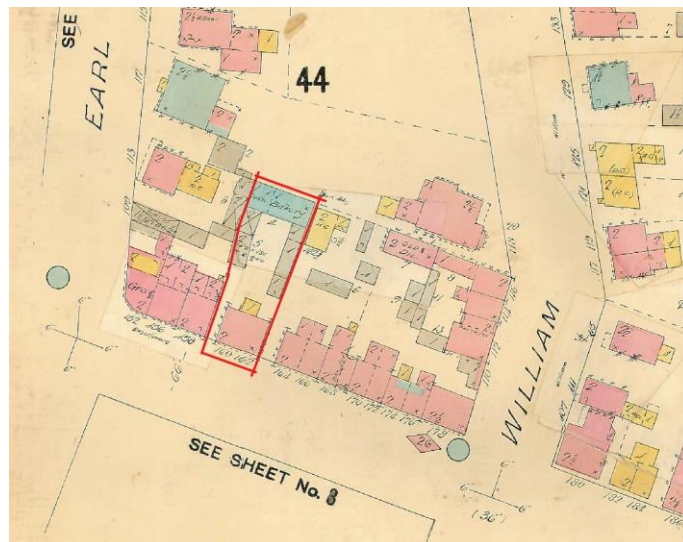


One Hundred Sixty Bagot is a freestanding three-bay two-storey brick structure that sits mid-block between William and Earl streets. According to the Old Sydenham HCD Property Inventory Evaluation “the building fits directly into the context of this block of relatively simple brick buildings in terms of its scale, features, distribution of openings and brick walling.” Currently the building is a walk up four-unit rental.

In January, the City of Kingston released a suite of proposed amendments to the official plan and zoning by-laws to better support the construction of more housing through various initiatives. One of the listed initiatives includes streamlining the approval process for multi-unit residential buildings along certain express transit routes. As this property is on a major transit route, and in consideration of the official plan, the owners propose a 2½-storey one-unit rear addition to the original structure, with a design complimentary to the district. The rear addition will house four bedrooms, kitchen, living, and dining areas, and 2½ bathrooms in a semi-autonomous structure.

A major design parameter is that the addition be clearly distinguishable from the existing structure while maintaining little presence from the Bagot Street viewshed. Six feet will separate the proposal from the existing building to allow for this and the continued use of existing rear windows for light, air flow and egress. The proposed building connection is a one-storey mud room entry, set back from the side walls and clear of any existing masonry openings and vousoirs. This will produce very little change to the existing rear façade with no adverse impact to architectural features. The height of the addition is to be lower than that of the main building.

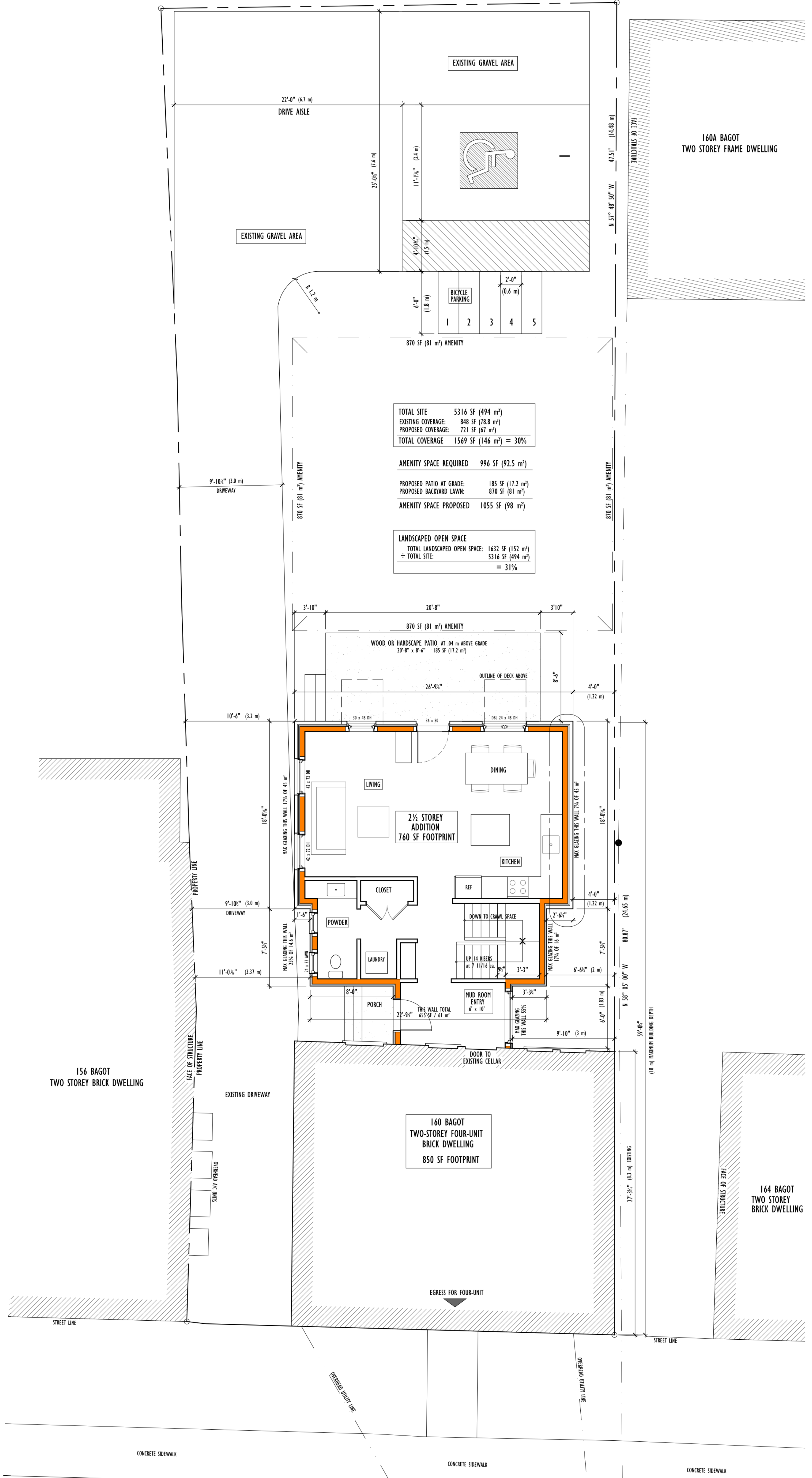
Architecturally, the addition meets planning setback, lot coverage, and open space requirements. The building code does stipulate exterior cladding and a portion of perimeter wall construction be noncombustible. Therefore, the main body of cladding is to be heritage brick. Insets and accents are to be clad in noncombustible siding. The main body brick cladding is not an attempt to copy the existing structure, rather it is a vernacular material, present in much of the district. Its use as well as the gabled roof forms of the addition are meant to highlight the detail and material of the area.



Precedent of Gabled Façade and Dormer Use in the District







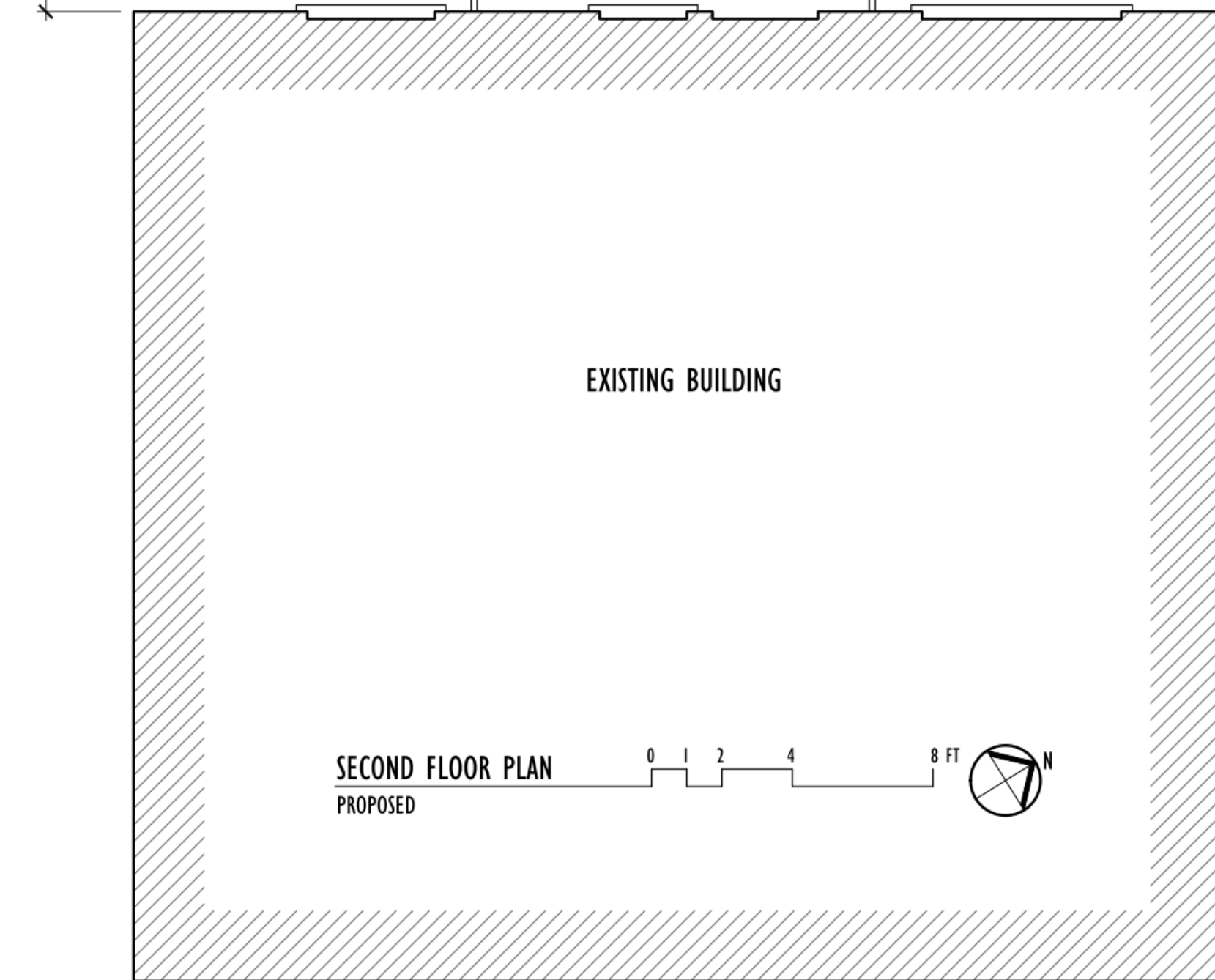
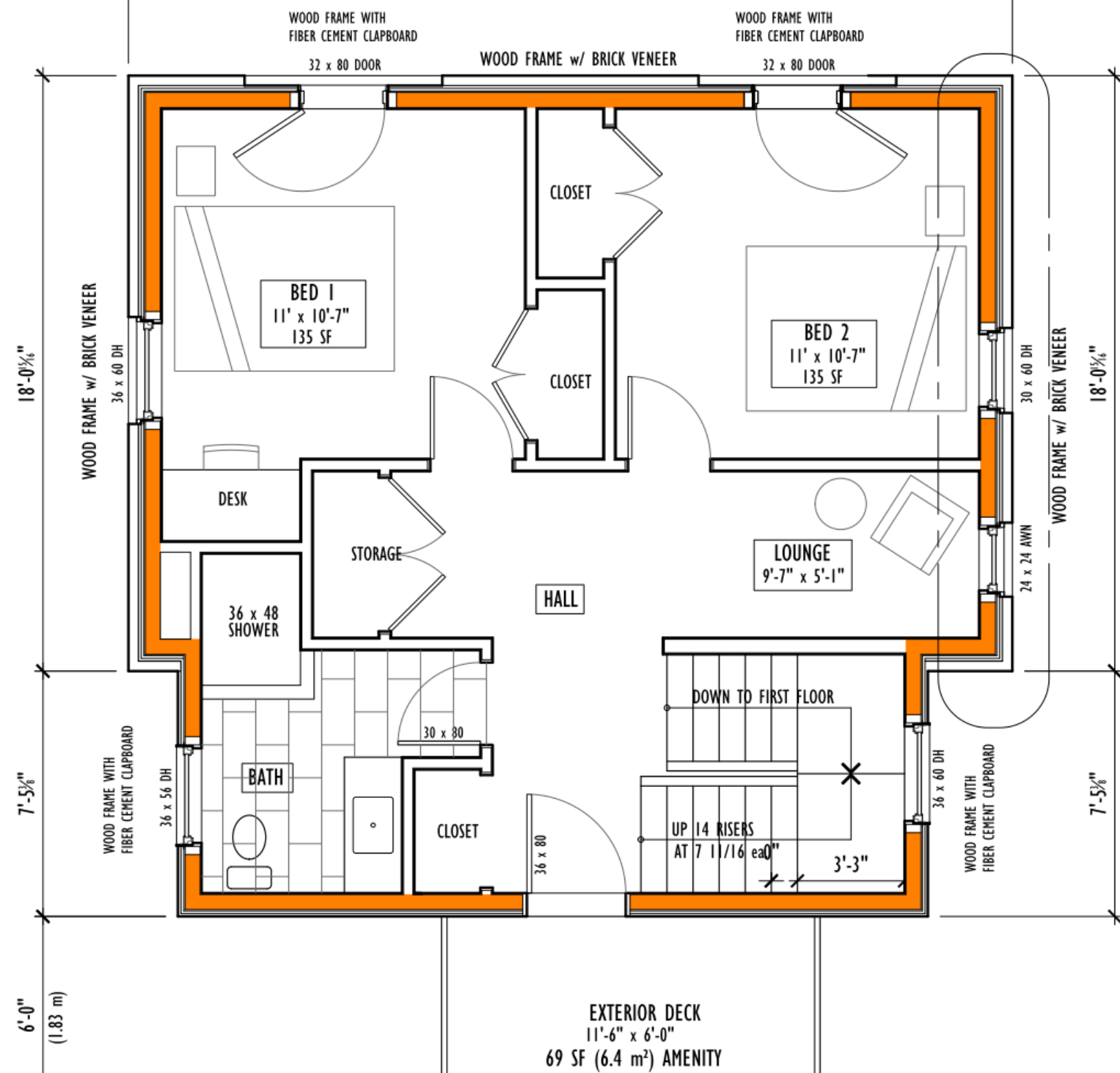
TOTAL SITE	5316 SF (494 m <sup>2</sup> )
EXISTING COVERAGE:	848 SF (78.8 m <sup>2</sup> )
PROPOSED COVERAGE:	721 SF (67 m <sup>2</sup> )
TOTAL COVERAGE	1569 SF (146 m <sup>2</sup> ) = 30%
<b>AMENITY SPACE REQUIRED 996 SF (92.5 m<sup>2</sup>)</b>	
PROPOSED PATIO AT GRADE:	185 SF (17.2 m <sup>2</sup> )
PROPOSED BACKYARD LAWN:	870 SF (81 m <sup>2</sup> )
AMENITY SPACE PROPOSED	1055 SF (98 m <sup>2</sup> )
<b>LANDSCAPED OPEN SPACE</b>	
TOTAL LANDSCAPED OPEN SPACE:	1632 SF (152 m <sup>2</sup> )
÷ TOTAL SITE:	5316 SF (494 m <sup>2</sup> )
	= 31%

160 BAGOT STREET  
ADDITION

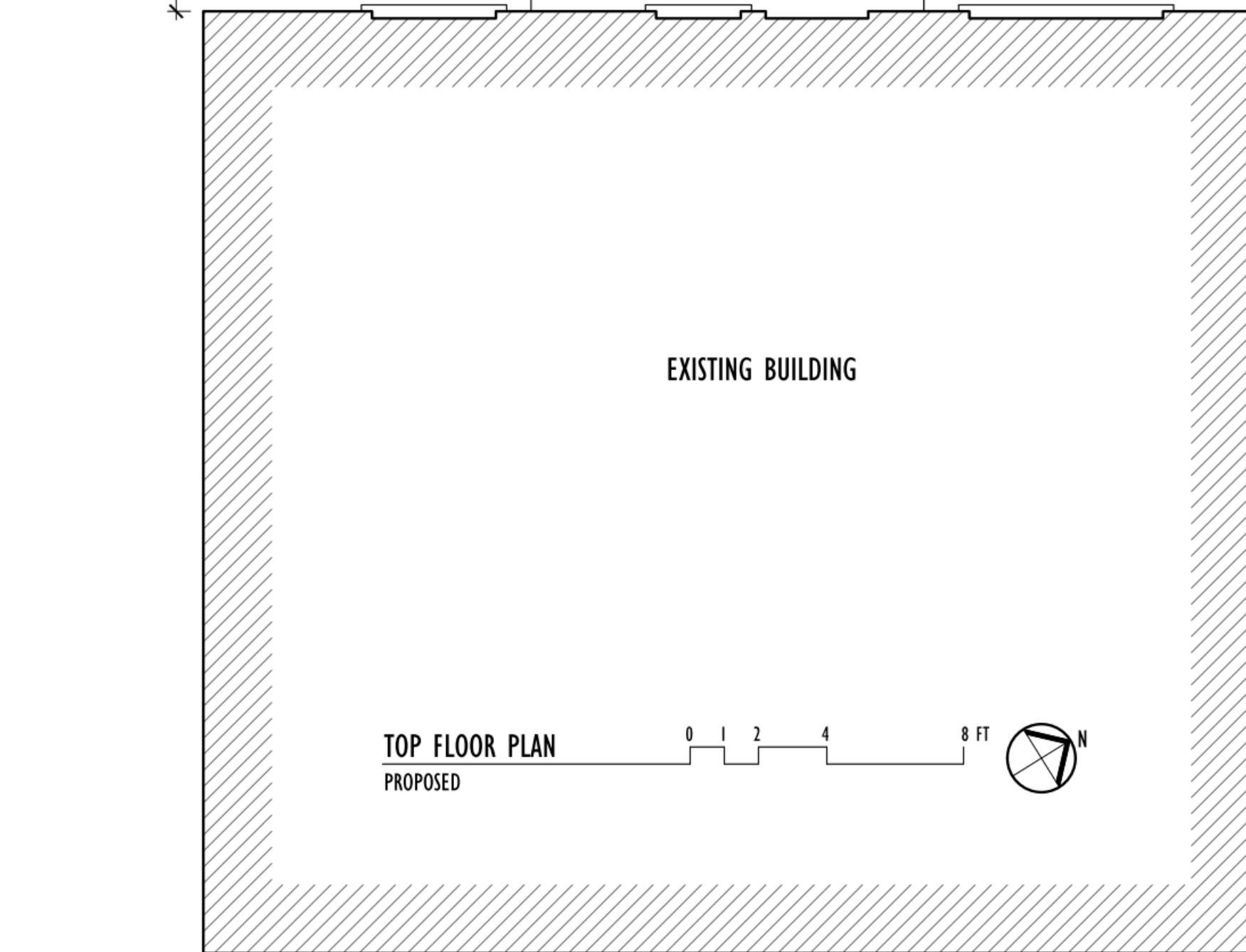
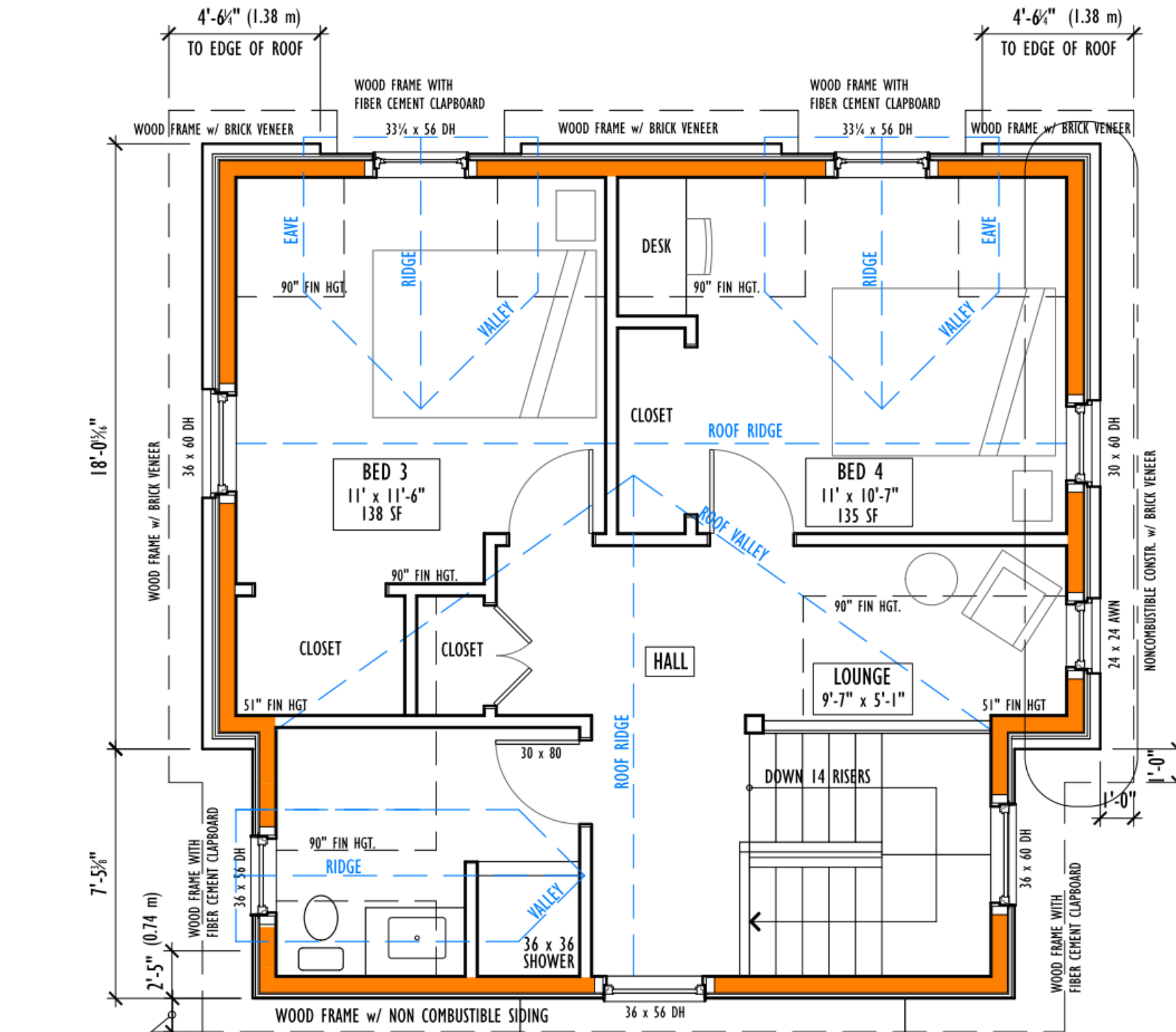
SITE PLAN  
FIRST FLOOR PLAN  
A-101

**MARK PEABODY**  
CUSTOM BUILDER  
DESIGN BUILD RENOVATE

**SITE PLAN  
FIRST FLOOR PLAN**



SECOND FLOOR PLAN  
PROPOSED

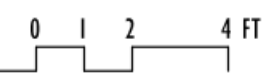


TOP FLOOR PLAN  
PROPOSED



156 BAGOT

STREET ELEVATION  
REAR ADDITION INVISIBLE



164 BAGOT



BAGOT STREET FRONTAGE FAÇADE SKETCH



BAGOT STREET FRONTAGE FAÇADE SKETCH

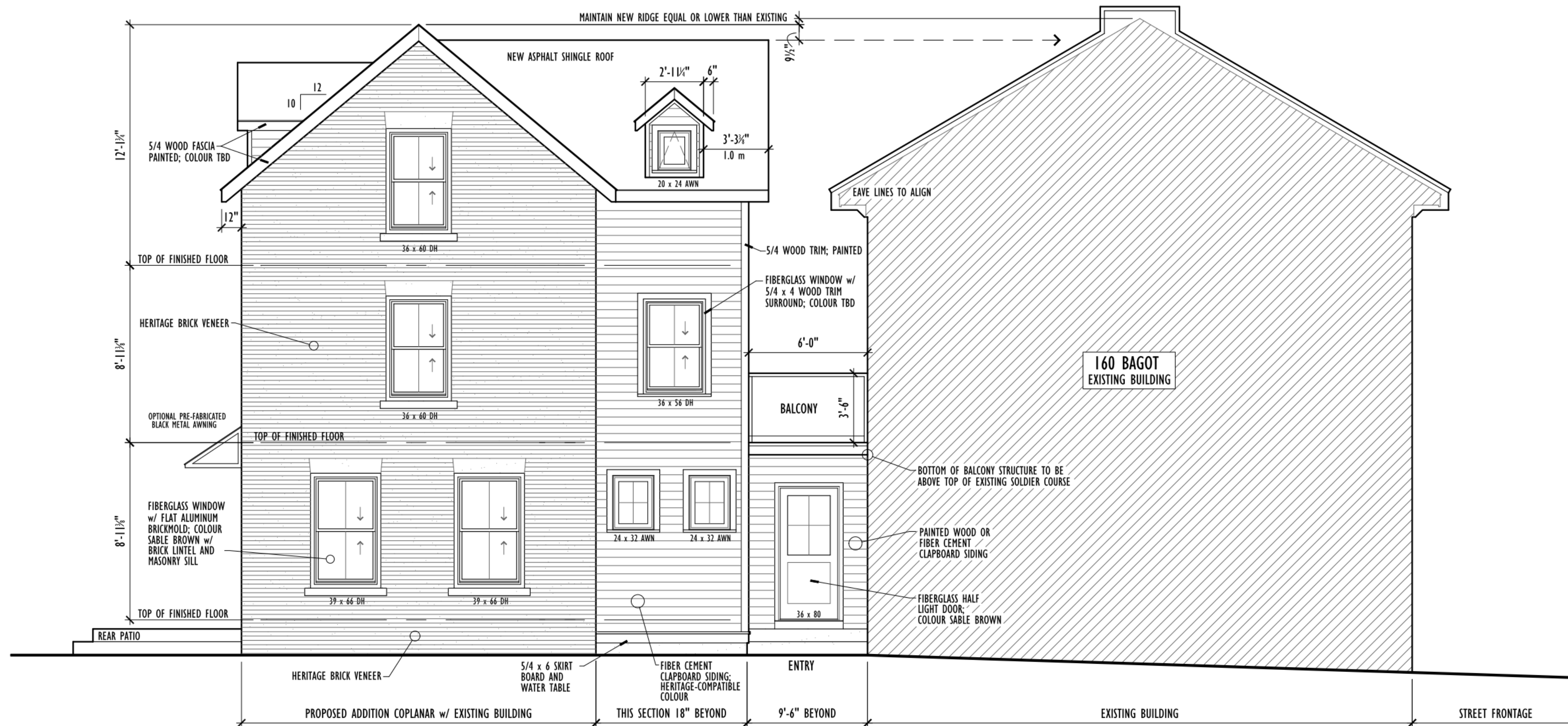
**MARK PEABODY**  
CUSTOM BUILDER  
DESIGN BUILD  
RENOVATE

peabody@kingston.net  
613-561-2687

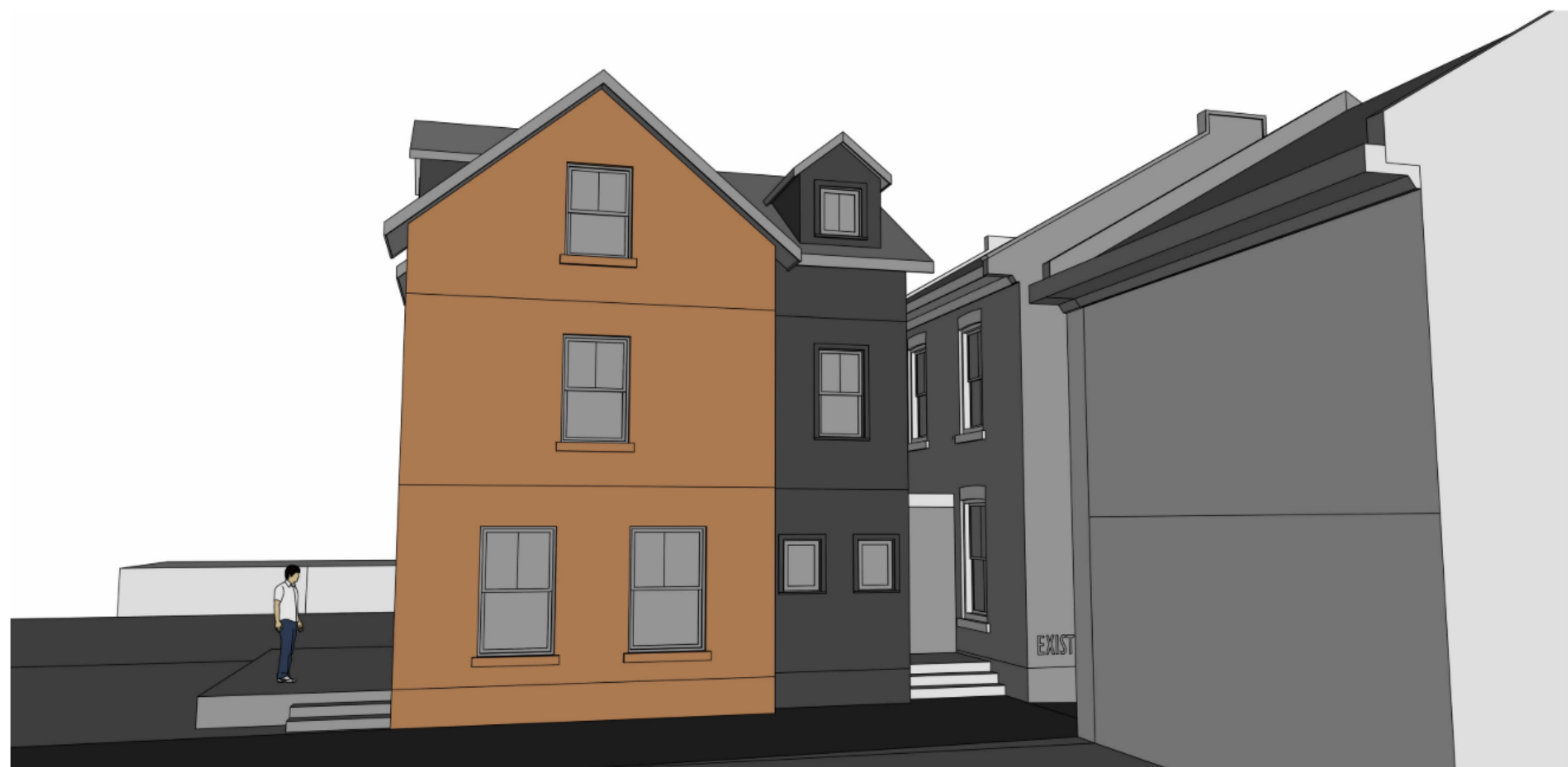
PLANS ARE A REPRESENTATION OF THE PROPOSED BUILDING PROJECT. ALTHOUGH TO SCALE, DRAWINGS SHOULD NOT BE SCALED FOR CONSTRUCTION PURPOSES. WRITTEN CONSENTS SHALL ALWAYS TAKE PRECEDENCE. ALL DIMENSIONS MUST BE VERIFIED IN THE FIELD BY THE CONTRACTOR AND ANY VARIATION IS TO BE VERIFIED WITH THE PROJECT DESIGNER AND STRUCTURAL ENGINEER.

160 BAGOT STREET  
ADDITION  
BUILDING ELEVATION  
**A-103**  
196





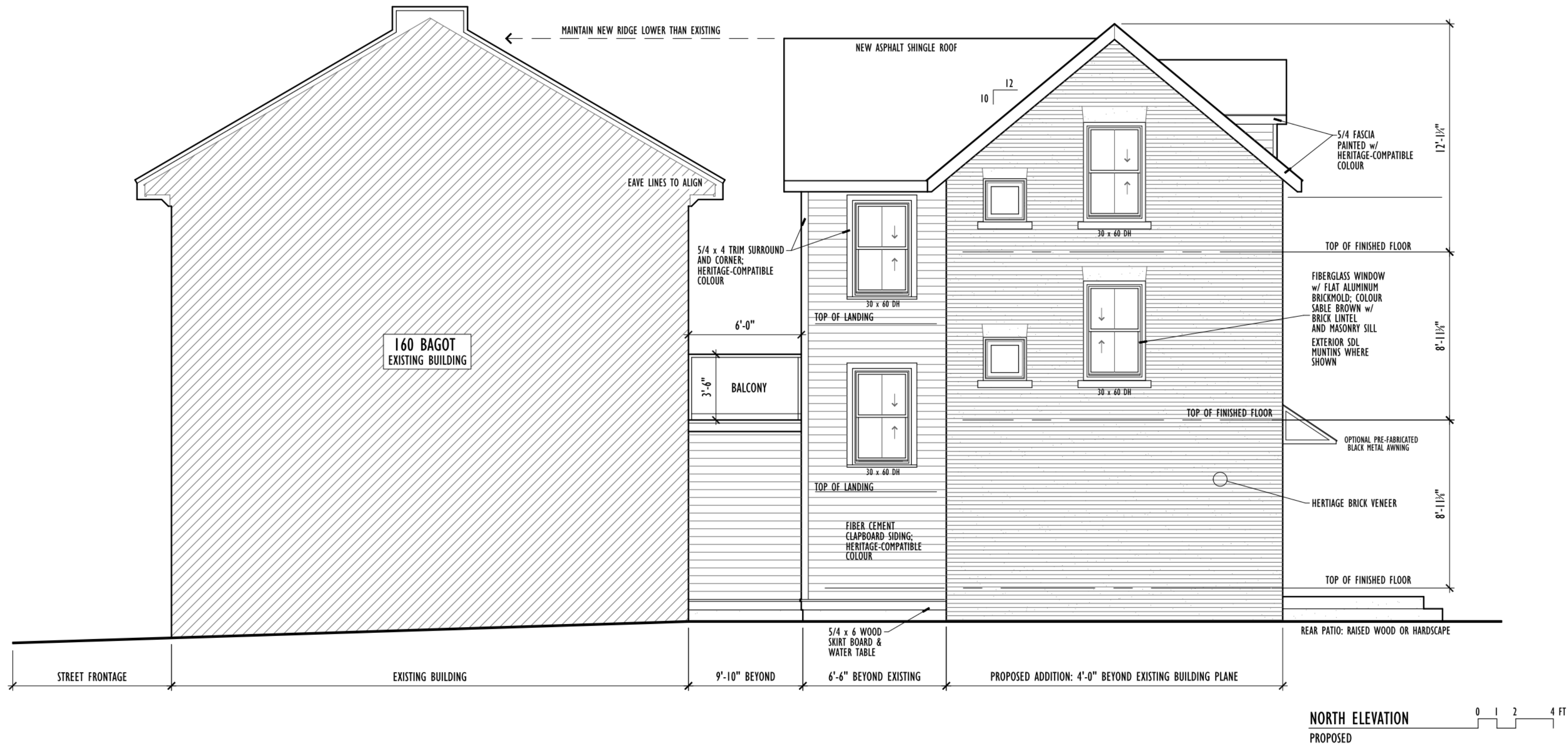
**SOUTH ELEVATION**  
PROPOSED



SIDE VIEW SKETCH

160 BAGOT STREET  
ADDITION

<p><b>MARK PEABODY</b> CUSTOM BUILDER DESIGN BUILD RENOVATE</p>	<p>peabody@kingston.net 613-561-2687</p>	<p>PLANS ARE A REPRESENTATION OF THE PROPOSED BUILDING PROJECT. ALTHOUGH TO SCALE, DRAWINGS SHOULD NOT BE SCALED FOR CONSTRUCTION PURPOSES. WRITTEN DIMENSIONS SHALL ALWAYS TAKE PRECEDENCE. ALL DIMENSIONS MUST BE VERIFIED IN THE FIELD BY THE CONTRACTOR AND ANY VARIATION IS TO BE VERIFIED WITH THE PROJECT DESIGNER AND STRUCTURAL ENGINEER.</p>	<p>BUILDING ELEVATION <b>A-104</b></p>
		<p>197</p>	



SIDE VIEW SKETCH

**MARK PEABODY**  
CUSTOM BUILDER  
DESIGN BUILD RENOVATE

peabody@kingston.net  
613-561-2687

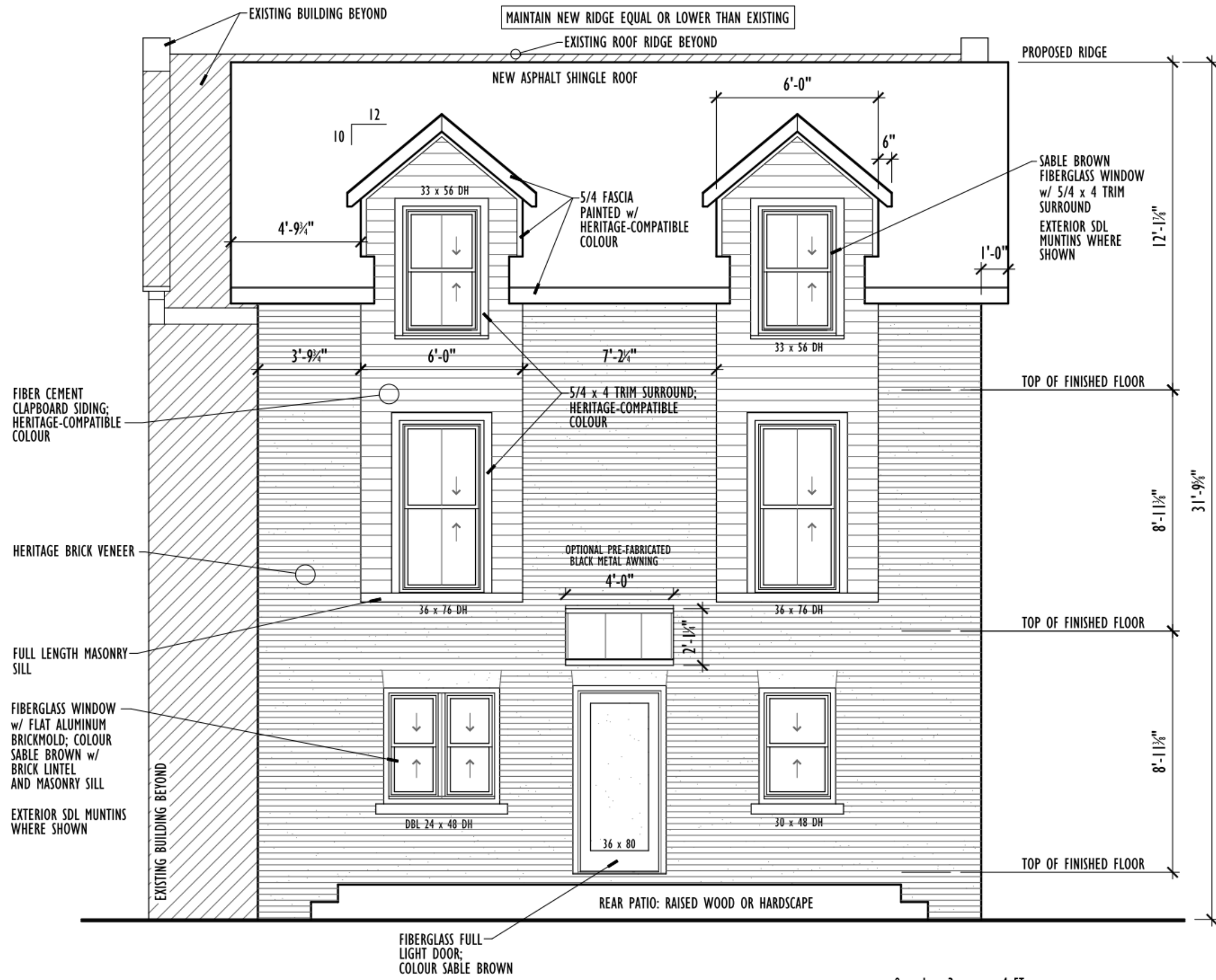
PLANS ARE A REPRESENTATION OF THE PROPOSED BUILDING PROJECT. ALTHOUGH TO SCALE, DRAWINGS SHOULD NOT BE SCALED FOR CONSTRUCTION PURPOSES. WRITTEN DIMENSIONS SHALL ALWAYS TAKE PRECEDENCE. ALL DIMENSIONS MUST BE VERIFIED IN THE FIELD BY THE CONSTRUCTOR AND ANY VARIATION IS TO BE VERIFIED WITH THE PROJECT DESIGNER AND STRUCTURAL ENGINEER.

160 BAGOT STREET  
ADDITION

BUILDING ELEVATION  
**A-105**  
198



REAR ELEVATION - EXISTING BUILDING 0 1 2 4 FT



REAR ELEVATION OF ADDITION OVERLAY 0 1 2 4 FT

160 BAGOT STREET  
ADDITION

**MARK PEABODY**  
CUSTOM BUILDER  
DESIGN BUILD RENOVATE

peabody@kingston.net  
613-561-2687

PLANS ARE A REPRESENTATION OF THE PROPOSED BUILDING PROJECT. ALTHOUGH TO SCALE, DRAWINGS SHOULD NOT BE SCALED FOR CONSTRUCTION PURPOSES. WRITTEN DIMENSIONS SHALL ALWAYS TAKE PRECEDENCE. ALL DIMENSIONS MUST BE VERIFIED IN THE FIELD BY THE CONTRACTOR AND ANY VARIATION IS TO BE VERIFIED WITH THE PROJECT DESIGNER AND STRUCTURAL ENGINEER.

BUILDING ELEVATION  
**A-106**  
199

**160 BAGOT STREET****Built: by 1892****Rating: S**

The building is an unadorned three bay two storey brick structure laid up in stretcher bond on a hammer dressed limestone foundation which retains much of its original fabric. It has a parapeted side gable roof with the parapet supported by moulded cut stone corbels at the eaves. The window and door openings are all rectangular with complex voussoired flat arches at the first storey and simple voussoirs above. The windows have limestone sills. The windows appear to retain their original 4/4 double hung sash (suggesting a construction date no later than 1885). At some point iron tie rods have been inserted, apparently at the 2<sup>nd</sup> floor structure.

A row of buildings appears straddling the road frontage of Lots 6 and 7 in 1850 but seem unlikely to include the current structure. Again there are depictions of structures on the property on the Innes 1865 and Brosius 1875 maps respectively but neither conforms to the current building's siting or footprint. However the existing building is shown as a double house on the 1892 fire insurance plan and occupants are indicated in the 1889-90 Directory. Robert McCammon, a baker, who bought the property in 1875, is listed as living in one half, appropriate given that a one storey stone bakery is shown on fire insurance plans from 1892 through 1947 at the rear of the lot. The presence of this commercial operation in the 'backyard' may explain the lanes to either side of the building. The building would thus have been built between 1875 and 1889, but given the architectural detailing and McCammon's purchase date of 1875 it is likely built by 1880.

The building fits directly into the context of this block of relatively simple brick buildings in terms of its scale, features, distribution of openings and brick walling. It is noteworthy in being freestanding with unpaved lanes to either side. \*

---

\* Text from Bray, Scheinman, et al., *Old Sydenham Heritage Area Conservation Study: Cultural Heritage Resource Inventory and Evaluation Report*, 2009. Research by Jennifer McKendry.

## Kingston Heritage Properties Committee

### Summary of Input from Technical Review Process

P18-015-2024

Committee Member	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		
Daniel Rose			X



where history and innovation thrive

Website: [www.cityofkingston.ca](http://www.cityofkingston.ca)  
TTY: Dial 613-546-4889

---

Date:	March 07, 2024
Form:	Heritage Properties Committee Reviewer Form
Reviewer Name:	Peter Gower
Application Type:	Heritage Permit
File Number:	<a href="#">P18-015-2024</a>
Property Address:	160 BAGOT ST

---

### **Description of Proposal:**

The subject property is designated under Part V of the Ontario Heritage Act and is included in the Old Sydenham Heritage Conservation District. The application is seeking Heritage Act approval to construct a rear yard, two and a half (2.5) storey addition, connected to the existing freestanding 4-unit dwelling via a one (1) storey mudroom entry, set back and clear of any existing masonry openings and voussoirs. This rear wall may become a fire separation between units. However, every effort to retain the existing rear façade window and door will be made. There is a proposed rear yard patio, the rear patio material is yet to be specified. It will either be a hardscape or raised wood dependent upon finished height above grade. Furthermore, there will be rear yard parking spaces (including 1 accessible parking space), and bicycle parking. Both rear addition roof ridgelines will not exceed that of the main building. The siding is to be non-combustible fiber cement clapboard, 5" exposure, and painted a colour compatible with the heritage character of the district, as well as a red brick siding. The applicant has uploaded additional documents to the DASH application, including an updated site plan and a project cover letter.

### **Comments for Consideration on the Application:**

I have no concerns with this application.

### **Recommended Conditions for the Application:**

Heritage department to have final say over all exterior colours. Highest point of addition must be less than the roof line of the existing hoise.



where history and innovation thrive

City of Kingston  
216 Ontario Street  
Kingston, Ontario  
Canada, K7L 2Z3

Website: [www.cityofkingston.ca](http://www.cityofkingston.ca)  
TTY: Dial 613-546-4889

---

Date:	March 14, 2024
Form:	Heritage Properties Committee Reviewer Form
Reviewer Name:	Jane McFarlane
Application Type:	Heritage Permit
File Number:	<a href="#">P18-015-2024</a>
Property Address:	160 BAGOT ST

---

### Description of Proposal:

The subject property is designated under Part V of the Ontario Heritage Act and is included in the Old Sydenham Heritage Conservation District. The application is seeking Heritage Act approval to construct a rear yard, two and a half (2.5) storey addition, connected to the existing freestanding 4-unit dwelling via a one (1) storey mudroom entry, set back and clear of any existing masonry openings and voussoirs. This rear wall may become a fire separation between units. However, every effort to retain the existing rear façade window and door will be made. There is a proposed rear yard patio, the rear patio material is yet to be specified. It will either be a hardscape or raised wood dependent upon finished height above grade. Furthermore, there will be rear yard parking spaces (including 1 accessible parking space), and bicycle parking. Both rear addition roof ridgelines will not exceed that of the main building. The siding is to be non-combustible fiber cement clapboard, 5" exposure, and painted a colour compatible with the heritage character of the district, as well as a red brick siding. The applicant has uploaded additional documents to the DASH application, including an updated site plan and a project cover letter.

### Comments for Consideration on the Application:

Given that this proposal is adding a secondary unit to a building in the Old Sydenham HCD, it seems adhere to guidelines, to be heritage appropriate, impacting only lightly on the original building and could be reversable in future. Plain, regular brick that is sympathetic to the main building is recommended. Installing permeable hardscaping, if used, for the rear patio to enhance water absorption and reduce run-off in the rear area is suggested.

### Recommended Conditions for the Application:

If the rear window and door of the original house cannot be retained in situ, they should be retained for future use. Staff should review the final choice of brick and siding for compatibility.

**Summary of Final Comments at the April 17, 2024 Heritage Properties Committee Meeting**

The Committee did not provide comment.





**City of Kingston**  
**Report to Kingston Heritage Properties Committee**  
**Report Number HP-24-020**

---

**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:** April 17, 2024

**Subject:** Application for Ontario Heritage Act Approval

**Address:** 158 Earl Street (P18-634)

**File Number:** P18-014-2024

---

**Council Strategic Plan Alignment:**

Theme: Corporate business

Goal: See above

**Executive Summary:**

The subject property at 158 Earl Street is located on the south side of Earl Street, just east of West Street. The property is designated under both Parts IV and V of the *Ontario Heritage Act*, as part of the Old Sydenham Heritage Conservation District.

An application for alteration under Section 42 of the *Ontario Heritage Act* (P18-014-2024) has been submitted to request approval to install a rear shed dormer and replace a series of windows on the front and rear elevations. The front dormers are also proposed to be clad in cedar shingles and a new "coach light" is proposed adjacent to the main front door. Detailed plans and a cover letter, prepared by Mac Gervan & Assoc., have been submitted in support of this application.

This application was deemed complete on March 13, 2024. The *Ontario Heritage Act* provides a maximum of 90 days for Council to render a decision on an application to alter a heritage building under Section 42(4). This timeframe will expire on June 11, 2024.

April 17, 2024

Page 2 of 11

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

**That** the alterations at 158 Earl Street, be approved in accordance with the details described in the application (File Number P18-014-2024), which was deemed complete on March 13, 2024, with said application to include the following:

1. The construction of a new shed dormer to the rear roof pitch;
2. The replacement/repair of all windows, using metal-clad wooden windows in a period appropriate style and pattern, where necessary;
3. The recladding of the shed dormers on the front roof pitch with wooden shingles; and
4. The installation of new exterior light adjacent to the main front door; and

**That** the approval of the application be subject to the following conditions:

5. A Building Permit(s) shall be obtained, as necessary;
6. Heritage Planning staff shall be circulated the drawings and design specifications tied to the Building Permit application for review and approval to ensure consistency with the scope of the heritage permit sought by this application;
7. Details, including colour(s) of the new windows, wall cladding, roofing, rain gear and lighting shall be submitted to Heritage Planning staff, prior to installation, for review and approval, to ensure they complement the heritage character and attributes of the district;
8. All window works shall be completed in accordance with the City's Policy on Window Renovations in Heritage Buildings;
9. The owners are encouraged to retain and repair, or salvage and donate, any heritage-contributing wooden window noted in the application;
10. The owners are encouraged to retain and incorporate, or salvage and donate, the existing stained-glass transom window in the design of the new front window;
11. Any works that interface with the masonry of the building shall be completed in accordance with the City's Policy on Masonry Restoration in Heritage Buildings;
12. All *Planning Act* applications, including minor variance, shall be completed, as necessary; and
13. Any minor deviations from the submitted plans, which meet the intent of this approval and do not further impact the heritage attributes of the property, shall be delegated to the Director of Heritage Services for review and approval.



April 17, 2024

Page 4 of 11

**Options/Discussion:****Description of Application/Background**

The subject property is the easternmost unit in a three-unit, two-and-a-half storey, brick rowhouse known as the Mozart Terrace. It is located on the south side of Earl Street, just east of West Street (Exhibit A – Context Map). The property is designated under both Parts IV and V of the *Ontario Heritage Act* (Exhibit B – Property Inventory Evaluation).

An application under Section 42 of the *Ontario Heritage Act* (P18-014-2024) has been submitted to request approval to a series of alterations, including:

- The installation of a rear shed dormer with three sash windows (metal-clad wooden units). The dormer will face south and be clad in a pre-finished wood siding in a green tone. Its flat roof will be clad in a dark bituminous membrane;
- A series of window replacements on the front and rear elevations are also proposed. This includes eight (8) windows on the rear elevation and one on the front. The new units will be a metal-clad wooden sash windows, white coloured, in a three-over-three glazing pattern from Marvin;
- The existing second and third floor windows on the front elevation are proposed to be retained and repaired as needed;
- The front dormers are to be reclad in cedar shingles; and
- A new "coach light" is proposed adjacent to the main front door.

Detailed plans and a cover letter, prepared by Mac Gervan & Assoc., have been submitted in support of this application (Exhibit C – Concept Plans).

The submission materials in their entirety 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.

This application was deemed complete on March 13, 2024. The *Ontario Heritage Act* provides a maximum of 90 days for Council to render a decision on an application to alter a heritage building under Section 42(4). This timeframe will expire on June 11, 2024.

**Reasons for Designation/Cultural Heritage Value**

The property was designated under Part IV of the *Ontario Heritage Act* in 1993 through By-Law Number 93-42. The property is also included in the Old Sydenham Heritage Conservation District created pursuant to Part V of the *Ontario Heritage Act* in 2015. The Property Inventory Evaluation rates the property as Significant to the District. The Inventory notes the following:

This brick row of three dwellings, built for William Burrowes in 1867 was called Mozart Terrace ... The three dwellings in this brick terrace each has a window in the first bay and an entrance in the second. ... The first floor windows have segmental arches and transoms; on the

April 17, 2024

Page 5 of 11

second floor they are flat-arched. Each dwelling has two gable-roofed dormers on the front slope of the roof.”

The Property Inventory Evaluation and designation by-law have been included as Exhibit B.

### **Cultural Heritage Analysis**

The Mozart Terrace is a contributing and important property of the streetscape along this portion of Earl Street and includes a prominent corner feature at West Street. Its cultural heritage value is recognized as part of the Old Sydenham Heritage Conservation District (HCD) and under Part IV of the *Ontario Heritage Act*.

Staff visited the subject property on March 11, 2024. This application includes a proposal to alter the existing dwelling in order to increase the living space for the new owners. The most significant alteration is the proposal of a shed dormer on the rear pitch of the roof. The assessment of this application is summarized below through references to the relevant sections of the Old Sydenham Heritage Area HCD Plan (District Plan).

### **Applicable Local Policy/Guidelines**

Section 2.2 District Plan provides a Statement of Cultural Heritage Value or Interest for the entire district. This includes a value statement as well as a list of heritage attributes, which are those physical components of the District that express its cultural heritage value, these include: “Varied ages, styles and types of buildings...; A compact scale comprised of street width, building height (approximately 2-3 storeys) and setbacks.” Additionally, Section 2.3 of the Plan provides a description of the sub-areas and their heritage attributes. This proposal is located in the ‘Beyond Bagot’ sub-area and its attributes are described in Section 2.3.3, which include: “A wide range of building types, materials and ages;” and “prominent buildings on street corners.” The subject property contributes to these attributes, making it a culturally important part of the District.

Section 2.5 (Designation Goals and Objectives) of the District Plan speaks to the goals and objectives for the District as a whole, as well as Heritage Buildings, Landscapes and Streetscapes, and Land Use. This application supports the goals as presented in the District Plan, specifically “Supporting and encouraging the conservation and continuing use of the district’s heritage attributes, rather than demolition and replacement” (2.5.1); “Conserving heritage buildings or structures by using the accepted principles and standards for heritage conservation, as outlined in this Plan; and Encouraging retention and restoration of original features of heritage buildings, base on archival and pictorial evidence...” (2.5.2); and “Preserving the existing pattern of blocks, streets and lanes” (2.5.3); and “Encouraging alterations and new infill that is compatible with the arrangement, scale, architectural style and materials that constitute the district’s heritage character.” (2.5.4).

April 17, 2024

Page 6 of 11

## Summary of Project Proposal and Impact Analysis

Section 4.0 of the District Plan establishes a policy framework related to Building Conservation, including direction on Roofs (4.3.1), Exterior Walls (4.3.2), and Windows and Doors (4.3.5). While Section 5.0 of the HCD Plan provides policies and guidelines related to Building Alterations and Additions.

### Window Works

The owners intend to repair the second and third floor windows on the main (northern) elevation and replace those on the rear (southern) elevation. The existing windows are a mix of ages and styles, and while it is unclear whether any are original to the building, some are noted as being period appropriate wooden units. Section 4.3.5 of the District Plan directs that all window works be undertaken in accordance with the City's Policy on Window Renovations in Heritage Buildings. Section 5.3.2 encourages one to "make efforts to recondition, repair and/or rebuild existing heritage-contributing windows before replacing them."

The windows on the rear elevation were assessed by both heritage architect Mac Gervan and heritage consultant Alexandra Rowse-Thompson. It was noted in the submission (Exhibit C) that the rear elevations include a variety of both period windows and modern replacement units from several eras. While most of the wooden windows are noted as being "in repairable condition," Ms. Rowse-Thompson concludes in her opinion letter that "given the variety of styles and eras and their location on the rear in a heritage conservation district, I think it is a reasonable approach to replace them with new aluminum clad period appropriate windows." It is important to note that none of the windows on the rear elevation are noted as significant to the heritage value of the property or district, and while some of the windows on the rear elevations are older wooden units, only window number 8 on the rear wing (a vinyl replacement unit) is visible from West Street. The proposal to unify the style and design of the windows is a supportable approach; however, a condition of approval has been included to encourage the owners to repair, wherever possible, or salvage and donate any noted heritage-contributing window, in order to avoid their unnecessary replacement and the disposal of a viable wooden window.

The current main floor window on the front elevation (noted as Window 1 on Exhibit C) includes a stained-glass transom. It is suggested that the stained-glass window is likely a later addition, but possibly as early as the turn of the 20<sup>th</sup> century. The main floor windows on this row-house are a mix of styles; however, all the main floor windows at 162 Earl Street (the corner unit) include leaded-glass transoms. The interior photographs provided in the submission clearly indicate that this window has been altered; however, the stained-glass transom is not out of place on this row. The District Plan (4.3.5) encourages the retention and repair of original stained-glass windows. While it is unclear if this is an original window, its presence helps unify the row. Staff encourage the retention of the stained-glass transom window in the design of the proposed window alteration or, if not desirable, the salvaging and donation of the window.

Section 5.3.2 provides further guidance on window alterations and directs that replacement windows can be metal-clad wood and should be designed to match the style and size of the

April 17, 2024

Page 7 of 11

original windows with muntins applied to the exterior of the glass. The proposed metal-clad wooden replacement windows from Marvin will be designed in a period appropriate 3 over 3 pattern, with muntins on the exterior of the glass, and will fit the existing openings. Details related to their profiles and colours will be reviewed by staff as a condition of approval.

## Dormer

As noted, Section 5.0 includes direction on alterations and additions in general, and more specifically related to managing changes to features such as roofs, windows, cladding and the design of additions. The HCD Plan directs one to consider five questions when designing and evaluating a proposed alteration:

1. In what way will the proposed alterations affect the overall character of the streetscape of the District?
2. Could the alterations find ways to enhance the heritage character of the District?
3. What will the impacts to the property's heritage attributes be?
4. Can these impacts be minimized through design?
5. If this alteration were commonly applied throughout the District would the cumulative impact be acceptable?

The most extensive change to this property requiring consideration of impacts to the HCD is the proposed alteration to the roof with the addition of a new shed dormer. Section 5.3.1 provides direction regarding roof alterations on heritage buildings and notes that "roof profiles visible from the street should remain unaltered."

The use of the term "should" in this statement is important when considering the impact of this change against the five questions noted above. Will a change to this roof's profile have an unacceptable negative impact to the "overall character of the streetscape" of the HCD or to the heritage attributes of this property? To best answer this question, and as directed by Guideline 4.3.3 of Parks Canada's Standards and Guidelines for the Conservation of Historic Places in Canada (the Standards and Guidelines), one must first understand what contributions this roof and property adds to the character of the historic place (the HCD).

The Old Sydenham HCD includes a wide variety of roof types. Some roof profiles are of very high cultural importance, and not just to the heritage character of the building, but to the district as well, particularly on some of the more prominent landmark buildings (i.e. the Hendry House, and the Belvedere and Hochelaga Inns). In those cases, a change to the roof profiles visible from the street would be discouraged. As a general conservation principle, changing an original roof profile is not desirable and should only be considered in extenuating circumstances.

Guideline 4.3.3 of the Standards and Guidelines recommends that when modifying a roof to accommodate a new or expanded use it should be done in a manner that "respects the

April 17, 2024

Page 8 of 11

building's heritage value" and thus its contribution to the historic place. The subject building is not a prominent landmark designed by a renowned architect, or a meeting place for some culturally significant event or the home of a prominent citizen. It is a simple, working-class vernacular row-house from the 1860s. This type of building, in a single, semi-detached or row-house form is common in the Old Sydenham HCD; examples can be found at 75 Gore Street, 152-166 Bagot Street and 198 King Street East, among others. Common to this style is a side-gable roof, with or without dormers. The low-pitch roof limits the interior ceiling height, thus reducing the usable space on the third floor of building; this, coupled with the small size of the property and the owners' desire to minimize the impacts to the heritage character of the building, limits their ability to adaptively reuse this attic space, thus requiring its alteration.

Standard 11 of the Standards and Guidelines directs that new construction should be "physically and visually compatible with, subordinate to and distinguishable from the historic place." This direction is echoed and expanded on through Section 5.2 of the HCD Plan. The HCD Plan states that additions should be located away from the street and be no taller (preferably lower) than, and to the rear of, the historic dwelling. While Section 4.3.1 of the HCD Plan discourages shed dormers, the general location and massing of the new dormer complies with Policy 5.2.

Standard 12 of the Standards and Guidelines, and Section 5.2.2 of the HCD Plan, speaks to designing new additions to ensure that the "essential form and integrity" of the heritage resource is not impaired should the new addition be removed in the future. While this is a substantial addition and change to the property, the features of the heritage building noted in the Property Inventory and designation by-law (i.e. brick construction and fenestration pattern on the front elevation) are being preserved and restored. Should the dormer be removed or further altered in the future, the integrity of the heritage resource can be understood and conserved.

Sections 5.3 and 5.4 of the HCD Plan provide more specific guidance on altering and adding additions to heritage buildings. The plan states that cladding on new additions should be distinct from the cladding on the heritage building and the use of reveals, transitions or offsets are encouraged to enable one to clearly identify the new addition against the original building form. The applicants have designed the new dormer to include an inset (reveal) along the eaves edge and side overhang, to retain evidence of the original roof profile.

Acceptable cladding on new additions includes wood or composite wood siding, with a preference for horizontal design and wood shingles (5.3.3). The submission proposes the use of horizontal wooden cladding on the new dormer and wooden shingles on the existing front gable dormers (Exhibit C). A condition of approval requiring the provision of details to staff on the new cladding (including colour) has been included to ensure the intent of this policy is met.

## Results of Impact Analysis

While the scope of the application will result in changes to the rear roof profile of the building, consideration of the contribution of this property to the heritage value of the Old Sydenham Heritage Conservation District and how these changes will impact that contribution, the above analysis concludes that the historic profile and contribution to the streetscape will be conserved



April 17, 2024

Page 9 of 11

and enhanced through various restoration efforts (i.e. window repairs and recladding of gable dormers) and not negatively impacted by the changes to rear of the roof with the new dormer, which is designed to be sympathetic and compatible with the HCD and the building. Once completed, this project will give this building a renewed purpose, while investing into its future as a contributing part of the Mozart Terrace and the Old Sydenham Heritage Conservation District.

Heritage Planning staff are of the opinion that the proposal conforms to the intent, goals and policies of the HCD Plan and will uphold the heritage conservation objectives set out within the City of Kingston’s Official Plan, the Ontario Heritage Tool Kit, and Parks Canada’s Standards and Guidelines for the Conservation of Historic Places in Canada.

**Previous Approvals**

P18-033-2012                      Repair front windows and add new storm windows (4 total)

**Comments from Department and Agencies**

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

Building: A building permit is required for the proposed construction. Please note if there was a bedroom existing on the third story; an egress window is required. As per 9.9.9.1.(2) the travel limit from a floor level in the dwelling unit to an exit or egress door is permitted to exceed 1 storey where that floor level is served by an openable window or door, providing an unobstructed opening of not less than 1000mm in height and 550mm in width, and located so that the sill is not more than 1000mm above the floor, and 7m above adjacent ground level. Or provided with a balcony. Please note all construction, including but not limited to any roof overhangs, is not permitted to cross property lines. Beam pockets in a party wall are to be designed so that the thickness of party-wall remaining is enough to provide the appropriate fire separations. Beam pockets are to be designed so that the beam does not cross the property line.

Engineering: Development Engineering has no objections to this application. If temporary encroachment for construction purposes is required within the road allowance then a Permit from the City is required in accordance with City By-Law 2004-107.

Planning: The proposed development at 158 Earl Street is not compliant with the zoning, and as such a minor variance will be required for zoning relief.

Public Works: No objections from PW but if construction requires setting up on public property a temporary encroachment permit may be required.

**Consultation with Heritage Properties Committee**

The Heritage Properties Committee was consulted on this application through the [DASH](#) system. Two members of the committee provided written comments on this application, noting

April 17, 2024

Page 10 of 11

concerns regarding the dormer and the loss of the stained-glass window. These matters have been addressed above in staff's analysis. The Committee's comments have been compiled and attached as Exhibit D and provided to the applicant.

### **Conclusion**

Staff recommends approval of the application File Number (P18-014-2024), subject to the conditions outlined herein.

### **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

Old Sydenham Heritage Area Heritage Conservation District Plan

By-Law Number 2013-141 Procedural By-Law for Heritage

By-Law Number 93-42 Designation By-Law for 158-162 Earl Street

City's Policy on Masonry Restoration in Heritage Buildings

City's Policy on Window Renovations in Heritage Buildings

### **Notice Provisions:**

Pursuant to Section 42(3) of the *Ontario Heritage Act (OHA)*, notice of receipt of a complete application has been served on the applicant.

### **Contacts:**

Kevin Gibbs, Director, Heritage Services, 613-546-4291 extension 1354

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

Ryan Leary, Senior Planner, Heritage, 613-546-4291 extension 3233

### **Exhibits Attached:**

Exhibit A Context Map

Exhibit B Property Inventory Evaluation and Designation By-Law

April 17, 2024

Page 11 of 11

Exhibit C    Conceptual Plans

Exhibit D    Correspondence Received from Committee

Exhibit E    Final Committee Comments from April 17, 2024



# Kingston Heritage Properties Committee Neighbourhood Context

Address: 158 Earl Street  
File Number: P18-014-2024  
Prepared On: Mar-11-2024

- Subject Lands
- Property Boundaries
- Proposed Parcels



**158, 160, 162 EARL STREET**

**Built: 1867**

**Rating: S (Part IV)**



“This brick row of three dwellings, built for William Burrowes in 1867 was called Mozart Terrace and with its corner tower completes a block of notable buildings.

“The three dwellings in this brick terrace each have a window in the first bay and an entrance in the second. A hammer-dressed stone foundation is topped by an ashlar base course and the two-storey terrace has a gable roof hipped at the west end. The first floor windows have segmental arches and transoms; on the second floor they are flat-arched. Each dwelling has two gable-roofed dormers on the front slope of the roof.

“Originally, all doors had label mouldings. That of No. 158 has been removed and a shed-roofed porch added.

“At the west end of the terrace is a circular corner tower with the windows in each storey joined by a narrow stone sill course and a wider stone lintel course. Above the lintel course in both storeys is a wide decorative terra cotta band which extends in the second storey to a moulded cornice supporting the high conical roof.

“The west side has a window in each storey and a wide decorative cornice. \*

---

\* *Buildings of Architectural and Historical Significance*, Vol. 5, pp. 46-47 (1980).

**BY-LAW NO. 93-42**

**A BY-LAW TO DESIGNATE 158-160-162 EARL STREET OF  
ARCHITECTURAL VALUE OR INTEREST PURSUANT TO THE  
PROVISIONS OF THE ONTARIO HERITAGE ACT**

PASSED: January 12, 1993

The Council of the Corporation of the City of Kingston enacts as follows:

WHEREAS Notice of Intention to Designate 158-160-162 Earl Street to be of architectural value or interest, pursuant to Section 29 of the Ontario Heritage Act, was sent by registered mail to the owners of the property and to the Ontario Heritage Foundation on the 18th day of November, 1992;

AND WHEREAS said notice was published in the Whig Standard on Saturday, November 7, 1992, Saturday, November 14, 1992, and Saturday, November 21, 1992;

AND WHEREAS the thirty day appeal period expired on December 7, 1992;

AND WHEREAS no objection to such designation has been received;

NOW THEREFORE the Council of The Corporation of the City of Kingston enacts as follows:

1. 158-160-162 Earl Street, in the City of Kingston, is hereby designated as being of architectural value or interest pursuant to Section 29 of the Ontario Heritage Act for the following reasons:

.../2

"The three 1867 dwellings in this brick terrace each have a segmental arched window in the first bay and a transomed entrance with label moulding in the second. Second storey windows are flat arched with gable roofed dormers above them. The west end, circular tower has windows joined by a narrow stone sill and a wider stone lintel. Above the lintel course in both storeys is a wide decorative terra cotta band which extends in the second storey to a moulded cornice supporting a high conical roof."

2. The subject property is more particularly described in Schedule "A" attached hereto.

3. The City Solicitor is hereby authorized to cause a copy of this By-Law and the reasons for designation to be registered against the lands described in Schedule "A" attached hereto in the Land Registry Office at Kingston, Ontario.

4. The City Clerk is hereby authorized to cause a copy of this By-Law to be served on the owners of the lands described in Schedule "A" hereto and on The Ontario Heritage Foundation, and to cause notice of the passing of this By-Law to be published in the Whig Standard once for each of three consecutive weeks.

5. This By-Law shall come into force and take effect on its passing.

GIVEN THREE READINGS AND FINALLY PASSED January 12, 1993

  
CITY CLERK

  
MAYOR

**SCHEDULE 'A' TO BY-LAW NO. 93-42**

**PROPERTY ADDRESS:** 158 Earl Street

**OWNER:** Lewis David Johnson & Sheila Aldina Johnson

**LEGAL DESCRIPTION:**

ALL AND SINGULAR, that certain parcel or tract of land and premises, situate, lying and being in the City of Kingston in the County of Frontenac, and Province of Ontario, containing 1,493 square feet, more or less and being composed of Lot Number One according to a plan of subdivision registered on the 21st day of March, 1876, as No. C-7.

TOGETHER with a right-of-way over a lane in the rear of said Lot Number One from West Street as shown on said plan, such lane being 9 feet in width.

(As previously described in Instrument No. 375864).



March 3/24

Ryan Leary  
Senior Heritage Planner  
City of Kingston

Re: Heritage permit 158 Earl Street

Dear Ryan,

This is a letter of support for an application for renovations to 158 Earl Street. We also have a committee of adjustment application in for this property that we would like to run concurrently with the Heritage permit.

I little bit about the family that have recently purchased this home... They met in Kingston in 2015 and fell in love with the charm and character of heritage homes. They had to move away for work in 2017, but were delighted when they received permanent job opportunities back in Kingston this past May. They had been looking for a home in Sydenham ward and excited when this house came available. They also have close friends on the street. The only catch is that they have three children, aged 4, 2 and 1, so they need a bit more room in the house.

They are fine with the footprint and love the house, but to be a place to stay in and raise their children, they need more room on the top floor for their master bedroom. This will never be a student rental.

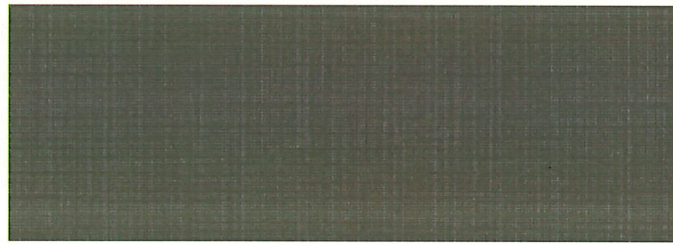
This home is not designated, but is part of the Sydenham ward district designation.

Here is what they are asking for :

- The main element is making more livable space on the third floor by building a shed dormer on the back side of the house
  - we do not want to change the narrow dormers on the front as this would change the character of this row house...although there will be some work to restore and properly weather seal the existing wood windows on the Earl Street Facade
  - There are three bedrooms on the second floor which will be for their three children...but in order to make a reasonable master suite on the third floor we are proposing a shed dormer.
    - We did try to make a master suite on the second floor, but it did not work...with the dormers being so narrow...app 34" wide. The majority of the 3<sup>rd</sup> floor is unusable. They needed to have room for a bedroom and bathroom...and if you place a bed you can't walk on either side without ducting your head.
    - Please note that we are not proposing to raise the existing peak of the roof, even though the head room is not much more then 7'

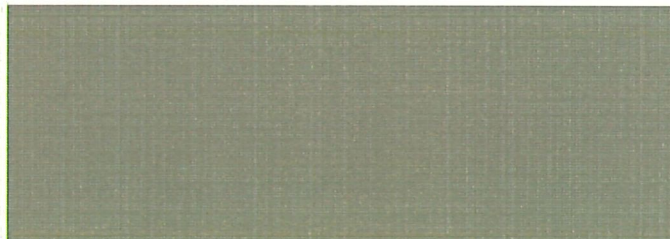
Mac **GERVAN**  
& Associates Ltd.

- The accompanying plans show what we are proposing here and you can see by the cross sections that the top floor as it is, is very limiting..it is barely a legal space on the third floor with the limited head room
- The shed dormer will still leave a relief of soffit and fascia all around
  - on the back side there will still be app. 2' of overhang at the bottom of the shed dormer, keeping the soffit line
  - on the west side towards the other row houses there will be 2' 8 1/2" to the edge of their property..not sure how close the shed dormer is on that side, but it appears to be very close to the edge of their property line
  - on the east side the side of the shed will be in 1'9" so there will be a substantial overhang left on this side as well
- We would like to use prefinished wood siding on the back dormer
  - the owners are thinking of beige-green colours for the siding...they are suggesting three Maibec colours....Green Tartan 306, Foliage Green 006, or pine crush 369....but they are open to suggestions from the committee....



**Green Tartan 306**

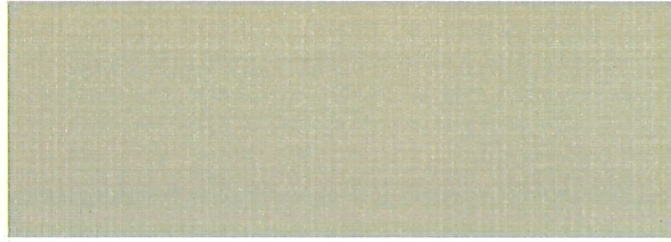
▪



**Maibec Foliage Green 006**

▪

**Mac GERVAN**  
& Associates Ltd.



## Pine Crush 369

- we are proposing to use Marvin double hung windows in the dormer with three over three vertical simulated lights as the windows are on the front and most of the windows on the back
- You can see from the photos of the back of the row houses that the windows are quite a mix, with no real consistency. We are proposing to make all the windows in the house to match with the front windows
- The middle row house has a shed dormer already..this former goes very close to the edge of their property line...we plan to be inside our property line to give a bit of relief
- There is no back lane way or driveway so the back of the house, particularly this end, can only be seen at an angle from the side street, West Street, and with the back extension of this home it makes it very difficult to see at all...the owners do not even have a parking spot with their home...there is a small stone walled in postage stamp back yard to this home, with no access from the back
  - the combination of the 'flat' roof and the house at 165 west street the dormer will be difficult to see, particularly when there are leaves on the trees
- next to this end of the row houses on Earl street is a very tall house that will block almost all the view of the proposed dormer
- So that is the dormer part of this application
- We would like to change the asphalt shingles on the sides of the front dormers to cedar shingles, which we feel where probably there when the home was first constructed...we are suggesting a prefinished cedar shingle in a grey tone, the look of what a cedar shingle that has naturally patina.

Mac **GERVAN**  
& Associates Ltd.

- We are proposing to add a light to the front door, it will be the proposed light or a similar style to the left of the door



- - it actually is a building code law that there should be a light outside of ever entrance door
  - we propose to install it on the left side as the right side would actually be on the neighbours property

Mac **GERVAN**  
& Associates Ltd.

- We would like to change the front window(1) on the main floor as it has been replaced and is now a fixed window with a modern stained glass above and does not allowing any ventilation, where there was a double hung window there originally...there are signs of cord balances which you can see from the photos..it shows that the original window was a full double hung, as we are proposing
  - The owners contacted Alex Rowse-Thompson(Heritage Studio) to have a look at the window and this was her response.... “it is a ‘period window’ but it’s definitely not original as the size of the glass is large. It no longer opens and has a terrible storm screwed to it!”
  - the three row houses all have different windows...there is no consistency
  - We are proposing a Marvin Double Hung Ultimate(wood window with aluminum exterior cladding again with three over three vertical simulated lites...all windows will be white..this will match the style of the other 4 existing windows on the Earl Street Facade
  - we feel this would be the closest to what was there originally
- the existing wood windows on the front we will restore and weather strip.
- Other proposed window changes
- Again comments from Axel Rowse-Thompson
  - “Rear elevation – There is a mix of period windows on the rear, including 1-over 1 sash windows on the ground floor, and one 6-over6 sash window and one 6-over-1 sash window in the bathroom and rear bedroom on the second floor. Again, they are all considered ‘period’ windows under the Window Policy and are in reparable condition(except the vinly ones). However, given the variety of styles and eras(including the one that must have had its lower sash replaced at some point in the bathroom), and their location on the rear in a heritage conservation district, I think it is a reasonable approach to replace them with new aluminium clad period appropriate windows(is, the Ultimate series for Marvin), given the age of the house, a 2-over 2(like the dormer window) would be appropriate.”
    - my comment about this is that the dormer windows are very narrow, so in the larger windows we should to 3 over three, which is what we are proposing

Mac **GERVAN**  
& Associates Ltd.

- we would like to install a matching window(2), in what will be the new kitchen to match the front window...this window has been replaced at some point as it does not have any mullions and has a very ugly aluminum storm on the outside... this way it will match the new front room as we are proposing to open up the central wall, so the room will feel like one
- please note that almost all the back windows can be seen only from their postage stamp back yard, as the addition angles to the east
- narrow window (3) which will become the dining room we would like to install a double hung, but with 2 vertical lites as it is narrow in either a Marvin Ultimate or their fibreglass Elevate window
- window 4 on main floor will be a double hung window with three vertical lites to match the bulk of the windows
- on second floor
  - windows 5,6,and 8 will be double hung with three vertical lites
    - all three of these windows except possibly #6 have been changed over time
    - we would like to have some consistency for all the back window
  - window 7 will be double hung but with only 2 vertical lites as it is a narrow window
  - also note that windows 7 and 8 have been replaced with vinyl double hungs
  - window 9 is and old style wood window with aluminum storm which we plans to change with a horizontal slider as it sits down in a window well
- you can see photos of all the existing windows on the submitted plans
- we also plan to repair and restore existing soffit and fascia, but make no real changes

That is all that we are requesting in this application. I hope you find this acceptable and we look forward to meeting with you.

Thankyou



Mac Gervan

Mac **GERVAN**  
& Associates Ltd.

	General Notes	Perspectives
A-1	General Notes	Perspectives
A-2	Site Sketch	
A-3	Sections	
A-4	Foundation plan	
A-5	Plan Floor 1	
A-6	Plan Floor 2	
A-7	Plan Floor 3	
A-8	Elevations	
A-9	Elevations	
A-10	Elevations	
A-11	PHOTOS	
A-12	PHOTOS	

**PLANS FOR  
HERITAGE  
APPLICATION**

Revisions:

**Mac GERVAN  
& ASSOCIATES Ltd.**

Residential and Commercial  
Design Services

Consulting and Project  
Management

phone 546-5097  
fax 546-6249  
e-mail mac@gervan.ca  
Company BCIN # 33630  
Mac Gervan BCIN# 21054

Project:

**THOMAS SKINNER  
HALEY MOTRUK  
158 EARL ST  
KINGSTON. ON**

Drawing:

**PHOTOS**

Date:

FEB 23 2024

Scale:

Drawn By:

MG/GF

File:

158 EARL ST  
printed 2024-02-23

Drawing #:

**A-11**



WINDOW 1 MAIN FL NORTH



WINDOW 1 SASH



WINDOW 2 MAIN FL SOUTH



WINDOW 3 MAIN FL EAST



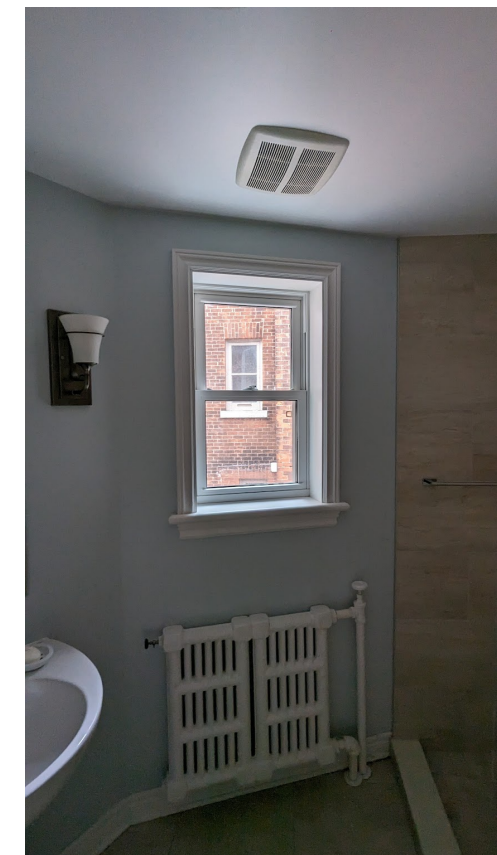
WINDOW 4 MAIN FL EAST



WINDOW 5 2nd STOREY SOUTH



Council Meeting 14 May 7, 2024  
WINDOW 6 2nd STOREY SOUTH BEDROOM



WINDOW 7 2nd ST EAST



WINDOW 8 2nd FL SOUTH



WINDOW 9 BASEMENT SOUTH



162

160

SOUTH VIEW of ADJACENT ROW HOUSE



158

160

162

NORTH VIEW of EARL STREET ROW HOUSE

Council Meeting 14 May 7, 2024



SOUTH SHED DORMER at 160 EARL

A-1	General Notes	Perspectives
A-2	Site Sketch	
A-3	Sections	
A-4	Foundation plan	
A-5	Plan Floor 1	
A-6	Plan Floor 2	
A-7	Plan Floor 3	
A-8	Elevations	
A-9	Elevations	
A-10	Elevations	
A-11	PHOTOS	
A-12	PHOTOS	

PLANS FOR HERITAGE APPLICATION

Revisions:

Mac GERVAN & ASSOCIATES Ltd.

Residential and Commercial Design Services

Consulting and Project Management

phone 546-5097  
 fax 546-6249  
 e-mail mac@gervan.ca  
 Company BCIN # 33630  
 Mac Gervan BCIN# 21054

Project:  
**THOMAS SKINNER  
 HALEY MOTRUK  
 158 EARL ST  
 KINGSTON. ON**

Drawing:

PHOTOS

Date: FEB 23 2024

Scale:

Drawn By: MG/GF

File: 158 EARL ST  
 printed 2024-02-23 228  
 Drawing #: **A-12**



**REQUESTED VARIANCE**

BY-LAW 2022-62 ZONE HCD3

13.4.2.

**1. DORMERS**

REQUIRED	VARIANCE REQUESTED
(a) 0.4m SETBACK	<u>0.4m</u>
(b) 1.0m from ROOF EDGE	WEST SIDE <u>0.17</u> EAST SIDE <u>0.47</u>
(c) 50% of LENGTH = 3.95 DORMER ROOF = 6.55 RELIEF OF 2.6M REQUESTED	<u>2.6m</u> (6.55 - 3.95)

**PLANS FOR HERITAGE PERMIT**



EXISTING SOUTH DORMERS



SOUTH VIEW



NEW SOUTH SHED DORMER

A-1	General Notes	Perspectives
A-2	Site Sketch	
A-3	Sections	
A-4	Foundation plan	
A-5	Plan Floor 1	
A-6	Plan Floor 2	
A-7	Plan Floor 3	
A-8	Elevations	
A-9	Elevations	
A-10	Elevations	
A-11	PHOTOS	
A-12	PHOTOS	

**PLANS FOR HERITAGE APPLICATION**

Revisions:

**Mac GERVAN & ASSOCIATES Ltd.**

Residential and Commercial Design Services

Consulting and Project Management

phone 546-5097  
fax 546-6249  
e-mail mac@gervan.ca  
Company BCIN # 33630  
Mac Gervan BCIN# 21054

Project:  
**THOMAS SKINNER  
HALEY MOTRUK  
158 EARL ST  
KINGSTON. ON**

Drawing:  
**General Notes  
Perspectives**

Date: FEB 23 2024

Scale:

Drawn By: MG/GF

File: 158 EARL ST 229  
printed 2024-02-23  
Drawing #: **A-1**

A-1	General Notes	Perspectives
A-2	Site Sketch	
A-3	Sections	
A-4	Foundation plan	
A-5	Plan Floor 1	
A-6	Plan Floor 2	
A-7	Plan Floor 3	
A-8	Elevations	
A-9	Elevations	
A-10	Elevations	
A-11	PHOTOS	
A-12	PHOTOS	

**PLANS FOR  
HERITAGE  
APPLICATION**

Revisions:

**Mac GERVAN  
& ASSOCIATES Ltd.**

Residential and Commercial  
Design Services

Consulting and Project  
Management

phone 546-5097  
fax 546-6249  
e-mail mac@gervan.ca  
Company BCIN # 33630  
Mac Gervan BCIN# 21054

Project:

**THOMAS SKINNER  
HALEY MOTRUK  
158 EARL ST  
KINGSTON. ON**

Drawing:

**Elevations**

Date:

FEB 23 2024

Scale:

Drawn By:

MG/GF

File:

158 EARL ST  
printed 2024-02-23

230

Drawing #:

**A-8**



North Elevation (Existing)



North Elevation

A-1	General Notes	Perspectives
A-2	Site Sketch	
A-3	Sections	
A-4	Foundation plan	
A-5	Plan Floor 1	
A-6	Plan Floor 2	
A-7	Plan Floor 3	
A-8	Elevations	
A-9	Elevations	
A-10	Elevations	
A-11	PHOTOS	
A-12	PHOTOS	

**PLANS FOR HERITAGE APPLICATION**

Revisions:

**Mac GERVAN & ASSOCIATES Ltd.**

Residential and Commercial Design Services

Consulting and Project Management

phone 546-5097  
 fax 546-6249  
 e-mail mac@gervan.ca  
 Company BCIN # 33630  
 Mac Gervan BCIN# 21054

Project:

**THOMAS SKINNER  
 HALEY MOTRUK  
 158 EARL ST  
 KINGSTON. ON**

Drawing:

**Elevations**

Date:

FEB 23 2024

Scale:

Drawn By:

MG/GF

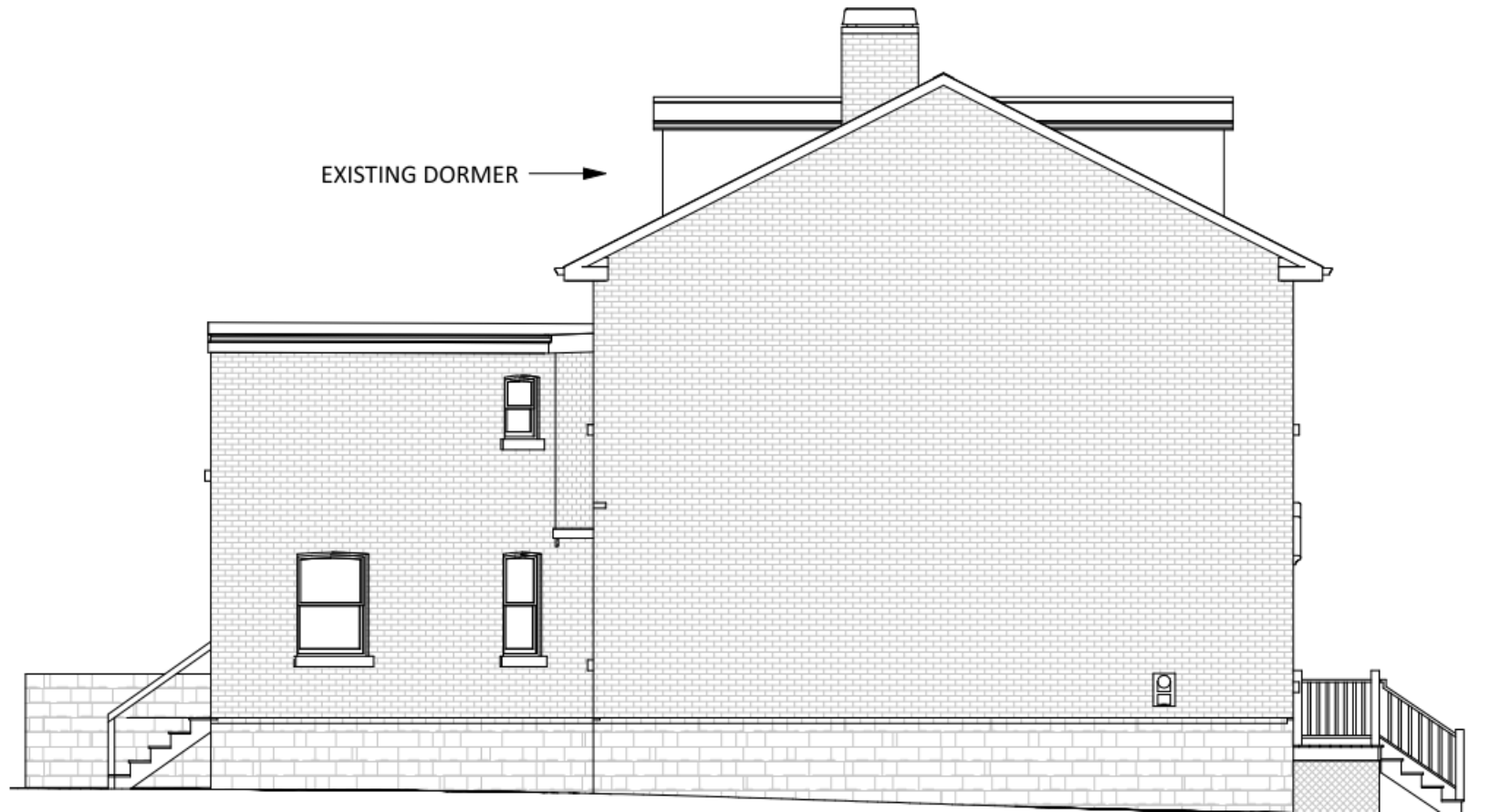
File:

158 EARL ST  
printed 2024-02-23

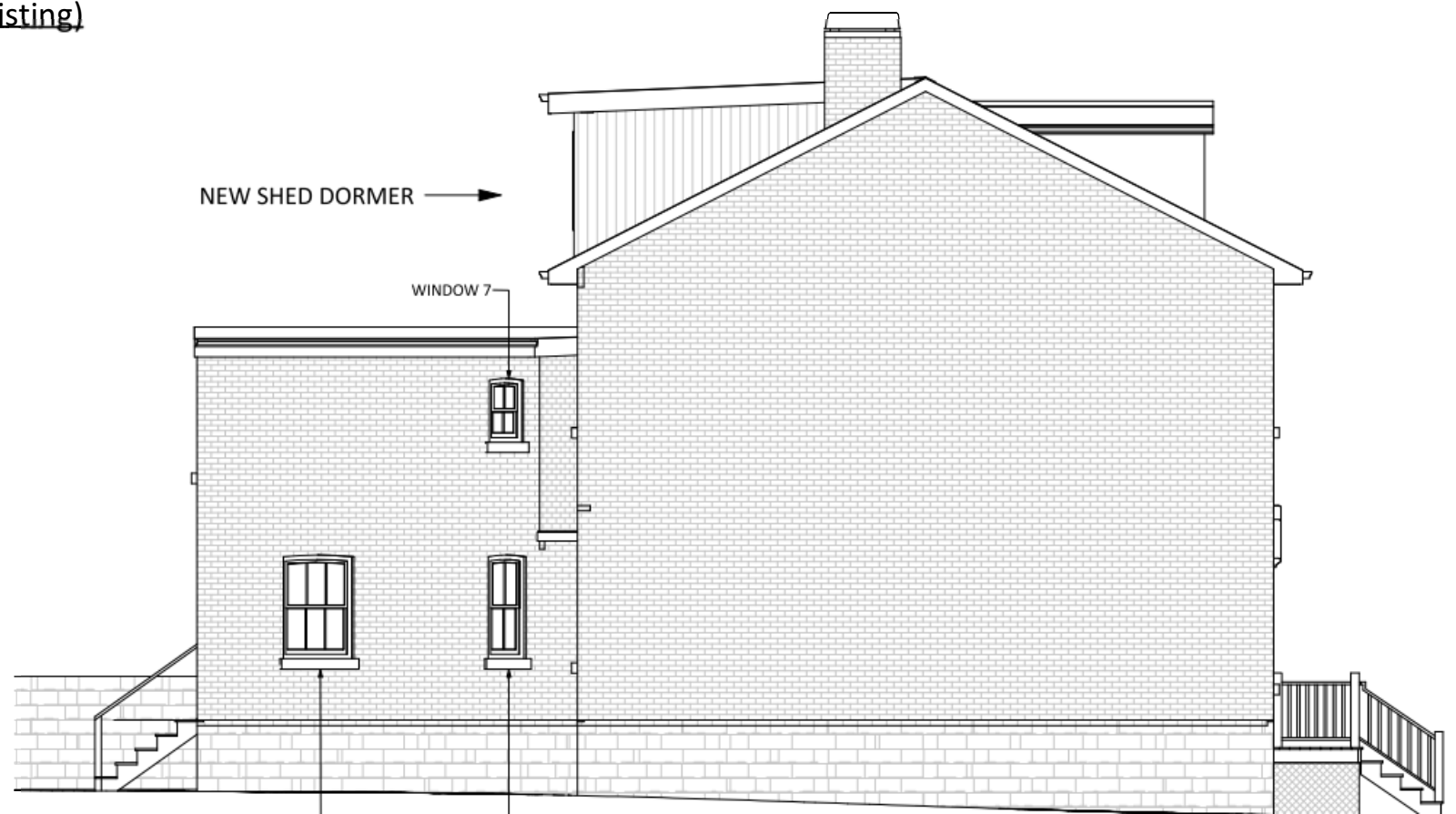
231

Drawing #:

**A-9**



East Elevation (Existing)



East Elevation (Proposed)

	General Notes	Perspectives
A-1	General Notes	Perspectives
A-2	Site Sketch	
A-3	Sections	
A-4	Foundation plan	
A-5	Plan Floor 1	
A-6	Plan Floor 2	
A-7	Plan Floor 3	
A-8	Elevations	
A-9	Elevations	
A-10	Elevations	
A-11	PHOTOS	
A-12	PHOTOS	

**PLANS FOR  
HERITAGE  
APPLICATION**

Revisions:

**Mac GERVAN  
& ASSOCIATES Ltd.**

Residential and Commercial  
Design Services

Consulting and Project  
Management

phone 546-5097  
fax 546-6249  
e-mail mac@gervan.ca  
Company BCIN # 33630  
Mac Gervan BCIN# 21054

Project:

**THOMAS SKINNER  
HALEY MOTRUK  
158 EARL ST  
KINGSTON. ON**

Drawing:

**Elevations**

Date:

FEB 23 2024

Scale:

Drawn By:

MG/GF

File:

158 EARL ST  
printed 2024-02-23

Drawing #:

232

**A-10**



← EXISTING DORMERS

South Elevation (Existing)



3 NEW  
DORMER  
WINDOWS

WINDOW 8

WINDOW 6

WINDOW 5

WINDOW 2

WINDOW 9

South Elevation (Proposed)

# Kingston Heritage Properties Committee

## Summary of Input from Technical Review Process

**P18-014-2024**

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		
Peter Gower	X		
Ann Stevens			
Daniel Rose			X



City of Kingston  
216 Ontario Street  
Kingston, Ontario  
Canada, K7L 2Z3

Website: [www.cityofkingston.ca](http://www.cityofkingston.ca)

TTY: Dial 613-546-4889

where history and innovation thrive

---

Date:	March 12, 2024
Form:	Heritage Properties Committee Reviewer Form
Reviewer Name:	Peter Gower
Application Type:	Heritage Permit
File Number:	<a href="#">P18-014-2024</a>
Property Address:	158 EARL ST

---

#### Description of Proposal:

The subject property is the easterly unit in a three-unit rowhouse known as the Mozart Terrace. It is located on the south side of Earl Street, just east of West Street. The property is designated under both Parts IV and V of the *Ontario Heritage Act*. The applicant is seeking heritage approval to install a rear shed dormer with three windows. The dormer will face south and be clad in pre-finished wood siding. A series of window replacements on the front and rear elevations are also proposed in order to unify the design of the windows. The front dormers are to be clad in cedar shingles, and a new "coach light" is proposed adjacent to the main front door. Detailed plans and a cover letter, prepared by Mac Gervan & Assoc. have been submitted in support of this application.

#### Comments for Consideration on the Application:

While I can accept the changes to the front of the house, I am opposed to the shed dormer on the rear. It is visible and is not suitable for this style of building. The shed dormer on 160 is an unfortunate precedent.



where history and innovation thrive

City of Kingston  
216 Ontario Street  
Kingston, Ontario  
Canada, K7L 2Z3

Website: [www.cityofkingston.ca](http://www.cityofkingston.ca)

TTY: Dial 613-546-4889

---

Date:	March 13, 2024
Form:	Heritage Properties Committee Reviewer Form
Reviewer Name:	Jane McFarlane
Application Type:	Heritage Permit
File Number:	<a href="#">P18-014-2024</a>
Property Address:	158 EARL ST

---

#### Description of Proposal:

The subject property is the easterly unit in a three-unit rowhouse known as the Mozart Terrace. It is located on the south side of Earl Street, just east of West Street. The property is designated under both Parts IV and V of the *Ontario Heritage Act*. The applicant is seeking heritage approval to install a rear shed dormer with three windows. The dormer will face south and be clad in pre-finished wood siding. A series of window replacements on the front and rear elevations are also proposed in order to unify the design of the windows. The front dormers are to be clad in cedar shingles, and a new "coach light" is proposed adjacent to the main front door. Detailed plans and a cover letter, prepared by Mac Gervan & Assoc. have been submitted in support of this application.

#### Comments for Consideration on the Application:

Although shed dormers are discouraged in the Old Sydenham HCD Plan, the setbacks on the front and sides of this dormer, although less than required for zoning compliance, maintain a sense of the original roofline and are acceptable from a heritage point of view on the rear of the building.

Repairing and restoring the Period windows on second and third floor of the façade is commendable and supported. It is unfortunate that there are no older photos available to give direction for the main floor window which seems to have been altered at some point. Although the proposed three-over-three window could work another option would be to maintain the later stained-glass portion and install a simple one-over-one operable replica wooden sash window that would complete the façade with wooden windows. Although not discussed, if the façade basement window is Period, it would be best to repair and maintain.

On the rear of the building, the option of two-over-two windows or even one-over-one could be considered and simplify the look.

**Summary of Final Comments at the April 17, 2024 Heritage Properties Committee Meeting**

Mr. Gower reiterated his concerns regarding the use of shed dormers in the Sydenham District. He noted his conversations with the applicant and stated that he understood the reasons for the proposal. He asked that consideration be given to an investigation of other types of dormers for the area.





**City of Kingston**  
**Report to Kingston Heritage Properties Committee**  
**Report Number HP-24-021**

---

**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:** April 17, 2024

**Subject:** Application for Ontario Heritage Act Approval

**Address:** 28 Maitland Street (P18-1010)

**File Number:** P18-018-2024

---

**Council Strategic Plan Alignment:**

Theme: Corporate business

Goal: See above

**Executive Summary:**

The subject property at 28 Maitland Street is located on the south-west side of the street, south of King Street East. The property is designated under Part V of the *Ontario Heritage Act*, as part of the Old Sydenham Heritage Conservation District.

An application for alteration under Section 42 of the *Ontario Heritage Act* (P18-018-2024) has been submitted to request approval to construct a 9' by 13' (2.7 metre by 3.9 metre) detached storage building (shed) and small garbage enclosure on the property, which was largely completed in error without prior approvals. A conceptual site plan, prepared by the owner, and a detailed Heritage Review letter, prepared by Heritage Studio, were submitted in support of this application.

This application was deemed complete on March 14, 2024. The *Ontario Heritage Act* provides a maximum of 90 days for Council to render a decision on an application to alter a heritage building under Section 42(4). This timeframe will expire on June 12, 2024.

April 17, 2024

Page 2 of 9

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

**That** the new construction at 28 Maitland Street, be approved in accordance with the details described in the application (File Number P18-018-2024), which was deemed complete on March 14, 2024, with said application to include the construction of a detached storage building and garbage enclosure; and

**That** the approval of the application be subject to the following conditions:

1. All *Planning Act* applications shall be completed, as necessary;
2. Details, including colour(s) and specifics, of the new roofing, rain gear and lighting, if applicable, shall be submitted to Heritage Planning staff, prior to installation, for review and approval, to ensure they complement the heritage character and attributes of the district; and
3. Any minor deviations from the submitted plans, which meet the intent of this approval and do not further impact the heritage attributes of the property, shall be delegated to the Director of Heritage Services for review and approval.

April 17, 2024

Page 3 of 9

**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, Commissioner, Infrastructure, Transportation & Emergency Services	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required

April 17, 2024

Page 4 of 9

**Options/Discussion:****Description of Application/Background**

The subject property at 28 Maitland Street includes the northern portion of a semi-detached dwelling that spans two separate properties (severed in 2020), at the south-west side of the street, south of King Street East. The property includes a two-storey dwelling with a mansard roof, setback over 20 metres from the front lot line. It is designated under Part V of the *Ontario Heritage Act*, as part of the Old Sydenham Heritage Conservation District (Exhibit B – Property Inventory Evaluation).

Following a misunderstanding, the owners have constructed a 9' by 13' (2.7 metre by 3.9 metre) detached storage building (shed) and small garbage enclosure on the property without prior *Ontario Heritage Act* approval. Application Number P18-018-2024, under Section 42 of the *Ontario Heritage Act*, has been submitted to request approval to rectify this error for these largely completed structures. The new shed will be 12 feet (3.7 metres) tall, with a gable roof (to be covered in dark coloured standing metal roofing) and clad in painted fibre cement clapboard in a green tone. A salvaged wooden casement window is installed on the east elevation and a pair of glazed wooden French doors, salvaged from the main building in 2020, are installed on the west elevation. A small wooden garbage enclosure, clad in matching clapboard siding, is located just to the south of the shed.

A conceptual site plan, prepared by the owner, and a detailed Heritage Review letter, prepared by Heritage Studio, were submitted in support of this application and are attached hereto as Exhibit C – Concept Plans.

The submission materials in their entirety 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.

This application was deemed complete on March 14, 2024. The *Ontario Heritage Act* provides a maximum of 90 days for Council to render a decision on an application to alter a heritage building under Section 42(4). This timeframe will expire on June 12, 2024.

**Reasons for Designation/Cultural Heritage Value**

26-28 Maitland Street are designated under Part V of the *Ontario Heritage Act* as part of the Old Sydenham Heritage Conservation District (HCD) through By-Law Number 2015-67. The Old Sydenham Heritage Area HCD Plan Property Inventory Evaluation identifies the property (including both 26 and 28 Maitland Street) as ‘contributing’ to the Old Sydenham HCD by way of its’ low massing, mansard roof, rectangular openings and its 2-tiered façade.

The Inventory Evaluation notes that the building was built circa 1904-1908; however, physical evidence within the building, obtained in 2020, suggests that portions of the current structure

April 17, 2024

Page 5 of 9

(rear wall) may be from an earlier limestone outbuilding that once served the dwelling at 5 Emily Street.

The Property Inventory Evaluation has been included as Exhibit B.

### **Cultural Heritage Analysis:**

#### **Applicable Local Policies/Guidelines**

While 28 Maitland Street is not rated as a “significant” building by the Old Sydenham HCD Property Inventory Evaluation, it is still considered a “contributing” building to the heritage character of the HCD and thereby considered a “heritage building” for the purposes of the District Plan’s policies and guidelines.

The proposed works are required to be undertaken in accordance with the Old Sydenham Heritage Area Heritage Conservation District Plan (District Plan). Other applicable by-laws, policy and guidance (including Parks Canada’s ‘Standards and Guidelines for the Conservation of Historic Places in Canada’) should also be considered and followed in order to ensure that the new structures complement and enhance the District.

#### **Summary of Project Proposal and Impact Analysis**

Section 2.2 of the District Plan provides a Statement of Cultural Heritage Value or Interest for the entire district. This includes a value statement as well as a list of heritage attributes, which include: “Varied ages, styles and types of buildings...; A compact scale comprised of street width, building height (approximately 2-3 storeys) and setbacks.” Additionally, Section 2.3 of the District Plan provides a description of the sub-areas and their heritage attributes. This proposal is located in the ‘King Street Corridor’ sub-area and its attributes are described in Section 2.3.1 of the District Plan and include the “varied ages, styles and types of buildings, with both vernacular and architect-designed examples of over two centuries of architectural styles;” and the “views of the lake down each cross street.” The subject property contributes to both of these attributes noted above, making it a culturally important part of the District.

Section 2.5 (Designation Goals and Objectives) of the District Plan speaks to the goals and objectives for the District as a whole, including Heritage Buildings, Landscapes and Streetscapes, and Land Use. The application for 28 Maitland supports the goals as presented in the District Plan, specifically “Preserving the existing pattern of blocks, streets and lanes” (2.5.3); and “Encouraging alterations and new infill that is compatible with the arrangement, scale, architectural style and materials that constitute the district’s heritage character” (2.5.4).

While the District Plan does not contain any specific policies or guidelines related to detached accessory buildings or structures, Section 5.0 of the District Plan provides direction related to new additions and Standard 11, of Parks Canada’s Standards and Guidelines for the Conservation of Historic Places in Canada, is also applicable.

April 17, 2024

Page 6 of 9

Standard 11 directs that new construction should be “physically and visually compatible with, subordinate to and distinguishable from the historic place.” This direction is echoed and expanded on through Section 5.2 of the District Plan. The District Plan states that additions should be located away from the street and be no taller (preferably lower) than, and to the rear of, the historic dwelling. The purpose and goal of this direction is to ensure that new construction is considerate of its context, and that the heritage buildings are not obstructed or overshadowed by the new construction, and thereby conserving their contribution to the heritage character of the District. Ideally the new construction should not only complement the character of the property and District but should also help enhance the character and one’s appreciation of the District.

The new shed is located in the front yard, which conflicts with the District Plan’s guidelines for new additions to heritage buildings. However, Maitland Street is somewhat unusual in design as it evolved more organically than most in the District; not strictly planned as a residential streetscape. It includes various former outbuildings, now residences, and several more recent in-fill buildings, all leading to the water and the Kingston Yacht Club. The main house (26 and 28 Maitland), while a contributing building to the District, is not a landmark building, nor is it designated individually on its own merits. Its simple form, mansard roof and detailing complement the character of the area; however, the main building is setback over 20 metres from the street, thereby limiting its contribution to the streetscape. The most prominent buildings along this side of Maitland Street are the two one-and-a-half storey limestone former carriage houses that flank the subject property to the north and south and sit very close to the street. These stone buildings have a strong presence on the street and are significant to the eclectic character and history of the streetscape.

At 3.7 metres tall, the new shed is shorter than the main building, however at 3.9 metres wide it will obstruct the view of a portion of the main building. The main building’s location on the lot limits the owners’ ability to construct a shed in either the rear or side yards. The new shed is setback approximately 10 metres from the street, about halfway between the street and the main building, thereby allowing the owners to retain their required parking spaces and creating a small, semi-private amenity area in their front yard. The setback of the new shed also allows for uninterrupted views of the flanking limestone buildings, as well as the roof line and portions of the main house at 26 and 28 Maitland Street.

The new shed itself is a simple, traditional design that complements the character of the property and area, and according to the review letter by Heritage Studios (Exhibit C) it “is compatible with the surrounding historic environment, sits comfortably alongside the adjacent stone outbuildings and recently rehabilitated [main] house.” The new shed is a rectangular building with a medium pitched gable roof, to be clad in appropriate dark metal roofing (Section 5.5.1). The one window facing the street is an older wooden unit with six-panes that matches the glazing pattern of the main house. The building’s cladding is an acceptable concrete fibre board (Section 5.3.3 and 6.2.7) with matte green paint, finished in a clapboard style.

Both the Ontario Heritage Tool Kit’s ‘Eight Guiding Principles in the Conservation of Built Heritage Properties’ and the Federal Standards and Guidelines encourage alterations to be

April 17, 2024

Page 7 of 9

“reversible” so that, if removed in the future, the integrity of the heritage resource could be restored. As these sheds are standalone structures, no physical alterations to either the main building or adjacent stone buildings are proposed, and thus the sheds could be removed in the future with no impacts.

### **Results of Impact Analysis:**

Each application for *Ontario Heritage Act* approval must be treated separately, with site specific factors and characteristics considered. The erection of a new building in the front yard of a heritage property would, on the outset, seem like an inappropriate intervention; however, the pattern of development on Maitland Street is atypical, and in this case, the building does not appear out of place. Further, given that the main heritage building is not a prominent feature in the district and its setback minimizes its contribution to the streetscape, the proposal to construct a small, appropriately designed storage building, in the only location that is available on the site for such a structure, is supportable in this particular situation.

This proposed change will not physically impact the heritage features of the property, nor have a negative impact on the streetscape or overall character of the District. While the scope of the application will result in a modest change to the streetscape of Maitland Street, when one considers what contribution this property provides to the Old Sydenham Heritage Conservation District and how these changes will affect that contribution, the analysis concludes that those physical aspects such as its low massing, mansard roof, rectangular openings and its 2-tiered façade are being conserved and not negatively impacted.

Heritage Planning staff agree with the conclusion of the Heritage Studio report that the proposal conforms to the intent, goals and policies of the District Plan and upholds the heritage conservation objectives set out within the City of Kingston’s Official Plan, and the direction given by the Provincial Policy Statement, the Ontario Heritage Tool Kit, and Parks Canada’s Standards and Guidelines for the Conservation of Historic Places in Canada.

### **Previous Approvals**

P18-009-2020      Extensive repairs and renovations to building.

### **Comments from Department and Agencies**

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

#### **Planning:**

The property is currently subject to a planning pre-application. Zoning relief will be required for the accessory building that has been constructed in the front yard.

April 17, 2024

Page 8 of 9

### **Consultation with Heritage Properties Committee**

The Heritage Properties Committee was consulted on this application through the [DASH](#) system. Three members of the committee provided written comments on this application. No substantial concerns were expressed. The Committee's comments have been compiled and attached as Exhibit D and provided to the applicant.

### **Conclusion**

Staff recommends approval of the application File Number (P18-014-2024), subject to the conditions outlined herein.

### **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

Old Sydenham Heritage Area Heritage Conservation District Plan

By-Law Number 2013-141 Procedural By-Law for Heritage

City's Policy on Masonry Restoration in Heritage Buildings

City's Policy on Window Renovations in Heritage Buildings

### **Notice Provisions:**

Pursuant to Section 42(3) of the *Ontario Heritage Act (OHA)*, notice of receipt of a complete application has been served on the applicant.

### **Contacts:**

Kevin Gibbs, Director, Heritage Services, 613-546-4291 extension 1354

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

Ryan Leary, Senior Planner, Heritage, 613-546-4291 extension 3233

### **Exhibits Attached:**

Exhibit A Context Map



April 17, 2024

Page 9 of 9

- Exhibit B Property Inventory Evaluation
- Exhibit C Conceptual Plans
- Exhibit D Correspondence Received from Committee
- Exhibit E Final Committee Comments from April 17, 2024



**28 MAITLAND STREET****Built: 1904-08****Rating: C**

A brick building with this footprint first appears in the 1908 fire insurance map. It is not present on the 1892 fire insurance map, updated in 1904. It has since been clad with clapboard-style siding, but its mansard roof is original. The building is set-back from Maitland Street, but is readily visible from the car park north of 16 Maitland Street.

This structure's low massing, mansard roof, its rectangular openings, and 2-tiered façade contribute to the heritage character of this area.

**HERITAGE** studio

Alex Rowse-Thompson MCIP RPP CAHP  
Skeleton Park, Kingston, ON  
613-305-4877  
alex@heritagestudio.ca  
613-305-4877

February 26, 2024.

Sent by EMAIL

Joel Konrad, Manager, Heritage Planning  
Heritage Services, City of Kingston  
216 Ontario Street  
Kingston, ON, K7L 2Z3  
289-925-6499  
jkonrad@cityofkingston.ca

RE : **HERITAGE REVIEW - 28 MAITLAND STREET**  
(HERITAGE PERMIT APPLICATION)

Dear Mr. Konrad,

The purpose of this letter is to provide the City of Kingston with a professional heritage review of a recently constructed accessory building (i.e., the shed) at 28 Maitland Street. The property is designated under Part V of the *Ontario Heritage Act* (OHA) as part of the Old Sydenham Heritage Conservation District (HCD), and consequently, the owners of the property are required to submit a Heritage Permit application in accordance with Section 42(1) of the OHA before erecting any new building or structure. Unfortunately, a misunderstanding between the Owners and City staff in an informal pre-consultation led to the shed being erected without a Heritage Permit in the fall of 2023. In response, the City issued a Notice of Contravention, dated January 9, 2024.

Heritage Studio has been retained by James and Anne Mathers (Owners) to provide a professional heritage review of the application in support of a Heritage Permit submission by Fotenn Planning + Design (the Owner's agent), to bring the shed into compliance with the OHA. Through discussions between Alex Rowse-Thompson (Heritage Studio) and Ryan Leary, (Senior Heritage Planner at the City of Kingston), it was agreed that the scale and nature of the shed, do not necessitate the completion of a Heritage Impact Assessment; however, given the shed's location within the front yard of the property, a heritage review is required to

evaluate and confirm that there is no negative impact to the cultural heritage value or attributes of the Old Sydenham HCD.

The following documents were reviewed in the preparation of this letter and form the cultural heritage policy framework: *Ontario Heritage Act*; *2020 Provincial Policy Statement*; City of Kingston Official Plan; Old Sydenham Heritage Conservation District Plan; Parks Canada's Standards and Guidelines for the Conservation of Historic Places in Canada (the Standards and Guidelines); and the Ministry of Tourism, Culture and Sport's Heritage Tool Kit.

Alex Rowse-Thompson of Heritage Studio completed a site visit on February 14, 2024. The site visit included a review of the subject property and the new shed, adjacent properties, and surrounding streetscape. Please see Appendix 1 for photographic documentation.



Figure 1: Location of property at 28 Maitland Street. (Google Maps, annotated by Heritage Studio)

## 1.0 PROPERTY DESCRIPTION & CONTEXT

The property at 28 Maitland Street is located on the west side of Maitland Street, just south of King Street East, within the Old Sydenham Heritage Conservation District. The property forms approximately one half of a one-and-a-half storey house with mansard roof, constructed between 1904-1908. The one-and-a-half storey house originally functioned as a stable/garage to 5 Emily Street, but was converted to residential use (i.e., apartments) sometime in the 1950s and most recently rehabilitated to two separate residential units on

two separate lots (i.e., 26 and 28 Maitland Street). The 1908 and 1924 Fire Insurance Plans identify the house as brick masonry construction (Figures 3 & 4), but in fact the house's structure is a combination of limestone and brick masonry. The house is currently clad in an insulated stucco finish on the south, east and north elevations.

The house is set well back from Maitland Street and is practically located in the centre of the block bound by Lake Ontario, Maitland, King, and Emily Streets. The house has a deep front yard, a very shallow side yard to the south, a very shallow rear yard to the west and no side yard to the north (i.e., 28 Maitland Street has no side yard). A cedar hedge borders the front lot line on the northern half of the property. Two large historic stone outbuildings flank the property to the north and south (16 Maitland Street and 53 King Street East), which are set far forward of the existing house at 26-28 Maitland Street with little to no setback from the street.

An in-depth property history has not been carried out for the purpose of this heritage review, however, it is important to note that the inconsistent building line, irregular lot fabric and varied architectural character along Maitland Street reflects the street's incremental development from the early 19<sup>th</sup> century, which was influenced by both its proximity to the waterfront (industry and recreation) and its historic use and function as the 'back of house' area to several large estates on Emily and King Streets (Figure 2).

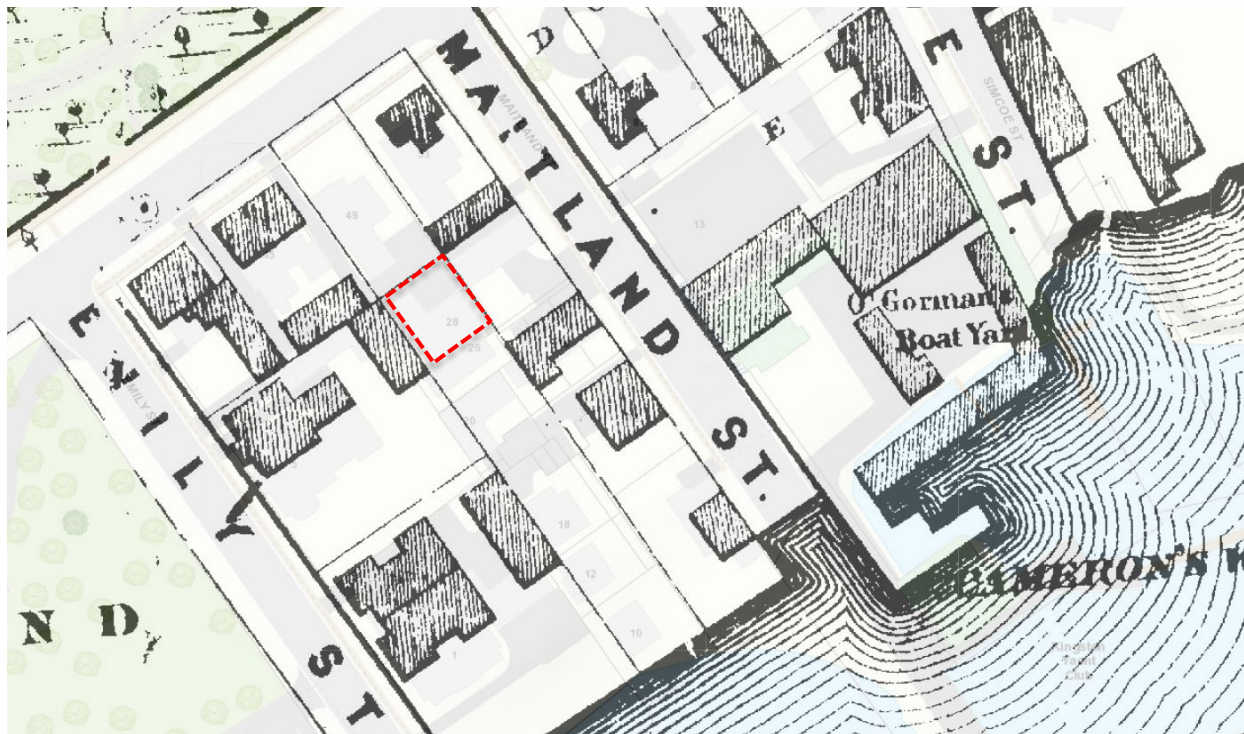


Figure 2: The approximate location of the property identified on the 1865 John C. Innes map. (City of Kingston, annotated by Heritage Studio)

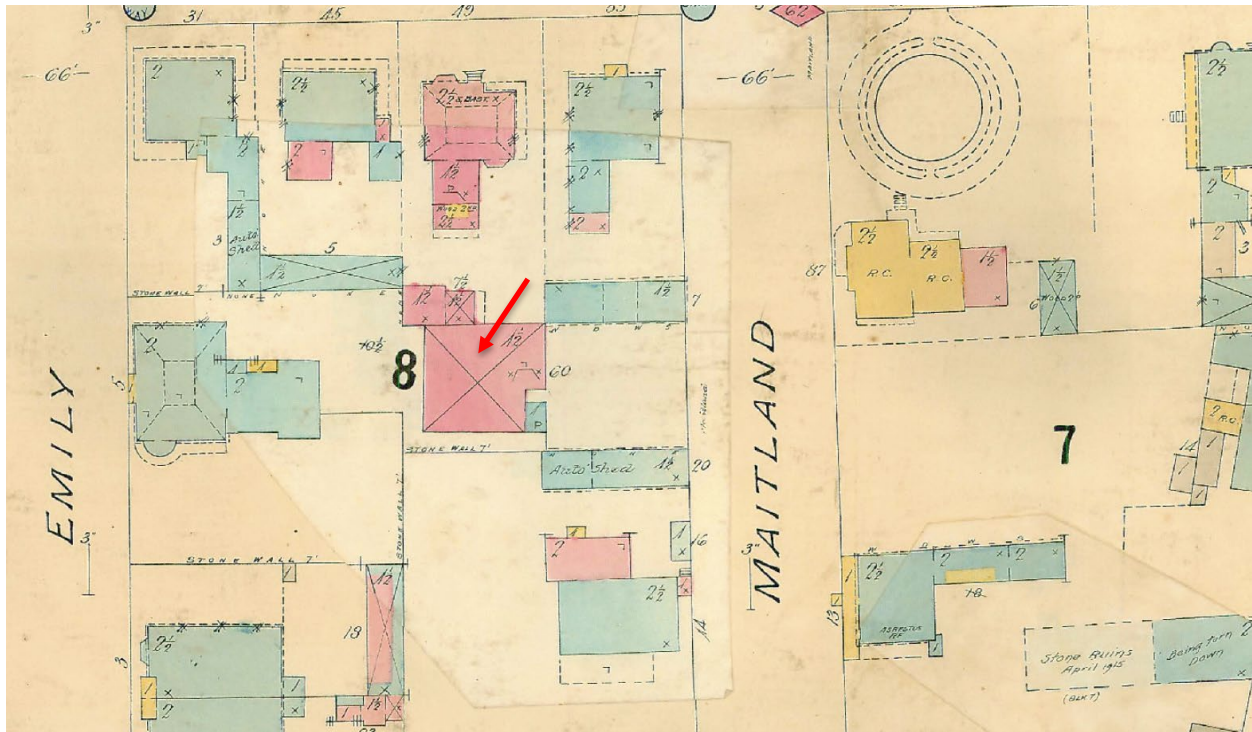


Figure 3: The property as shown on the 1908 Fire Insurance Plan. (City of Kingston, annotated by Heritage Studio)

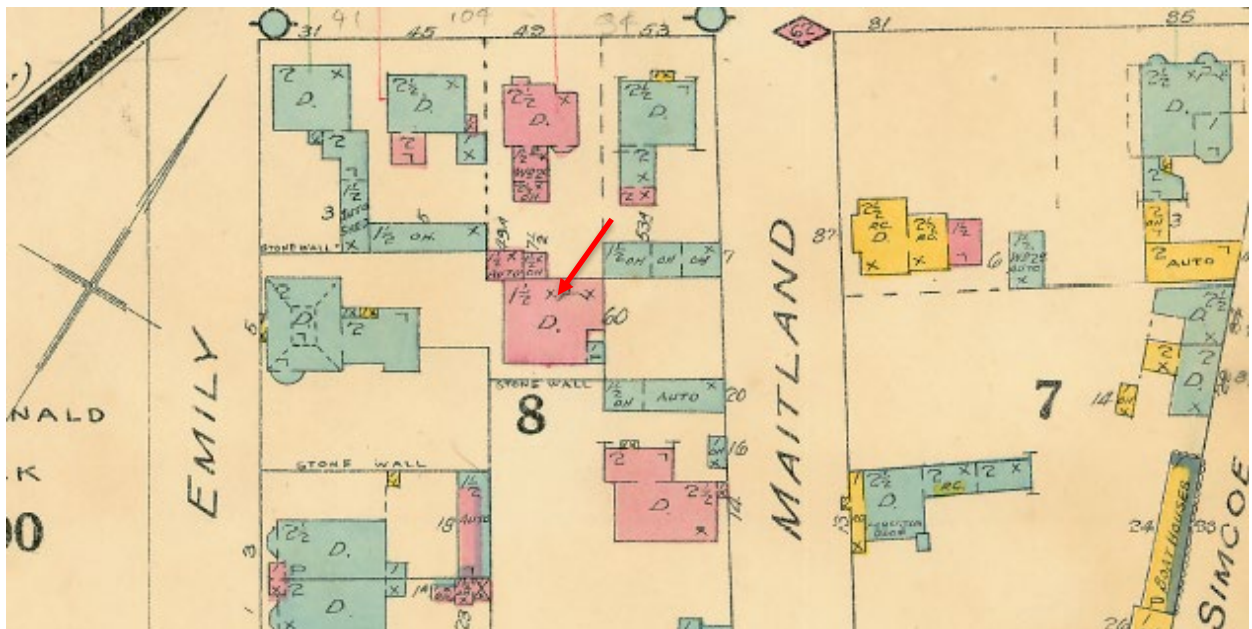


Figure 4: The property as shown on the 1924 Fire Insurance Plan. (City of Kingston, annotated by Heritage Studio)

## 2.0 CULTURAL HERITAGE VALUE

The property is located within the King Street Corridor sub-area, and the Property Inventory Evaluation form evaluates the subject property as “contributing” to the heritage character of the Old Sydenham HCD through its “low massing, mansard roof, its rectangular openings, and 2-tiered façade” (Appendix 2). The one-and-a-half storey house at 26-28 Maitland Street has been heavily modified since its original construction; however, its most recent rehabilitation to two residential units has successfully retained its massing and scale, including mansard roof and regular rectangular window openings, and therefore, continues to contribute to the cultural heritage value and attributes of the Old Sydenham HCD (Figure 5).



Figure 5: The subject property before and after rehabilitation to two separate residential units. (Google Maps and Heritage Studio, February 2024)



Figure 6: Maitland Streetscape looking northwest with new shed visible but set back from adjacent stone outbuildings. (Heritage Studio, February 2024)





Figure 7: Maitland Streetscape looking southwest with house and shed, and 28 Maitland Street shielded by adjacent stone outbuilding. (Heritage Studio, February 2024)

The Old Sydenham HCD Plan does not specifically describe the character of Maitland Street, which is atypical of the King Street Corridor sub-area and of the Old Sydenham HCD. Rather, Maitland Street's heritage character is defined by its irregular lot fabric, inconsistent building line, and historic use as a 'back of house' area to the large estates on Emily and King Streets. In many ways, the heritage character of Maitland Street is more comparable to Lily Lane than to a typical residential streetscape in the District. The property at 26-28 Maitland Street contributes to heritage character of Maitland Street, but the house's deep setback from the street means that the two adjacent stone outbuildings are more visually prominent in the streetscape, largely shielding the house from views looking north towards City Park and south towards the waterfront (Figures 6 & 7).

In summary, the property contributes to the following heritage attributes of the Old Sydenham HCD and King Street Corridor sub-area:

#### Old Sydenham HCD

- Varied ages, styles and types of buildings, with both vernacular and architect-designed examples of over two centuries of architectural styles
- A compact scale comprised of street width, building height (predominantly 2-3 storeys) and setback;
- Views down to the lake, to the park and to the downtown;
- Trees lining streets and dominating rear yards;
- Surviving examples of historic landscape elements such as walls;
- A generally high standard of care for buildings and landscapes;
- Proximity to the downtown, major institutions and the lake; and physical evidence and

historical associations with every stage of Kingston's history.

King Street Corridor sub-area:

- Views down to the lake across each cross street;
- Views of City Park;
- Surviving examples of historic landscape features such as stone walls; and
- Areas of archaeological potential and significance.

### 3.0 IMPACT ASSESSMENT

The shed is a 9 by 13 feet (2.7 by 3.9 metres) frame structure with gable roof (Figure 8). It is clad in painted fibre cement board (i.e., James Hardie board) and has a salvaged historic wooden casement window on the east elevation and a pair of glazed wooden French doors on the west elevation (Figure 9). In the spring of 2024, the shed roof will be finished in a standing seam metal roof to match the house.

The Old Sydenham HCD Plan does not contain specific policies for the location and design of accessory buildings as they are typically located in rear yards and have limited potential to impact the heritage character of the District. Therefore, the most relevant HCD Plan guidelines include those found in Section 5.2.2 Additions, which are broadly applicable. At approximately 117 square feet in area and 12 feet tall, the shed is clearly secondary in size to the one-and-a-half storey house behind and the adjacent stone outbuildings. Its painted fibre cement board siding is complementary to, but distinguishable from, the stucco finish on the house and the limestone masonry of the adjacent outbuildings.



Figure 8: East and south elevations of the newly constructed shed. (Heritage Studio, February 2024)



Figure 9: West elevation (facing the house) of the newly constructed shed. (Heritage Studio, February 2024)

The shed is technically located in the front yard (historically this was the rear yard of 5 Emily Street) which does not follow the guideline advising that additions be located away from the main street façade, and at the rear of the building. However, as previously described, Maitland’s streetscape does not have a consistent street façade of historic houses, but rather includes a collection of historic houses, outbuildings, and recreation facilities (i.e. the Kingston Yacht Club). The street’s development was incremental and not planned to form a visually coherent residential streetscape as is typical in the rest of the Old Sydenham HCD. Therefore, the convention of front and rear yards and traditional development patterns do not readily apply to this streetscape.

The shed’s location and orientation in the front yard obscures some views of the house but does not obscure views of the adjacent stone outbuildings, which are more visually prominent along the streetscape and in views north and south along Maitland Street. Moreover, the shed does not obscure any of the original openings (i.e. windows or arched opening) on the adjacent stone outbuilding to the north. The shed is not physically attached to the house or adjacent stone outbuildings, and therefore, did not entail the removal of any heritage attributes on the house or adjacent outbuildings. Importantly, the shed’s

construction did not cause any permanent changes to the house or adjacent stone outbuildings and can be considered a reversible<sup>1</sup> alteration.

Parks Canada’s Standards and Guidelines, like the Old Sydenham HCD Plan, do not contain specific policies relating to the location and design of small accessory buildings; however, Section 4.1.5, which addresses Visual Relationships within the Guidelines for Cultural Heritage Landscapes, includes a guideline for additions or alterations to a cultural landscape. The guideline recommends “designing a new feature when required by a new use that respects the historic visual relationships in the cultural heritage landscape. This can include matching established proportions and densities, such as maintaining the overall ratio of open space to building mass in an urban heritage district when designing an infill building.” Within the context of the Maitland streetscape, there is a visual relationship between the outbuildings and houses that reflects its incremental development and historic ‘back of house’ use. The location and design of the new shed complements, rather than disrupts, this character. The shed’s simple and traditional design, which is compatible with the surrounding historic environment, sits comfortably alongside the adjacent stone outbuildings and recently rehabilitated house.

The following table provides an assessment of the shed using the list of potential negative impacts identified in the Ontario Heritage Tool Kit, which was produced by the former Ministry of Tourism, Culture and Sport. In summary, no adverse impacts to the property or Old Sydenham HCD were identified through this impact assessment.

Potential Negative Impact	Assessment
Destruction of any, or any part of, significant heritage attributes or features	<b>None.</b>
Alteration that is not sympathetic, or is incompatible, with the historic fabric and appearance	<b>None.</b> The scale and design of the shed is compatible with the heritage character of the property and of the surrounding Maitland streetscape. The shed’s front yard location is atypical of the pattern of development in the Old Sydenham HCD (one other example includes 155 King Street East) but is consistent with the historic development and character of Maitland Street.

---

<sup>1</sup> Reversible interventions are those that can be removed at a later date without damaging the character-defining elements of the historic place. (Parks Canada’s Standards & Guidelines)

Shadows created that alter the appearance of a heritage attribute, or change the viability of a natural feature or plantings, such as a garden	<b>None.</b>
Isolation of a heritage attribute from its surrounding environment, context or a significant relationship	<b>None.</b> The one-and-a-half storey house continues to be the primary focal point on the property. The shed’s design is compatible with the character of the existing house, and as a result, the property continues to contribute to the heritage character of Maitland Street and to the Old Sydenham HCD more broadly.
Direct or indirect obstruction of significant views or vistas within, from, or of built and natural features	<b>None.</b> Significant views include those north and south along Maitland Street to City Park and Lake Ontario, which are identified as heritage attributes of the Old Sydenham HCD and of the King Street Corridor sub-area.  The shed is set well back from the street edge, thereby maintaining the prominence of the two adjacent stone outbuildings, which frame views looking north towards City Park and south towards Lake Ontario.
A change in land use such as a battlefield from open space to residential use, allowing new development or site alteration in the formerly open space	<b>None.</b> The shed supports the continued residential use of the property.
Land disturbance such as a change in grade that alters soils, and drainage patterns that adversely impact archaeological resources.	<b>None.</b> The shed sits on a gravel base and does not have a foundation.

#### 4.0 CONCLUSION & OPINION

Locating an accessory building, such as a shed, in the front yard of a property is generally inconsistent with the character of streetscapes in the Old Sydenham HCD. However, Maitland Street’s pattern of development and heritage character is atypical of the District, and in this instance, the location and design of the new shed at 28 Maitland Street, is compatible with the heritage character of the property and of Maitland Street. 28 Maitland Street has a very shallow rear yard and no side yard, and consequently there is no location to construct a shed

outside of public view. Moreover, the house (former stable/garage) does not have a basement. Acknowledging that all residents require storage space for tools, sports equipment, bicycles, shovels, etc., the construction of a small, well-designed, shed in the front yard is a reasonable component of the property's rehabilitation<sup>2</sup>.

In my professional opinion, the recently constructed shed has a neutral impact on the cultural heritage value and attributes of the Old Sydenham HCD, and therefore, its construction is consistent with the goal for Built Heritage Resources in Section 7.1 of the City of Kingston's Official Plan, which is "to 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" and is consistent with Policy 2.6.1 "Significant built heritage resources and significant cultural heritage landscapes shall be conserved." of the 2020 Provincial Policy Statement.

Please contact me should you require any further details or wish to discuss the contents of this letter.

Sincerely,



Alex Rowse-Thompson MCIP RPP CAHP  
Principal, Heritage Studio

---

<sup>2</sup> *Rehabilitation* involves the sensitive adaptation of an historic place or individual component for a continuing or compatible contemporary use, while protecting its heritage value.

Appendix 1: Photographic Documentation (Heritage Studio site visit - February 14, 2024)



Looking south along Maitland Street to Lake Ontario.



Looking southwest along Maitland Street to Lake Ontario.



Looking west towards the property with shed and house behind, and two large stone outbuildings flanking the property.



Looking north towards the east elevation of the shed and the south elevation of the adjacent stone outbuilding.





Looking northwest towards the shed with house and adjacent outbuilding in the background.



Looking east from the house towards the shed and Maitland Street.



South elevation of the house (looking west towards rear lot line), and rear or west elevation of the house (looking north).

Appendix 2: Property Inventory Form (28 Maitland Street)

Property Inventory Evaluation – Maitland Street

**28 Maitland Street**

**Built: 1904-08**

**Rating: C**



A brick building with this footprint first appears in the 1908 fire insurance map. It is not present on the 1892 fire insurance map, updated in 1904. It has since been clad with clapboard-style siding, but its mansard roof is original. The building is set-back from Maitland Street, but is readily visible from the car park north of 16 Maitland Street.

This structure's low massing, mansard roof, its rectangular openings, and 2-tiered façade contribute to the heritage character of this area.

# Kingston Heritage Properties Committee

## Summary of Input from Technical Review Process

**P18-018-2024**

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		
Peter Gower	X		
Ann Stevens	X		
Daniel Rose			X



City of Kingston  
216 Ontario Street  
Kingston, Ontario  
Canada, K7L 2Z3

Website: [www.cityofkingston.ca](http://www.cityofkingston.ca)

where history and innovation thrive

TTY: Dial 613-546-4889

---

Date:	March 1, 2024
Form:	Heritage Properties Committee Reviewer Form
Reviewer Name:	Ann Stevens
Application Type:	Heritage Permit
File Number:	<a href="#">P18-018-2024</a>
Property Address:	28 MAITLAND ST

---

#### Description of Proposal:

The subject property is located on the south-west side of the street and designated under Part V of the *Ontario Heritage Act* as part of the Old Sydenham Heritage Conservation District. Following a misunderstanding, the owners have constructed a 9' by 13' (2.7 metre by 3.9 metre) detached storage building (shed) on the property without prior Heritage Act approval. They are seeking to rectify this by requesting heritage approval for this largely-completed structure. The new shed will be 12 feet (3.7 metres) tall, with a gable roof (to be clad in standing steel roofing) and clad in painted fibre cement board. A salvaged wooden casement window is installed on the east elevation and a pair of glazed wooden French doors are on the west elevation. A minor variance application will also be required to permit the location of the shed. A conceptual site plan, prepared by the owner, and a detailed Heritage Review letter, prepared by Heritage Studio, were submitted in support of this application.

#### Comments for Consideration on the Application:

It is unfortunate that there was a misunderstanding about the approvals for this structure. After reviewing the information from the applicant and their heritage reviewer, the shed has been built sensitive to its surroundings. The 'back lot shed' is actually retaining the area's historical use as utility buildings from the estate house on King Street.

#### Recommended Conditions for the Application:

Meeting all requirements set by the Heritage staff and pertinent Heritage legislation.



City of Kingston  
216 Ontario Street  
Kingston, Ontario  
Canada, K7L 2Z3

Website: [www.cityofkingston.ca](http://www.cityofkingston.ca)

TTY: Dial 613-546-4889

where history and innovation thrive

---

Date:	March 12, 2024
Form:	Heritage Properties Committee Reviewer Form
Reviewer Name:	Peter Gower
Application Type:	Heritage Permit
File Number:	<a href="#">P18-018-2024</a>
Property Address:	28 MAITLAND ST

---

#### Description of Proposal:

The subject property is located on the south-west side of the street and designated under Part V of the *Ontario Heritage Act* as part of the Old Sydenham Heritage Conservation District. Following a misunderstanding, the owners have constructed a 9' by 13' (2.7 metre by 3.9 metre) detached storage building (shed) on the property without prior Heritage Act approval. They are seeking to rectify this by requesting heritage approval for this largely-completed structure. The new shed will be 12 feet (3.7 metres) tall, with a gable roof (to be clad in standing steel roofing) and clad in painted fibre cement board. A salvaged wooden casement window is installed on the east elevation and a pair of glazed wooden French doors are on the west elevation. A minor variance application will also be required to permit the location of the shed. A conceptual site plan, prepared by the owner, and a detailed Heritage Review letter, prepared by Heritage Studio, were submitted in support of this application.

#### Comments for Consideration on the Application:

In view of the location of the house (an Emily Street backyard!), the uniqueness of Maitland Street, and the design of the storage building, I have no concerns with what we are asked to approve.

#### Recommended Conditions for the Application:

The applicants may want to consider some plantings between the storage building and the street to further lessen its impact. Staff should also check that the roof has been upgraded by the end of 2024.



where history and innovation thrive

City of Kingston  
216 Ontario Street  
Kingston, Ontario  
Canada, K7L 2Z3

Website: [www.cityofkingston.ca](http://www.cityofkingston.ca)

TTY: Dial 613-546-4889

---

Date:	March 13, 2024
Form:	Heritage Properties Committee Reviewer Form
Reviewer Name:	Jane McFarlane
Application Type:	Heritage Permit
File Number:	<a href="#">P18-018-2024</a>
Property Address:	28 MAITLAND ST

---

#### Description of Proposal:

The subject property is located on the south-west side of the street and designated under Part V of the *Ontario Heritage Act* as part of the Old Sydenham Heritage Conservation District. Following a misunderstanding, the owners have constructed a 9' by 13' (2.7 metre by 3.9 metre) detached storage building (shed) on the property without prior Heritage Act approval. They are seeking to rectify this by requesting heritage approval for this largely-completed structure. The new shed will be 12 feet (3.7 metres) tall, with a gable roof (to be clad in standing steel roofing) and clad in painted fibre cement board. A salvaged wooden casement window is installed on the east elevation and a pair of glazed wooden French doors are on the west elevation. A minor variance application will also be required to permit the location of the shed. A conceptual site plan, prepared by the owner, and a detailed Heritage Review letter, prepared by Heritage Studio, were submitted in support of this application.

#### Comments for Consideration on the Application:

It is unfortunate that this project has been completed prior to Heritage approval. However, the shed is relatively small, heritage appropriate and sympathetic to the property and as such is supportable. On the rear of the building, the option of two-over-two windows or even one-over-one could be considered and simplify the look.

**Summary of Final Comments at the April 17, 2024 Heritage Properties Committee Meeting**

The Committee did not provide comment.



## City of Kingston

### Property Listing - Section 357(1) and Section 358(1) Tax Adjustments

Application Number	Roll Number	Property Location	From	To	Reason for Adjustment	Property Tax Class	Assessed Value Change	Amount of Tax Cancellation
<b>Section 357(1) Applications</b>								
1861	040.030.00500.0000	628 Bagot Street	18-Jul-23	31-Dec-23	357(1)(d) Fire, Demo	RTEP	62,000	\$ 409.79
1862	040.030.01100.0000	630 Bagot Street	18-Jul-23	31-Dec-23	357(1)(d) Fire, Demo	RTEP	169,000	\$ 1,117.01
1864	020.030.07500.0000	700 Princess Street	1-Oct-23	31-Dec-23	357(1)(c) Became Exempt	CTN	468,000	\$ 4,020.63
						E N	(468,000)	-
1865	080.200.18161.0000	1513 Clover Street	25-Sep-23	31-Dec-23	357(1)(d) Fire, Demo	RTEP	122,000	\$ 445.30
1870	080.200.18160.0000	1515 Clover Street	25-Sep-23	31-Dec-23	357(1)(d) Fire, Demo	RTEP	236,000	\$ 861.39
1873	070.050.19800.0000	54 Edgehill Street	1-Jan-23	31-Dec-23	357(1)(d) Fire, Demo	RTEP	6,000	\$ 86.67
1874	080.010.11800.0000	31 Point Crescent	6-May-23	31-Dec-23	357(1)(d) Fire, Demo	RTEP	244,000	\$ 2,181.05
1875	080.180.00600.0000	1300-1350 Bath Road	13-Feb-23	31-Dec-23	357(1)(d) Fire, Demo	STN	6,371,196	\$ 156,144.78
						SUN	(743,861)	-
						CTN	(216,961)	-
						CUN	(140,374)	-
1876	080.200.01200.0000	2685 Creekford Road	7-Nov-23	31-Dec-23	357(1)(c) Became Exempt	IXN	187,000	\$ 822.08
						E N	(187,000)	-
1877	090.050.00801.0000	96-100 Innovation Drive	1-Nov-23	31-Dec-23	357(1)(d) Fire, Demo	CTN	1,017,500	\$ 14,485.59
						DTN	1,716,500	-
1881	080.010.16900.0000	21 Montgomery Boulevard	1-Jan-23	31-Dec-23	357(1)(f) Clerical Error	RTEP	140,000	\$ 1,903.21

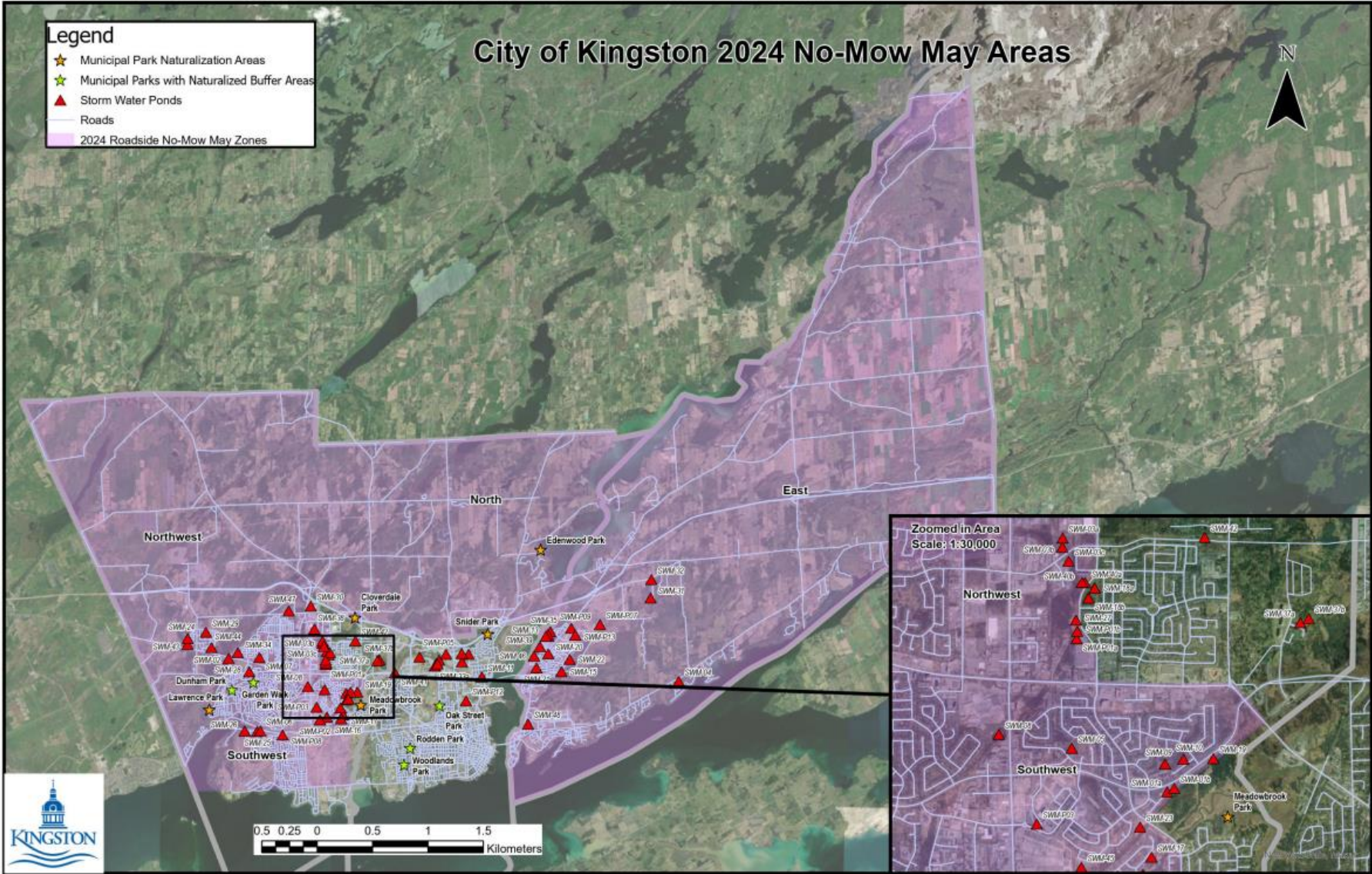
Application Number	Roll Number	Property Location	From	To	Reason for Adjustment	Property Tax Class	Assessed Value Change	Amount of Tax Cancellation
1882	080.123.14501.0000	1029 Springfield Drive	25-Sep-23	31-Dec-23	357(1)(d) Fire, Demo	RTEP	42,000	\$ 153.30
1883	080.220.17500.0000	4240 Unity Road - Sharpton	19-Sep-23	31-Dec-23	357(1)(d) Fire, Demo	RTEP	79,000	\$ 306.00
1884	010.130.08900.0000	73-79 Brock Street	22-Jun-23	31-Dec-23	357(1)(d) Fire, Demo	CTN	19,000	\$ 383.02
1885	080.190.12635.0000	1409 Centennial Drive	15-Dec-23	31-Dec-23	357(1)(c) Became Exempt	IXN	223,000	\$ 303.01
						E N	(223,000)	-

**Section 358(1) Applications**

1871	070.050.19800.0000	54 Edgehill Street	1-Jan-21	31-Dec-21	358(1) Clerical Error	RTEP	6,000	\$ 81.93
1872	070.050.19800.0000	54 Edgehill Street	1-Jan-22	31-Dec-22	358(1) Clerical Error	RTEP	6,000	\$ 83.96
1880	080.010.16900.0000	21 Montgomery Boulevard	1-Jan-22	31-Dec-22	358(1) Clerical Error	RTEP	140,000	\$ 1,834.83
<b>Total</b>								\$ 185,623.55

**Distribution of Amounts**

Municipal Portion	\$ 138,121.88
School Portion	\$ 47,461.08
Downtown Kingston BIA	\$ 40.59
<b>Total</b>	<b>\$ 185,623.55</b>





**City of Kingston  
Information Report to Council  
Report Number 24-132**

---

**To:** Mayor and Members of Council  
**From:** Paige Agnew, Commissioner, Growth & Development Services  
**Resource Staff:** Julie Salter-Keane, Manager, Climate Leadership  
**Date of Meeting:** May 7, 2024  
**Subject:** Better Homes Kingston Mid-term Report

---

**Council Strategic Plan Alignment:**

Theme: 2. Lead Environmental Stewardship and Climate Action

Goal: 2.2 Support climate action and sustainability for residents, businesses and partners.

**Executive Summary:**

The Funding Agreement for Better Homes Kingston, between the City of Kingston and the Federation of Canadian Municipalities (FCM), requires that a mid-term report be prepared and submitted to FCM at the halfway point of the program implementation period. This report has two primary purposes:

1. **Project tracking:** This report enables FCM to confirm that the Project is proceeding as planned, or to be informed of any unforeseen issues with the implementation of the financing program for home energy upgrades.
2. **Knowledge sharing:** FCM shares the lessons and expertise gained through GMF-funded initiatives with other communities across Canada. The findings and lessons learned documented in the Mid-term Report could be valuable for other municipal governments that are seeking to address issues related to their financing program for home energy upgrades in their own communities.

This report provides an overview of the program to date, including information on project implementation, design, and lessons learned. The Better Homes Kingston Program Year 2 Annual Report including comprehensive key performance indicators (KPIs) will be presented to the Environmental, Infrastructure, and Transportation Policies Committee in June 2024.

**May 7, 2024**

Page 2 of 8

**Recommendation:**

This report is for information only.

May 7, 2024

Page 3 of 8

**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

May 7, 2024

Page 4 of 8

**Options/Discussion:**

As a condition of the Funding Agreement for Better Homes Kingston between the City of Kingston and the Federation of Canadian Municipalities (FCM), a mid-term report is required to be prepared and submitted at the halfway point of the program implementation period to FCM. This report is also a pre-condition for a request for disbursement to be accepted by FCM, which is required to receive combined loan and grant funding for the program, which is planned for Q4, 2024. This mid-term report enables FCM to confirm that the project is proceeding as planned, or to be informed of any unforeseen issues with implementation, as well as to share the lessons and expertise gained through Green Municipal Fund initiatives with other communities across Canada.

This report includes information on project implementation, design, and lessons learned.

**Project Implementation**

To date, Better Homes Kingston has been implemented as outlined in the contract with FCM, with some adaptations and iterations being made due to actual conditions of implementation, and through continuous improvement of the program. Through the first two years of program implementation, project timelines have been variable, based on several factors, including long wait times for homeowners to receive quotes from contractors, long lead times on materials (particularly for windows, doors, and a Lennox heat-pump recall in winter 2022/23), causing some delays to project timelines. Timelines to receive pre-retrofit home energy evaluations have also varied, with homeowners waiting a maximum of 2.5 months for a preferred auditor to be available. These numerous factors have contributed to many project timelines being extended to approximately 1 year.

Due to exceedingly high initial demand after program launch, and many ongoing development priorities (homeowner portal development, contractor training development, ongoing internal process development and improvement, and ongoing administration) placing strain on program efficiency, a second Energy Coaching Services team member was hired by Sustainable Kingston in the summer of 2022, to help keep up with demand.

One key component of program efficiency has been the development of process automation and streamlining improvements, including the creation of an [Better Homes Kingston Homeowner Roadmap](#) video, which covers key program information, and is required to be viewed, along with a multiple-choice test question, for all accepted participants of the program. The intention of the video is to reduce the number of hours spent by Energy Coaching staff on sharing repetitive information, so a greater scale can be achieved. In the first 6 weeks since its launch, the 12-minute video is precisely having the intended impact, reducing virtual and in-person Energy Coaching session times by 30-45 minutes. This video is used as a resource only for accepted homeowners in Better Homes Kingston and is being shared for information purposes only.

May 7, 2024

Page 5 of 8

## Renovation Contractors and Energy Advisors

Availability and capacity of Registered Energy Advisors, (REA) was stable throughout year 1 and 2 of program implementation. At the start of the program, which coincided with the launch of the Canada Greener Homes Loan, and already operating Canada Greener Homes Grant (CGHG), there were numerous auditors available in the Kingston market, with audits available within 6 weeks from booking. If homeowners were willing to shop around, they could arrange for a pre-audit within 2-3 weeks from booking. With the recent closure of the CGHG and Enbridge HER+ program, it is anticipated that these closures and resulting layoffs will be leading to reduced demand for, and delays in local REA availability.

For renovation contractors, there have been differing levels of availability depending on the service category. HVAC contractors and electricians have reasonable response times, and projects can be substantially completed within 3-6 months of first contact, or even more quickly in emergency no-heat situations. However, for electrical panel upgrades (particularly in Hydro One service areas) there is a bottleneck, often causing delays for mechanical projects. There was also a Lennox Heat-Pump recall in winter of 2022/2023, which caused delays for several projects.

The availability of thermal envelope contractors is more variable, with basic insulation jobs being readily bookable (spray foam in basement and attic), with more comprehensive whole house projects having very long timelines (over 12 months). Supply chain delays, particularly for windows, doors, and other equipment was an issue during the pandemic, but has improved over time.

Overall, the quality of work as described by homeowners has been reliable for the contractors who participated in the Better Homes Kingston training, offered in partnership with Building Knowledge Canada. Overall, no systemic quality assurance or quality control issues have been observed.

City of Kingston staff have offered 7 [contractor training courses](#) through 2022, with moderate uptake. There was great value for those that attended, however it has been challenging to attract contractors to attend voluntary training, given their busy schedules. After recording multiple sessions, training was moved on to a virtual based training protocol, where the recording of applicable courses is shared with the relevant contractor interested in being added to the programs trained contractor list, along with skill testing questions. Contractors are now onboarded at a convenient time for them. This simplified and more flexible approach has been successful in attracting several additional contractors through 2023. Currently there are 22 contractors across all service categories who have completed the training program. However, it is important to note that the City does not recommend or pre-qualify these contractors, who are retained by homeowners for their services. The City also offered a [homeowner energy efficiency education webinar](#), which was recorded and is used on an ongoing basis as a key resource for homeowners looking to self-educate on building science and home energy efficiency.



May 7, 2024

Page 6 of 8

## Partnerships and Collaboration

The Energy Coach service level agreement (SLA) with Sustainable Kingston to deliver the Energy Coaching service has been a great success. This SLA allows the program team to dynamically provide Energy Coaching Services and have expert insight into the EnerGuide Rating System, and home energy efficiency. This partnership has enabled the division of key program functions, with the City managing application review and eligibility, compliance, Property Owner Agreement (POA) processing, payment processing, LIC By-Law administration, and ongoing program management. The Sustainable Kingston Energy Coaching Services team manages ongoing homeowner support, including Energy Coaching Sessions, correspondence, quote review, energy modelling for performance threshold compliance, third-party program stacking guidance, administrative form completion, and other key operational tasks.

The collaboration with Parachute Software Inc. and eRenovate Inc. is enabling the process automation, monitoring, and verification for the Program to reach scale.

Ongoing collaboration with municipal staff has also been critical, with Taxation and Revenue Services assisting with application review pertaining to property value assessment and payment history, and LIC By-Law administration. Support from Legal Services was critical for the development of the program By-Law, POA template, ongoing POA review ahead of agreement execution, and the development of key disclaimers to manage risk for the City. Financial Services has given ongoing support for financial tracking and reporting, and will be supporting disbursement requests, as well as long-term capital planning for program expansion.

Collaboration with the local REA community has seen some success, with a general willingness of REAs to participate in program info sessions, and openly communicate with Energy Coaching Services staff when HOT2000 file alterations are needed, as well as helping to expedite audit timelines in certain cases, so as to ensure homeowners are eligible to participate in Better Homes Kingston.

Other collaborations include a cooperation with the Kingston Frontenac Renovates Program (operated by the Housing and Social Services Department), to utilize the Energy Coaching Services developed for Better Homes Kingston to help eligible low-income homeowners access third-party programs (i.e. Fuel Oil to Heat-Pump affordability program), allowing for increased grant and forgivable loan funding for these projects. To date, one project has been successfully completed, with the homeowner accessing the additional \$10,000.00 upfront to offset the additional cost of a Heat-pump system, as the Kingston Frontenac Renovates Program spending cap limits project scope to furnace replacements.

## Program Uptake

The Energy Coaching Services team assist homeowners to stack with third-party programs, with many participants successfully receiving funding (incentive, loan, rebate, or a combination), with the exception of rental properties which are not typically eligible. However, there have been challenges given the often conflicting and siloed processes and requirements of the numerous programs, which have operated throughout the implementation period of the BHK program pilot.

May 7, 2024

Page 7 of 8

It has been a delicate balance of pointing homeowners in the right direction regarding eligibility and process for third-party programs.

Due to overwhelming demand, significant expenditures for ongoing marketing were not required. Some general homeowner information sessions have been offered, along with several presentation to organizations such as the Rotary Club of Kingston, the Canadian Club of Kingston, [SWITCH](#), one mail campaign focused on rural Kingston homes heated with fuel oil or propane, and general promotion such as the launch photo op, news release, and social media posts. Aside from this, ongoing phone and email communication has been offered for prospective applicants, as well as the network effect from trained contractors, REAs, and enthusiastic participants of the program.

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

Accessible service is available to all homeowners in the program, meeting homeowners at their level of need, offering both virtual and in person coaching meetings, extra support, ongoing customer service at a high level to ensure customer success, with all services being free of charge during the pilot. Applications are accepted online, by mail, or by phone, as well as the Energy Coach completing all administrative forms, and the option for an in person signing of the POA with assistance from the Program Manager. Beyond the pilot, it is planned to retain free service for income qualified applicants (currently using the same income thresholds as the [Kingston Frontenac Renovates Program](#)).

A no-heat policy was also created for approved applicants who require emergency repairs to either heating, or air-conditioning systems, so that they could still qualify for funding despite paying for these improvements outside of the City's designated process. Low-income qualified candidates who were verified through the review of a valid Canada Revenue Agency Notice of Assessment (CRA NOA), received direct-pay home energy assessments (where the City pays the auditor directly), removing the upfront cost-barrier that this service can pose. Furthermore, low-income qualified candidates could also receive an incremental disbursement, being paid up to 75% of their entire financing amount upfront to reduce barriers related to bridge financing.

Despite these equity considerations, there has been low uptake from low-income qualified homeowners. Furthermore, there was minimal uptake for stacking with other income qualified third-party programs. Notably, this is a common experience shared by numerous municipalities offering PACE programs, even when offering 0% interest, due to debt aversion, lack of cashflow, and the high capital-cost of home energy upgrades (particularly mechanical fuel-switch projects such as those specifically incentivised through Better Homes Kingston). Through the FCM community of practice, this common experience has been shared, and it seems evident that fully or partially subsidized programs, as well as integrated energy concierge services (turn-key support), and energy cost-savings reduction guarantees (1:1 debt to savings ratio) would be required to effectively target low-income homeowners. Anecdotally, working with very low-income homeowners within the same program stream for Better Homes Kingston was significantly more complex, time-consuming, and challenging, and this is a clear indication that Better Homes Kingston cannot be a one size fits all solution, in its current structure as a performance threshold-based financing program.

May 7, 2024

Page 8 of 8

**Climate Risk Considerations** For all 186 individual projects completed to date, the Better Homes Kingston will result in the cumulative lifetime reduction of 13,782.6 tonnes of CO<sub>2</sub>e at the Community level.

### **Program Business Case**

Overall, the core program offering, and business case has remained the same from design through launch and implementation. Additional Energy Coaching Services support was required due to the complexity of the performance threshold system, quote reviews resulting from itemized quote requirements, and initial program demand. As the program has developed over time, this demand has stabilized, with staff at a constant capacity. The administrative forms being completed by the Energy Coach was a change from the initial design, due to the complexity of the performance threshold system, and the perceived risk of homeowners incorrectly filling out forms leading to delays, risk of fraud, attrition, or not achieving the minimum 20% GHG emissions reduction and therefore not receiving incentives. This has led to very few delays for participants when seeking funding approval, and a very deep average impact per project.

### **Conclusion**

As of April 2024, Better Homes Kingston celebrated the completion of over 186 home upgrade projects, each contributing to an average GHG reduction of 64.2% from baseline (or before energy upgrades) and a significant decrease in energy consumption of 40%. The Year 2 Annual Report will be presented to EITP in June 2024, with more comprehensive program monitoring and verification data, and analysis, including full program KPIs.

### **Existing Policy/By-Law**

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

### **Contacts:**

Julie Salter-Keane, Manager, Climate Leadership Division, 613-546-4291 extension 1163

Soren Christianson, Project Manager, Climate Leadership Division, 613-546-4291 extension 1325

### **Exhibits Attached:**

None



**City of Kingston  
Report to Council  
Report Number 24-142**

---

**To:** Mayor and Members of Council

**From:** Paige Agnew, Commissioner, Growth & Development Services

**Resource Staff:** Lisa Capener-Hunt, Director, Building Services & Chief Building Official  
Tim Park, Director, Planning Services

**Date of Meeting:** May 7, 2024

**Subject:** Proposed Bill 185, Provincial Planning Statement and Ontario Building Code Changes

---

**Council Strategic Plan Alignment:**

Theme: Policies & by-laws

Goal: See above

**Executive Summary:**

On April 10, 2024, the Ontario government tabled Bill 185, the *Cutting Red Tape to Build More Homes Act, 2024*, which received second reading on April 17, 2024, and, at the time of writing this report, has been referred to the Standing Committee on Finance and Economic Affairs and has been scheduled for three public hearings on May 7, 14 and 15, 2024. This Bill, as indicated by its title, is intended to remove barriers to the construction of more homes with amendments proposed to a variety of acts, including the *Municipal Act*, the *Planning Act*, and the *Development Charges Act*. Consultation is also ongoing related to additional ways that planning processes can be streamlined. Based on recent experience with provincial legislation of this nature, it is likely that some form of Bill 185 will receive Royal Assent in the coming weeks.

The government also released an updated draft of the proposed Provincial Planning Statement, which is intended to replace the current Provincial Policy Statement and A Plan to Grow: Growth

May 7, 2024

Page 2 of 18

Plan for the Greater Golden Horseshoe with a single province-wide land use planning policy focused on supporting housing. Based on feedback received from the consultation on the initial draft over the course of the last year, the proposed Provincial Planning Statement includes policies grouped under five pillars, including: generating increased housing supply; making land available for development; providing infrastructure to support development; balance housing with resources; and implementation. Consultation for the proposed Provincial Planning Statement is open on the Environmental Registry of Ontario (ERO) until May 12, 2024.

On the same day, the Ontario government released and filed the 2024 Ontario Building Code. The Building Code comes into effect on January 1, 2025, with a three-month transition period that extends until March 31, 2025, for applications for which the working drawings were substantially complete before January 1, 2025. The 2024 Building Code proposes 2100 changes and increases harmonization with the National Construction Codes by eliminating 1,730 technical variations between the provincial and national requirements.

The purpose of this report is to provide Council with an overview of the relevant changes proposed through Bill 185, changes to the Ontario Building Code and the highlights of the proposed Provincial Planning Statement, and to identify their anticipated impacts on Kingston.

**Recommendation:**

This report is for information only.

May 7, 2024

Page 3 of 18

**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

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

Brad Joyce, Commissioner, Infrastructure, Transportation  
& Emergency Services

Desirée Kennedy, Chief Financial Officer & City Treasurer

May 7, 2024

Page 4 of 18

**Options/Discussion:****Background**

Bill 185, the *Cutting Red Tape to Build More Homes Act, 2024*, received its first reading on April 10, 2024, and second reading on April 17, 2024, and, at the time of writing this report, has been referred to the Standing Committee on Finance and Economic Affairs and has been scheduled for three public hearings on May 7, 14 and 15, 2024. Bill 185 includes 15 schedules:

- Schedule 1: Amendments to *An Act to incorporate the Trinity College School*
- Schedule 2: Amendments to the *Arts Council Act*
- Schedule 3: Amendments to the *Building Opportunities in the Skilled Trades Act*
- Schedule 4: Amendments to the *City of Toronto Act*
- Schedule 5: Amendments to the *Coroners Act*
- Schedule 6: Amendments to the *Development Charges Act*
- Schedule 7: Amendments to the *Hazel McCallion Act (Peel Dissolution)*
- Schedule 8: Amendments to the *Line Fences Act*
- Schedule 9: Amendments to the *Municipal Act*
- Schedule 10: Amendments to the *Niagara Parks Act*
- Schedule 11: Amendments to the *Ontario Energy Board Act*
- Schedule 12: Amendments to the *Planning Act*
- Schedule 13: Amendments to the *Poet Laureate of Ontario Act (In Memory of Gord Downie)*
- Schedule 14: Amendments to the *Redeemer Reformed Christian College Act*
- Schedule 15: Amendments to the *Universite de Hearst Act*

The full text of Bill 185 is available on the Legislative Assembly of Ontario's [website](#). This report summarizes the changes proposed in Schedules 6, 9 and 12 of Bill 185 and the anticipated impacts of the changes on the City of Kingston.

**PART A - Schedule 6 of Bill 185: Amendments to the *Development Charges Act***

The following changes are proposed to the *Development Charges Act*:

1. Through Bill 23 (refer to [Report Number 23-020](#)), the *Development Charges Act* was amended to remove certain costs for which a development charge could be imposed (including municipal affordable housing services, development charge background studies and other studies such as an official plan, secondary plan, water or wastewater master plan, environmental assessments, etc.). The amendments in Bill 185 undo these amendments and add these capital costs back as eligible development charge costs.

**Anticipated Impact:** This change is anticipated to have a positive impact, allowing the City to help fund these foundational capital costs required to support new growth through development charges.

May 7, 2024

Page 5 of 18

2. Again, through Bill 23, the *Development Charges Act* was amended to require a reduction in the development charge imposed in the first four years after a new development charges by-law comes into effect (transitioning from 80, 85, 90 and 95 percent through years one to four). Bill 185 proposes to delete the mandatory phase in percentages and replaces them with new transition provisions dealing with by-laws impacted by this change.

**Anticipated Impact:** This change is anticipated to have a positive impact by allowing the City to apply development charges that have been calculated through a full background study, without a mandatory phase-in.

3. The *Development Charges Act* currently establishes a specific approval and appeal process for all development charges by-laws to follow, without the ability to make simple amendments through a streamlined process, such as extending an expiry date. Bill 185 introduces new language that exempts minor development charges by-law amendments from complex processes if the amendment simply repeals or extends the date of expiry of the by-law.

**Anticipated Impact:** The City's current Development Charges By-Law will expire on September 29, 2024, and work is underway to complete a new Development Charges Background Study and related by-law for presentation to Council later this year. This change is anticipated to have a positive impact by allowing the City to extend future development charge by-laws in an efficient manner where there may be strategic reasons to delay a full development charges by-law review.

4. The *Development Charges Act* determines the development charge rate based on the rate applicable at the first building permit issuance, except for projects that proceed through a site plan approval (SPA) or zoning by-law amendment (ZBA) process. For projects that go through SPA or ZBA, the Act freezes the development charge rate at the time of complete application for SPA or ZBA for a period of two years from the date they receive conditions of approval. They must obtain building permits within two years to maintain this rate. The proposed changes in Bill 185 reduce the amount of time from two years to 18 months to encourage more timely construction.

**Anticipated Impact:** This change is anticipated to have a positive impact as it will encourage timely building permit applications and construction.

### **PART B - Schedule 9 of Bill 185: Amendments to the *Municipal Act***

The following changes are proposed to the *Municipal Act*:

1. Bill 185 proposes a new "Use it or Lose it" framework for allocating municipal services (water and sewer) in the *Municipal Act* which allows a municipality to pass a by-law to adopt a policy for the allocation of water supply and sewage capacity. Such a policy may include a system for tracking the water supply and sewage capacity available to support approved developments as well as criteria respecting the allocation of water supply and



May 7, 2024

Page 6 of 18

sewage capacity to development applications. Detailed background information about servicing allocation is provided on pages 8 and 9 of [Report Number 23-245](#).

**Anticipated Impact:** This change is anticipated to have a positive impact on the City of Kingston and Utilities Kingston by providing a new tool to allocate servicing capacity and, where projects are stalled or not proceeding, reallocate those services to different projects without an adverse financial impact on the municipality. An improvement to this framework would be amending the language of “approved development” in Bill 185 to allow this framework to apply to all types of development that require building permits, not just developments that require *Planning Act* approval.

Staff look forward to working with residents, the development community and Council on the best way to establish a servicing allocation policy and approval process to meet the City’s strategic priorities and support efficient investments in municipal infrastructure that enable the construction of more homes without adverse financial impacts on property taxes. Bill 185 also amends the Act to allow the Lieutenant Governor in Council to make regulations authorizing a municipality to grant assistance, directly or indirectly, to a specified manufacturing business or other industrial or commercial enterprise during a specified period if the Lieutenant Governor in Council considers that it is necessary or desirable in the provincial interest to attract investment in Ontario.

**Anticipated Impact:** This change is anticipated to have a positive impact by providing the City with additional flexibility for to provide financial incentives outside of a formal Community Improvement Plan process.

### **PART C - Schedule 12 of Bill 185: Amendments to the *Planning Act***

The following changes are proposed to the *Planning Act*:

1. New provisions restrict official plans and zoning by-laws from containing minimum parking requirements in protected major transit station areas, certain other areas surrounding and including an existing or planned higher order station or stop and other prescribed areas.

**Anticipated Impact:** This change does not currently impact the City as it is not permitted to designate major transit station areas. However, one of the goals of the Official Plan and Integrated Mobility Plan projects (Report Number 24-072, on the same Council agenda as this report) is to designate major transit station areas. This change is positive and aligns with the intent of [The Power of Parking: A New Parking Paradigm for Kingston](#), which was realized through Council’s approval of the new Kingston Zoning By-Law in April of 2022.

An improvement to Bill 185 would be including changes to the *Planning Act* to delete the definition of higher order transit and update the language in section 16(15) of the *Planning Act* to permit the designation and protection of a major transit station area in accordance with provincial policy.

May 7, 2024

Page 7 of 18

2. Bill 185 proposes to eliminate third party appeal rights on Official Plan or zoning by-law amendments. Appeal rights would be limited to “specified persons” including applicants, utility providers and public bodies or agencies who provided comments before the decision was made. In addition, transition language is proposed dealing with existing appeals before the Ontario Land Tribunal, which is intended to maintain appeal processes for applications that are already scheduled for a merit hearing, but dismiss appeals that have not yet been scheduled for a merit hearing. These amendments were originally proposed through Bill 23 (as described in [Report Number 23-020](#)) and were ultimately removed from the version of Bill 23 that received Royal Assent. Bill 185 reintroduces these amendments.

**Anticipated Impact:** This change is anticipated to impact residents, developers, staff and Council as it fundamentally changes who can appeal development and policy passed under the *Planning Act*. Staff in Planning Services work diligently to ensure that all public feedback is fully reviewed and considered against applicable policies, with detailed responses to public feedback provided through recommendation reports. Additional pressure will be put on staff to ensure this practice continues in a fulsome manner that supports the Mayor and members of Council.

In recent years, the appeal process through the Ontario Land Tribunal has delayed the approval and construction of many projects, with significant financial resources and staff time dedicated to preparing appeal records and all materials required to support the City’s position at the Ontario Land Tribunal. This change will streamline the appeal process and will likely result in less financial resources and staff resources supporting appeal processes.

3. Through Bill 109 (as described in [Report Number 23-161](#)), the Province introduced a requirement to provide planning application fee refunds if decisions were not made within specified timelines on applications for a zoning by-law amendment (including combined applications with an official plan amendment) or site plan approval. Bill 185 proposes to delete the fee refund framework and replaces it with some transition provisions for qualifying applications that are in progress.

Through Report Number [PC-23-021](#), staff implemented changes to the development review process in response to fee refunds by adding in the application specific pre-application for both Site Plan Control and Zoning By-Law Amendments. This was an intermediary step occurring after the standard confidential pre-application where the application’s technical reports were reviewed to ensure a comprehensive technical review. Removal of the fee refund requirement and mandatory pre-consultation processes impacts the current development review process. It is expected that the development review process will be amended to be similar to the process before fee refunds, except that the pre-application process will be optional rather than mandatory. Other process improvements that were made through [PC-23-021](#) such as the change of the initial statutory Public Meeting to a Community Meeting will remain in place.

May 7, 2024

Page 8 of 18

**Anticipated Impact:** This will have a positive impact on the City's development review process. The changes will require Development Approvals staff in Planning Services to again review the process and implement changes to undo some of the administrative processes that were implemented as a result of fee refunds.

4. The *Planning Act* currently allows municipalities to pass pre-consultation by-laws that require applicants to pre-consult before submitting complete applications for an official plan or zoning by-law amendment, or for the approval of a plan of subdivision, site plan, consent or minor variance. Bill 185 proposes to remove the ability for municipalities to require pre-consultation, meaning that pre-consultation would instead be a voluntary process. Amendments are also proposed to the Ontario Land Tribunal process associated with disagreements when applications are deemed incomplete. It appears these amendments are connected to the fee refund framework described above, as a number of municipalities across Ontario overhauled their mandatory pre-consultation processes in response to fee refunds in a manner that actually lengthened the overall development approval process rather than streamlining it. This was a direct result of the punitive fee refund approach that did not provide new tools to actually streamline the development approval process. Since the tests of the *Planning Act* require a detailed technical review before recommendations can be made, many municipalities were forced to move their technical review functions outside of the complete application process in order to meet fee refund timelines while completing the same fulsome technical review.

**Anticipated Impact:** Pre-application processes are fundamental to determining the list of complete application materials. The City of Kingston runs an extremely efficient and beneficial pre-application process over the course of a three-week cycle, providing detailed technical comments to applicants within five weeks that identify materials required for complete applications and technical considerations that need to be addressed. The pre-application process provides a significant benefit to applicants, as the City is able to refine the list of required studies and justification down to only the materials that are essential to support any given proposal and give crucial technical feedback up front. This change is not anticipated to have a significant impact on the City, as the City will continue to offer this expedited service to applicants on a voluntary basis and expect that the majority of applicants will likely continue to utilize this service due to the significant overall benefits.

An improvement to Bill 185 would be to better address how complete application materials will be determined, with a streamlined pre-application process similar to the one already employed by the City of Kingston. Without a mandatory pre-application process to identify the list of required materials, where applicants choose to skip voluntary pre-application, it is likely that applicants will spend more money on studies that are unnecessary (increasing the cost of an application), or may miss necessary studies for a complete application (lengthening the time it takes for their application to be considered complete), or may be required to spend money on legal fees associated with motions to the Ontario Land Tribunal when they disagree with incomplete application notices. These

May 7, 2024

Page 9 of 18

additional Ontario Land Tribunal processes will have added costs to the municipality and will require additional staffing time to support the City's position.

5. The *Planning Act* currently prohibits an applicant from appealing a decision or non-decision on a request for an urban boundary expansion (via an official plan or zoning by-law amendment application). Bill 185 introduces these appeal rights for applicants (except on lands within the Greenbelt Area which doesn't apply in Kingston). These amendments are connected to new urban boundary expansion criteria proposed in the Provincial Planning Statement, as described later in this report.

**Anticipated Impact:** While the City of Kingston understands the need to support as much housing construction as possible, it is the municipality's responsibility to ensure that future growth happens in appropriate locations, with a focus on infill and intensification of existing built-up areas, and in a fully coordinated manner. Allowing for ad-hoc requests and appeals of urban boundary expansions outside of comprehensive review processes is anticipated to impact the City by requiring significant financial and staff resources to be directed to lengthy technical review and appeal processes. Such requests should only be reviewed holistically and at the same time as comprehensive infrastructure planning, to ensure that decision making is informed by the necessary information. Removing the final decision making authority from the City and the Minister on significant, strategic applications like urban boundary expansions could have fundamental repercussions on the City through uneconomical infrastructure expansions, negative natural heritage and agricultural considerations, forms of development that do not support environmental objectives and a myriad of other outcomes that do not align with the strategic priorities of the City, which are reviewed and reinforced holistically through comprehensive review processes.

6. The *Planning Act* currently allows the Minister to make regulations establishing requirements for additional residential units (ARUs). Bill 185 proposes to broaden the regulation-making rights of the Minister by allowing for regulations to establish not only provisions for the ARU itself, but also the land or other buildings located on the lands. While there are no specific regulations proposed at this time, the [Province has indicated](#) that they are looking at removing lot coverage or bedroom limitation provisions that limit new housing construction. The Province has also indicated that it plans to release standardized housing designs (potentially partnering with British Columbia and in addition to the catalog of standardized housing designs forthcoming from the federal government) and plans a regulation to exempt standardized designs from certain sections of the *Planning Act* (e.g. zoning).

**Anticipated Impact:** The impact of these changes are not known at this time, as the proposed regulations have not been provided. If the regulations are written in a manner that simply prohibits the use of specific zoning standards, it is anticipated that this change will have a negative impact on the City as it would eliminate required performance standards from the Kingston Zoning By-Law that apply to urban residential properties. The City has worked diligently to implement appropriate performance standards

May 7, 2024

Page 10 of 18

governing new growth (some of which have been fully supported through recent Ontario Land Tribunal appeal processes), as Kingston is home to a wide variety of urban residential neighbourhoods that have developed in different ways over Kingston's long history.

All residential neighbourhoods are different, with varying lot configurations and sizes, giving rise to the need to apply different built form standards in different areas depending on the context. Instead of broadly eliminating certain performance standards via regulation, a more measured approach would be the identification of minimum or maximum standards (instead of total elimination of specific standards), which would allow municipalities to continue to ensure new growth considers the context appropriately through municipal zoning by-laws.

7. Bill 185 proposes amendments to exempt certain community service facilities and post-secondary institutions from the *Planning Act*. The language related to post-secondary institutions begins with "Except as otherwise prescribed...", which means that regulations may eventually be passed that continue to apply the *Planning Act* in some specific circumstances, however, the proposed regulation (if any) is not yet available. At this time, the language completely exempts post-secondary institutions from *Planning Act* requirements. The list of community service facilities would be provided via regulation (with no specific regulation proposed at this time), and it is expected that it would include facilities such as schools, hospitals and long-term care homes.

**Anticipated Impact:** While the City supports the construction of community service facilities and new housing associated with post-secondary institutions, removing these facilities from the jurisdiction of the *Planning Act* altogether may result in unintended impacts on municipalities and the safety/functionality of future users of these facilities. The *Planning Act* allows municipalities to review a number of complex technical matters through site plan control to ensure there are no adverse impacts on surrounding municipal infrastructure or adjacent properties; to ensure that connections to municipal services are appropriately designed (water, sanitary, stormwater, etc.); and to ensure that the functional needs and accessibility of future users is appropriately considered.

At this time, it is also unclear the extent of the proposed exemptions due to the reliance on regulations, with no proposed regulation language available. While staff understand the intent of these amendments, a more measured approach would allow a streamlined site plan approval process to review fundamental elements of these important public facilities for the safety and accessibility of future users.

8. Through Bill 109 (as described in [Report Number 23-161](#)), the Province introduced a Minister's Zoning Order (MZO) framework called the Community Infrastructure and Housing Accelerator (CIHA) as a tool for municipal requests to expedite zoning outside of the Greenbelt area. This was implemented through a new section 34.1 of the *Planning Act* while also leaving the existing MZO framework intact (section 47). Bill 185 proposes to delete the CIHA framework by deleting section 34.1 and instead has focused on

May 7, 2024

Page 11 of 18

creating [a new transparent process associated with MZO requests](#) under existing section 47.

**Anticipated Impact:** This change is anticipated to have a positive impact as it will remove confusion about which process to follow and should increase transparency where MZOs are requested.

9. In connection with the “use it or lose it” servicing allocation policy to be added to the *Municipal Act*, Bill 185 adds lapsing provisions to the site plan and subdivision sections of the *Planning Act* which would allow for municipalities to identify when site plan or subdivision approvals lapse. The lapsing time period must not be less than three years. Where there is an appeal, the lapsing timeline would not begin until the Ontario Land Tribunal has issued its decision. In addition, where a draft plan of subdivision was approved on or before March 27, 1995, the approval will lapse on the third anniversary of the Bill 185 changes coming into effect.

**Anticipated Impact:** This is a positive change that is anticipated to give the City more control over the timing of construction and planning of municipal services.

#### **PART D - Proposed Amendments to the Ontario Building Code**

The following changes are proposed to the Ontario Building Code:

1. Ontario's two-unit house provisions have harmonized with the National Building Code's requirements for **secondary suites**, except for the National Building Code's limitations around maximum 80 square metre suite sizes. Ontario will maintain its flexibility on suite sizes to support the government's housing objectives.
2. Ontario has fully harmonized with the National Building Code's requirements for **large farm buildings** by introducing a new Part 2 to Division B of the Building Code. The new Part contains separate provisions for the design of Large Farm Buildings and for Small Farm Buildings. This change will help close a regulatory gap and be responsive to modern farm practices while also providing a minimum level of safety for farm buildings consistent with other buildings.
3. Ontario has harmonized with the National Building Code on mitigating the effects of **radon** in buildings across Ontario. The approach being adopted to address soil gas/radon will require new houses to have a rough-in for a subfloor depressurization system. The changes will include corresponding revisions to reference Supplementary Standard SB-9 and a new Appendix Note to clarify that buildings occupied for less than 4 hours a day are not required to implement soil gas protection methods.
4. Ontario has harmonized its provisions for **fire protection systems** (standpipe, fire alarms and fire sprinklers) with the National Building Code's requirements.

May 7, 2024

Page 12 of 18

5. Ontario has updated its standard for prefabricated **septic tanks and sewage holding tanks**, which will include a safety screen below cleanout covers. Ontario has also made changes related to **Type A Dispersal Beds**, to distinguish 'mantle' materials to be used.
6. Ontario is expanding the use of enhanced wood construction including **encapsulated mass timber** up to 18-storeys; Currently, the Building Code allows Encapsulated Mass Timber Construction buildings to be a maximum of 12-storeys.

**Anticipated Impact:** The changes proposed are anticipated to be positive on development within the City, however, since a full, compendium version of the code amendments will not be available on E-Laws (as per previous practice), it is anticipated that inspectors will spend extra time navigating between two different regulations to interpret code changes. The regulation currently references the 2020 National Building Code for the harmonized parts of the Code and the 2024 Ontario Amendment document for the Ontario differences. At this time, the province has indicated that a full compendium version of the code is under consideration.

### **PART E - Proposed Provincial Planning Statement**

Over a year ago, on April 6, 2023, the Province introduced a draft Provincial Planning Statement intended to repeal and replace the existing Provincial Policy Statement, 2020 (Current PPS) and A Place to Grow: A Growth Plan for the Greater Golden Horseshoe with one single Province-wide policy statement for the purpose of section 3 of the *Planning Act*. [Report Number 23-132](#) provides a detailed summary of the 2023 version of the draft Provincial Planning Statement along with Staff's comments. The April version excluded the proposed Natural Heritage policies, which were subsequently released in June of 2023, as described in [Report Number 23-197](#).

On April 10, 2024, the Province released an updated draft of the proposed Provincial Planning Statement (Proposed PPS) through [ERO Number 019-8462](#). The ERO consultation period on the [Proposed PPS](#) is open until May 12, 2024. Policy statements apply to all municipal planning matters and, if approved, all recommendations of staff and decisions of Council on a planning matter would be required to be consistent with the Proposed PPS.

Based on the year-long consultation process, a number of amendments have been implemented in the Proposed PPS, with the amendments summarized and grouped by the Province under five themes, and a summary of each change provided on [ERO Number 019-8462](#), as follows:

- Generate an appropriate housing supply
- Make land available for development
- Provide infrastructure to support development
- Balance housing with resources
- Implementation

May 7, 2024

Page 13 of 18

**Anticipated Impact:** The Province initially announced the creation of the new Proposed PPS over 18 months ago. The creation of this provincial policy document has delayed the City's Official Plan project, as described in Report Number 24-072 (on the same Council agenda as this Report). This forward movement on the Proposed PPS is positive for the City, as the Proposed PPS is one step closer to coming into effect and supporting the City's Official Plan and Integrated Mobility Plan projects to proceed with certain direction and no further delay.

Overall, the Proposed PPS will have an impact on the City's work plans and policy approaches, as all planning decisions will be required to be consistent with the Proposed PPS once it comes into effect. Some key highlights and considerations are:

1. **Population Projections** – the Proposed PPS includes a policy that requires planning authorities to base population and employment growth forecasts on the Ministry of Finance 25-year growth projections, which may be modified as appropriate.

The City of Kingston, in preparation for the upcoming Official Plan project, has been working with Watson & Associates Economists Ltd. on Population, Housing and Employment forecasts as the basis of the upcoming Official Plan. Based on the recent Council-endorsed growth scenario in [Report Number 24-016](#), the city is projected to grow from 154,100 people in 2021 to 220,900 people by 2051, representing 66,800 new residents, 29,300 new houses and 33,400 new jobs over the next 27 years.

Staff understand the need for the Province to ensure that every municipality is planning to accommodate a sufficient level of growth, however, it is extremely important that municipalities, like the City of Kingston, can continue to conduct their own detailed projections as the local government with access to refined and detailed data for these purposes. The Ministry of Finance projections are regional, without specific data connected to municipal boundaries, and do not provide an adequate level of detail for municipalities to direct growth within specific subareas contained within the municipal boundary.

The City of Kingston, like many other cities with post-secondary institutions, has historically had to overcome population projection and data issues as many post-secondary students are not considered to be permanent residents in various provincial and federal datasets, despite the fact that they are people who require housing and access to all of the same services as permanent residents in our community. The City has worked with Watson & Associates Economists Ltd. to overcome these issues and create population projections that are more reflective of Kingston than the Ministry of Finance projections.

Staff interpret the proposed language that states “which may be modified as appropriate” to allow modifications through council-endorsed projections. An improvement to the Proposed PPS would be clarification that the population projections provided by the



May 7, 2024

Page 14 of 18

Ministry of Finance can be modified through council-endorsed projections due to local circumstances that weren't factored into the Ministry's projections.

- 2. Settlement Boundary Expansions** – the Proposed PPS includes significant changes to the process for expanding settlement areas (the urban boundary) by removing the concept of a municipal comprehensive review and allowing for expansion requests to be submitted in an ad-hoc manner by property owners (at any time). The Proposed PPS includes seven criteria that municipalities shall consider when reviewing requests for an urban boundary expansion, with one separate criterion that states “planning authorities may identify a new *settlement area* only where it has been demonstrated that *infrastructure* and *public service facilities* to support development are planned or available”.

The removal of the comprehensive review process and ability for ad-hoc requests for an urban boundary expansion, when combined with the introduction of appeal rights (as described earlier in this Report), is anticipated to negatively impact the City's staffing and financial resources through inefficient and individualized review processes on future complex applications. The language encourages property owners to submit an expansion request at any time, while also including a very clear (and necessary) policy that would only permit approval if infrastructure and public service facilities are planned or available to support the development. By their very nature, the lands subject to urban boundary expansion requests are outside of the urban boundary and do not have municipal infrastructure available. It would only be an extraordinary circumstance where infrastructure has been planned for that rural location in the future.

While the introduction of ad-hoc requests is anticipated to have negative impacts in the future, it is not anticipated to have a negative impact on the City's new Official Plan and Integrated Mobility Plan projects (as described in Report Number 24-072 on the same Council agenda as this report), as staff have proactively planned a process to holistically review such requests through these projects. Through these comprehensive, holistic planning processes which will be integrated with the water and wastewater master plan prepared by Utilities Kingston, recommendations on urban boundary expansion requests will be made only at the same time as the Official Plan project as a whole to ensure an efficient, effective and holistic review and to reinforce the importance of completing the comprehensive review processes without delay to support new growth.

An improvement to the Proposed PPS would be continued recognition of the importance of comprehensive review processes by prohibiting ad-hoc requests for an urban boundary expansion where a comprehensive review process is ongoing. If the intent is to allow ad-hoc expansion requests in the extraordinary circumstance where infrastructure and community services are planned for that location in the future, this could be added to a limited list of circumstances where an ad-hoc amendment is permitted, rather than opening up all requests.

May 7, 2024

Page 15 of 18

3. **Watershed Planning** – the Proposed PPS would require ‘large and fast-growing municipalities’, such as the City of Kingston, to undertake watershed planning to inform sewage and water services, stormwater management, and the protection, improvement and restoration of the quality and quantity of water. Municipalities that have not been identified as ‘large and fast-growing’ would not be required to undertake these initiatives. The proposed policies encourage municipalities to collaborate with applicable conservation authorities.

Watersheds do not follow municipal boundaries and therefore it would be difficult to require one municipality to undertake these important plans if the other municipalities within the watershed elect not to participate. Conservation authorities have played important roles in progressing watershed planning in the past, given their expertise and familiarity with watershed boundaries and functions. The current policies encourage collaboration with conservation authorities, however, there has been significant uncertainty regarding the role and function of conservation authorities in recent years.

This language in the Proposed PPS may negatively impact the City by requiring staff resources to be spent coordinating complex watershed planning across municipal boundaries, without staff experts on this topic. Improvements to the Proposed PPS would be to require all municipalities to participate in watershed planning, and where available, confirm that watershed planning should be led by conservation authorities as a key role of conservation authorities to ensure municipalities have access to the technical expertise required to undertake these cross-jurisdictional plans in an efficient and effective manner.

4. **Affordable Housing Targets** – the Proposed PPS would require municipalities to establish and implement minimum targets for housing that is affordable to low and moderate income households. The proposed definition of ‘affordable’ means the lesser of 30% of gross annual household income, ownership that is at least 10% below average purchase price of a resale unit in the municipality, or rental housing that is at or below average market rent in the municipality. The proposed definition of ‘low and moderate income households’ means households with incomes in the lowest 60 percent of the income distribution for the municipality, which is already defined within the City’s Official Plan.

The existing Official Plan targets 25 percent of all new housing to be affordable to low and moderate income households. Previously, municipalities were able to secure affordable housing through density bonusing, however that tool was removed in favour of revised Community Benefits Charges. The *Planning Act* enables affordable housing to be secured through inclusionary zoning, however there are significant limitations on where those policies apply. The inclusion of a target for affordable housing in the Proposed PPS is positive, however, an improvement to this policy would be amendments to the *Planning Act* that expand the use of inclusionary zoning to strategic locations in the City.

May 7, 2024

Page 16 of 18

## PART F - Additional Consultation

Beyond the specific amendments and proposed policies described above, the Province has also announced the following amendments:

1. [Changes are proposed to the existing Ontario Regulations](#) governing public notice and public consultation processes associated with a range of *Planning Act* processes (official plans, zoning by-laws, plans of subdivision, consent, minor variance, community benefits and parkland). The changes propose to modernize the existing regulations by adding the ability to provide notice on a municipal website if there is no local print newspaper available (in addition to the existing options of providing notice via newspaper or signage/mailout). The Province is also considering developing a municipal best practice guide for public notice in partnership with municipalities including multilingual notices to support culturally diverse communities. In addition, changes are proposed to the language required to be provided in notices connected to third-party appeal rights to implement the proposed changes in Bill 185 described earlier in this report.

**Anticipated Impact:** This proposed change is anticipated to have a positive impact on Kingston through the modernization of notice requirements and best practice guidance documents. An improvement to the language would be to simply allow for municipal website notices without reference to local print newspaper availability as this is subjective with no clear direction on what is considered to be a local print newspaper.

2. The Province is consulting on the types of financial securities developers are required to provide associated with development approvals. A regulation may be proposed that would enable landowners to specify the instruments that will be used for these financial securities and would include the option of using a surety bond instead of being limited to the standard letter of credit or certified cheque.

**Anticipated Impact:** There is no anticipated change on Kingston, as the City of Kingston already accepts surety bonds as financial securities connected to development applications (as described in [Report Number AP-24-010](#)).

3. The Province has indicated that they will be consulting with sector experts like municipal planners, building officials, engineers, industry associations and architects in a commitment to continue to cut red tape and explore streamlining planning processes to enable more housing.

**Anticipated Impact:** There is not enough information to identify anticipated impacts at this time. As always, staff welcome consultation from the Province and have a number of experts available to provide feedback and suggestions on forward-thinking and innovative ways to support the construction of more housing.

### Existing Policy/By-Law

*Planning Act*

May 7, 2024

Page 17 of 18

*Development Charges Act**Municipal Act*

Provincial Policy Statement, 2020

Ontario Building Code

City of Kingston Official Plan

**Financial Considerations**

If Bill 185 receives Royal Assent as currently drafted, it is anticipated that there will be positive financial outcomes related to the removal of fee refunds (as described in [Report Number 23-161](#)). Removal of a mandatory phase-in of development charges will also result in positive financial outcomes. When initially announced, staff had estimated that the impact of a mandatory phase-in on development charge revenues would equate to a 10% reduction of total DC revenues over a five-year period, which based on current rates would be at least \$6.0M.

There will be a financial impact associated with many of the other changes identified in this report including the removal of third-party appeals, the introduction of new appeal rights for ad-hoc requests for an urban boundary expansion, removal of mandatory pre-application, reinstatement of certain eligible capital costs under the development charges regime, etc., however the exact financial impacts cannot be projected at this point in time with any degree of specificity.

**Contacts:**

Laura Flaherty, Project Manager, Planning Services, 613-546-4291 extension 3157

**Other City of Kingston Staff Consulted:**

Jenna Morley, City Solicitor

Lisa Capener-Hunt, Director, Building Services & Chief Building Official

Ian Semple, Director, Transportation & Transit Services

Brandon Forrest, Director, Business, Real Estate & Environment

Ruth Noordegraaf, Director, Community Development and Wellbeing

Julie Runions, Acting Director, Utilities Kingston

Julie Salter-Keane, Manager, Climate Leadership

Sukriti Agarwal, Manager, Policy Planning

May 7, 2024

Page 18 of 18

James Bar, Manager, Development Approvals

Matt Kussin, Manager, Transportation Policy & Programs

John Henderson, Housing Program Administrator, Housing & Social Services

Niall Oddie, Senior Planner, Planning Services

**Exhibits Attached:**

None



**City of Kingston  
Report to Council  
Report Number 24-148**

---

**To:** Mayor and Members of Council  
**From:** Lanie Hurdle, Chief Administrative Officer  
**Resource Staff:** None  
**Date of Meeting:** May 7, 2024  
**Subject:** Quarterly Report: Kingston Economic Development Corporation – Q1 2024

---

**Council Strategic Plan Alignment:**

Theme: Regulatory & compliance

Goal: See above

**Executive Summary:**

In accordance with the Service Level Agreement entered into between the City of Kingston and Kingston Economic Development Corporation ([Report Number 21-014](#)), the attached report (Exhibit A) provides detailed reporting on Q1 2024 for the Economic Development Organization (EDO). Section 2.0 “Transparency, Reporting and Accountability” of the Service Level Agreement indicates “The EDO will be accountable to the Council of the City of Kingston in the performance of the activities and services provided in accordance with the provisions of this Agreement and /or as determined in the approved annual operating budget.” Specific direction to EDO on reporting is included in Section 2.2 which reads in part:

*“2.2 The EDO shall communicate with the City as follows:*

- a) Annually, by way of the draft budget, annual work plan and the Integrated Economic Development Strategy as updated to reflect the priorities of City Council;*
- b) Annually, by way of the Annual Financial Report as required by Clause 4.6 of this Agreement;*

May 7, 2024

Page 2 of 4

*c) Quarterly, by way of Activity Reports to demonstrate the progress of the EDO in achieving the Integrated Economic Development Strategy and the impact of the EDO's actions and programs on the key performance measures of economic development as set out in Appendix B of this Agreement. The Quarterly Reports shall form the basis of an Annual Year in Review Report to Council. All Activity Reports shall be publicly accessible;..."*

The attached report is provided in fulfillment of the quarterly reporting requirement noted above.

**Recommendation:**

This report is for information only.

May 7, 2024

Page 3 of 4

**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	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
Brad Joyce, Commissioner, Infrastructure, Transportation & Emergency Services	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required



May 7, 2024

Page 4 of 4

**Options/Discussion:**

Exhibit A to this report provides an activity report from Kingston Economic Development Corporation on results for Q1 2024.

The Integrated Economic Development Strategy was approved by Council on December 15, 2020 ([Report Number 21-012](#)). The key performance measures as set out in Appendix B of the Service Level Agreement, and as outlined in EDO's quarterly reports, demonstrate the progress of the EDO in achieving implementation of the Integrated Strategy.

**Existing Policy/By-Law**

Council [Report Number 21-014](#) dated December 15, 2020

**Notice Provisions**

None

**Financial Considerations**

Section 4 of the Service Level Agreement relates to financial operations and provides clear parameters on funding to EDO to undertake its core activities.

**Contacts:**

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

**Other City of Kingston Staff Consulted:**

None

**Exhibits Attached:**

Exhibit A – Kingston EcDev Q1 2024 Report

# KINGSTON

— *Economic Development* —

April 18, 2024

Lanie Hurdle, Chief Administration Officer  
City of Kingston  
216 Ontario Street, Kingston, ON, K7L 2Z3

Dear Ms. Lanie Hurdle:

RE: Q1 2024 Service Level Agreement Performance Measures

Please accept this summary report for activities undertaken by the Kingston Economic Development Corporation in Q1 January – April 2024.

Our focus during this period has been on fostering a supportive business environment that encourages growth and success for entrepreneurs and businesses from diverse backgrounds. Key highlights from Q1 include hosting the Bridges to Better Business Event focused Indigenous entrepreneurship funded by FedDev Ontario, the launch of the Women in STEAM network in partnership with Ontario Centre of Innovation and Women's Day breakfast event for female leaders in the community.

In addition to these efforts, I am delighted to share that StartupBlink, a global leader in assessing and ranking start-up ecosystems, has awarded Kingston with the prestigious title of the Best Ecosystem in Energy and Environment among North American Cities with a population range of 100,000 to 500,000. This recognition is a testament to Kingston's outstanding commitment to fostering innovation and sustainable practices in the region.

Kingston Economic Development celebrated Natural Resources Canada's announcement of \$4.2M to Ucore Rare Metals Inc. in Kingston. This investment will support the scaling up and demonstration of Ucore's pending patent and Canadian-developed rare earth element separation technology platform. We also celebrated IDEXX Tecta Business Unit Centre of Excellence's new manufacturing space for automated water microbiology testing devices, further enhancing Kingston's position as a hub for innovative technologies.

We had an active trade mission schedule to kick off 2024, with a delegation to our sister-city Scottsdale, Arizona to strengthen economic ties in life-sciences and forge research connections with the Mayo Clinic. The team represented Kingston at Prospectors & Developers Association of Canada (PDAC) in Toronto and at the BioTech Showcase in San Francisco, California, reinforcing Kingston as leader in our priority sectors.

If you have any questions or seek further clarification, please do not hesitate to contact me.

Sincerely,



Donna Gillespie  
Chief Executive Officer

cc. Ms. Anne Vivian-Scott, Chair, Kingston Economic Development Board of Directors



# invest

## *Q1 2024 Report*

### **KINGSTON**

— *Economic Development* —

# Quarterly Report – Q1 2024

## *Corporate Updates*

### *Community*

Kingston Economic Development attended both City Council's **New Year's Levee and the Chamber of Commerce State of the City** events to gain insights on municipal, provincial and federal goals for the city in 2024. Key issues noted by all levels of government is the shortage of housing.

2024 marks the **30<sup>th</sup> anniversary of Kingston and Scottsdale, Arizona twin-city relations**. To celebrate this Sister City milestone, Scottsdale Mayor David Ortega invited Mayor Paterson to visit in early February. A small group of community members including Donna Gillespie, Wendy Bellamy (Kingston-Scottsdale Sister City president), and Brent Bellamy along with Ben McIlquham, Health Innovation Investment Manager and Allison Philpot, Executive Director, Medical Affairs, Patient Flow & Research at Providence Care formed a delegation to visited Scottsdale, Arizona. Beyond the community connections, the focus was on fostering linkages with economic development colleagues. Mayor Paterson spoke at the International Economic Development Council's Leadership Summit on the benefit of sister city relationships. The group toured health research and innovation facilities including the Mayo Clinic and Arizona State University with colleagues from Greater Phoenix Economic Development Council and Choose Scottsdale Economic Development Office.

### *Economic Developers Council of Ontario*

Kingston Economic Development attended the **Economic Developers Council of Ontario (EDCO) Annual Conference and Showcase** in Toronto in early February. Shelley Hirstwood, Director of Business Development was a panelist on the Investment Attraction "Ask the Expert" session. Nour Mazloum, Marketing & Communications Manager moderated a panel on Empowering Rural Ontario: Fostering Diversity, Equity and Inclusion for Sustainable Economic Development.

Donna Gillespie received the **Joseph A. Montgomery Economic Development Achievement Award**, this is EDCO's highest honour for economic development in Ontario, paying tribute to the legacy of Joseph A. Montgomery, who was a driving force behind the establishment of the EDCO and the Economic Development Association of Canada. The Joseph A. Montgomery Economic Development Achievement Award is a celebration of excellence, and Donna Gillespie's name now stands alongside the distinguished three other recipients since 2017. [Watch the tribute video showcased at the EDCO Conference!](#)

### *Annual Audit*

Kingston Economic Development successfully completed its annual audit in February, ensuring transparency and accuracy in financial reporting. The audited financials have been approved by the board during the March meeting, highlighting the organization's

fiscal responsibility and sound financial management. These comprehensive financial statements will be presented at the upcoming Annual General Meeting on April 22, showcasing Kingston Economic Development's commitment to accountability and strategic planning.

### *Staff Updates*

Kingston Economic Development welcomed **Simon Denford as Business Programs and Community Outreach Coordinator**. This position supports programs such as Summer Company, Starter Company Plus, Welcome Nights and community partnerships.

Kingston Economic Development welcomed **Ghazal Abdullah as Investment Outreach Coordinator** to the team in March. This position is funded with the support of CanExport Community Investment fund.



## *Attraction & Aftercare*

### *Sustainable Manufacturing*

Kingston Economic Development received \$73,600 in funding from **CanExport Community Investments** (formerly known as ICCI) to support with investment attraction efforts and expand foreign direct investment activities including in-house lead generation for January 2024 – March 2025.

In partnership with Invest Ontario, Kingston Economic Development supported the **Belgian Canadian Business Chamber's** meet and greet with Umicore event in late January. The event featured H.E. Patrick Van Gheel, Ambassador of Belgium to Canada and Umicore's Managing Director, Randy De Palma.

Shelley Hirstwoord and Abdul Razak Jendi attended the **Prospectors & Developers Association of Canada (PDAC)** convention in Toronto in March. This is the world's premier Mineral Exploration & Mining Convention for people, companies and organizations connected to mineral exploration. A personal meet and greet with Premier Ford took place during the convention.

The Kingston Economic Development participated in the **Natural Resources Canada's announcement of \$4.2M to Ucore Rare Metals Inc.** in Kingston to scale up and demonstrate the commercial efficacy of Ucore's pending patent and Canadian-developed rare earth element separation technology platform. This project will demonstrate Ucore's transformative RapidSX™ technology for the separation of rare earth elements with their Canadian project partners, Cyclic Materials, Defense Metals Corporation and Kingston Process Metallurgy Inc. (KPM). Through this project, Ucore is moving Canada closer to fully incorporating these critical supply chain metals on a significant commercial scale.

### *Health Innovation*

Ben McIlquham, Investment Manager – Health Innovation attended the **BioTech Showcase** in San Francisco, California in early January. The Biotech Showcase is a premier investor conference committed to creating a platform for private and micro-mid-cap biotechnology companies, offering them a unique opportunity to showcase their innovations. Also from Kingston, Dr. Jane Philpott, Dean – Faculty of Health Sciences alongside delegates from Queen's University.

### *International Relations*

A **delegation from the Consulate of the Republic of South Africa in Toronto** visited Kingston in January to learn more about the local key industries and explore potential partnerships with key partners. The delegation was led by Ms. Thandiwe Fadane, Consul-General of the Republic of Africa and supported by Mr. Phumudzo Ratshitanga, Consul Political. The delegation was welcomed by Mayor Paterson and was hosted by the Kingston Economic Development team, who shared insights on key sectors and best practices in investment attraction and ecosystem support. The delegates toured Kingston Process Metallurgy in relation to the thriving mining sector in South Africa and

was introduced to Distributive’s advanced computing technology. The visit also included a meeting with Queen’s University, representatives from Queen’s Global Engagement and Kingston Health Sciences departments. The delegates also learned about the various programs offered by Dunin-Deshpande Queen's Innovation Centre.



## ***Business Retention & Expansion***

### ***Sustainable Manufacturing***

The **Manufacturing Industry Advisory Group** kicked off their 2024 industry tours by visiting various manufacturing facilities across the city including Kinarm, Canada Royal Milk, Performance Plants, Fab-Cut Systems and IPG Photonics.

### ***Health Innovation***

Kingston Economic Development attended the **IDEXX Tecta Business Unit Centre of Excellence's** ribbon cutting in March. The Centre is a new manufacturing space for their automated water microbiology testing devices. The facility is located at 18 St. Remy Place.

### ***Digital Main Street***

The **Digital Main Street** program that distributed 389 micro-grants of \$2,500 to Kingston main street businesses for digital transformation since 2019 concluded at the end of March. These grants allowed businesses to invest in digital marketing and digital business tools such as a new or updated website, social media marketing, search engine optimization, point of sale system, e-commerce, video marketing, etc.

### ***Canada Digital Adoption Program***

As part of the **Canada Digital Adoption Program**, Kingston Economic Development welcomed 5 new E-Commerce Advisors in Q1 to support businesses that require guidance in applying for the \$2,400 Digital Adoption Program. The E-Commerce Advisors are working with local businesses on their applications as well as their overall digital strategy.

### ***Women Initiatives***

In partnership with Ontario Centre of Innovation, Kingston Economic Development hosted a **Women in Science, Technology, Engineering, Arts and Mathematics (STEAM)** networking event in February. Over 30 women working in STEAM attended and heard from Rathi Perumal, founder of Uyir Engineering.

In partnership with Cunningham Swan Carty Little & Bonham LLP, Kingston Economic Development hosted an **International Women's Day** breakfast event on March 8 for women business leaders in the community at NORTHSIDE espresso + kitchen.

Donna Gillespie, CEO was invited to give a power talk about women in business at **A Night to Remember on International Women's Day at St. Lawrence College** alongside Councillors Glenn and Stephen. The event was hosted by St. Lawrence College's Women Empowerment Society. Donna highlighted the importance of community involvement and support networks can have on advancing women's leadership within the community.



## Workforce

Kingston Economic Development, in collaboration with KEYS, hosts **Welcome Nights** on the last Thursday of each month to facilitate networking and help young professionals and newcomers to better acquaint themselves with the city.

The **Queen's Career Apprenticeship: Kingston (QCA:K)** had 10 job postings for the 2024/2025 cohort of the program. These jobs are for new graduates from the arts, humanities and social science disciplines within the Faculty of Arts and Science at Queen's University. The Homestead Foundation has committed financial support to the Canadian Career Apprenticeship Initiative to fund local employers for the 2024 – 2025 cohort. Employers who commit to a 12-month contract are reimbursed for 4 months of the gross salary to a maximum of \$2,500 per month (\$10,000 total). In 2024 – 2025, the program will support provide funding for 15 positions.

**Kingston Young Professionals** kicked off the year with a networking event at Daft Brewing in January with over 60 people attending the event looking to connect with likeminded individuals and building their network. In partnership with the Royal Kingston Curling Club, Kingston Young Professionals hosted a curling eventing. The event was well attended and received by the attendees, asking for more similar team activity-based events over just traditional networking.

In partnership with Tourism Kingston, Kingston Economic Development rented a promotional wall at the **Athletics and Recreation Centre at Queen's University** to provide **information and resources on living and working in Kingston**. We will promote programs and services such as Summer Company, Queen's Career Apprenticeship: Kingston, Kingston Young Professionals and Black Entrepreneurship Ecosystem to Queen's University students who are interested in careers in Kingston and exploring entrepreneurship. Opportunities for Kingston employees hiring students or new graduates will be offered.



## *Start-ups and Entrepreneurship*

### *StartupBlink*

StartupBlink, a global leader in assessing and ranking start-up ecosystems, has awarded Kingston with the prestigious title of the **Best Ecosystem in Energy and Environment among North American Cities** with a population range of 100,000 to 500,000. The recognition comes as a testament to Kingston's outstanding commitment to fostering innovation and sustainable practices in the region.

### *Indigenous Entrepreneurs*

With funding from FedDev Ontario, Kingston Economic Development hosted the **Bridges to Better Business: Indigenous Entrepreneurship** event at the Broom Factory. The event featured Drs. Shyra and Rye Barberstock, co-founders of Okwaho Equal Source Inc. and Kebaonish Inc. and provided an opportunity to discuss ideas on how to foster Indigenous business and economic development.

### *Partnerships*

Norman Musengimana, Business Development Manager – Start-ups & Entrepreneurship moderated a panel for **St. Lawrence College's Student Entrepreneurship Challenge** in early January at the St. Lawrence College Innovation Hub titled Entrepreneurship Journey, Challenges and Opportunities.

Donna Gillespie attended the **National Angel Capital Organization (NACO)** reception in Toronto in January. Kingston Economic Development has been seeking start-up visa referral designation, which NACO provides in partnership with Immigration, Refugees and Citizenship Canada (IRCC). The event was an opportunity to meet with other service providers, Ontario Angel Investors and venture capitalists.

Kingston Economic Development renewed its commitment to **KNDL (formerly known as Southeastern Ontario Angel Network)** in 2024 with \$5,000 in funding plus access to meeting and collaboration space at Kingston Economic Development's offices.

Kingston Economic Development has partnered with **Kingston Frontenac Public Library** to provide resources to aspiring entrepreneurs in the community. One of the new initiatives is curating a reading list for individuals who are interested in starting a business or learning more about running a business. A regular schedule of drop-in hours at the library has been scheduled to support businesses with their digital presence and entrepreneurs who are interested in starting a business. Norman Musengimana, Business Development Manager – Start-ups & Entrepreneurship will be available every last Thursday of the month to answer questions for individuals exploring entrepreneurship at the Central branch. Micah Imomotebegha, Digital Programs Assistant will be available every second Tuesday of the month for businesses seeking supporting in digital transformation at the Isabel Turner branch.

In 2023, Kingston Economic Development partnered with **Ontario Centre of Innovation** and offered office space for Regional Manager, Cher Powers. In FY 2023-

2024, OCI worked with 9 Kingston-based companies, which realized close to \$6M in growth.

Kingston Economic Development participated in **My Network Buddy**, an event to help newcomers understand how to navigate their careers in Kingston, encouraging them to get out and connect with community members.

Norman Musengimana, Business Development Manager – Start-ups & Entrepreneurship presented on the topic “entrepreneurship centered around prototyping” for the **Limestone District School Board**. Over 45 students participated in the event which was hosted at Queen’s Innovation Centre in March.

### *Queen’s Healthcare & Business Conference*

Kingston Economic Development was a proud sponsor of the **Queen’s Healthcare & Business Conference**. Norman Musengimana, Business Development Manager – Start-ups & Entrepreneurship moderated a panel that included Cher Powers, Business Development and Commercialization Manager at Ontario Centre of Innovation, Andrew Lingard, CEO of Neuractas Therapeutics, and Ben McIlquham, Investment Manager – Health Innovation, focused on resources available for entrepreneurs in Kingston.

### *Black Entrepreneurship Ecosystem – Southeastern Ontario*

The **Black Entrepreneurship Ecosystem (BEE) – Southeastern Ontario** aims to help identify, support and create programs and services to help Black business owners and entrepreneurs in the region overcome the unique challenges they face. BEE received a donation of \$10,000 from Distributive to facilitate the Business Enhancement Grant for Black Entrepreneurs in Southeastern Ontario, where participating businesses receive a grant of \$500 to broaden their market presence and elevate sales. A showcase to celebrate the recipients will be held on May 11.

Norman Musengimana, Business Development Manager – Start-ups & Entrepreneurs attended the **Queen’s Black Academic Society (QBAS)** conference during Black History Month. This year, the conference aimed to celebrate Black joy by showcasing Black creativity, resilience and success. The theme, "Revive, Reclaim, and Rejoice: BLACK JOY!" encapsulated the Black collective goal to explore how Black individuals show and exemplify joy in various aspects of their lives, spanning creative, academic and professional spheres.

### *TedxQueens*

Kingston Economic Development participated at the **TEDxQueen’s** event in January to promote Summer Company and Queen’s Career Apprenticeship: Kingston programs to students who are interested in careers in Kingston or entrepreneurship opportunities. Nour Mazloum, Marketing & Communications Manager volunteers as a Diversity, Equity and Inclusion Senior Advisor for TEDxQueen’s.

### *Starter Company Plus*

The **Starter Company Plus** program provides an opportunity for businesses to pitch for funding of up to \$5,000 to start or grow a business. The program offers a business

training and mentorship. Over 45 applications were received in Q1 to participate in the program. New for 2024, a dedicated intake for start-ups in the health innovation and sustainable manufacturing industries will be offered to support the priority sectors.

### *Kingston Newcomer Entrepreneurs of the Year Awards*

To celebrate the contributions made by exceptional and visionary newcomer entrepreneurs, the Kingston Economic Development has worked with Kingston Immigration Partnership to establish the Kingston Newcomer Entrepreneurs Award. In Q1, Kingston Economic Development received over 30 nominations for the following categories: Community Builder of the Year, Start-up of the Year, and Inspirational Entrepreneur of the Year. A celebration will be held on May 28 to celebrate the recipients of the Kingston Newcomer Entrepreneurs of the Year Awards.

### *Summer Company*

Kingston Economic Development started outreach with high schools and post-secondary institutions to promote the intake for the **Summer Company** program. Kingston Economic Development has outreached to over 300 students across Kingston through school appearances and club presentations. Participants of the Summer Company program receive a grant of \$3,000 to start and run their summer business. Applications for the program are open until May 17, 2024.

### *Small Business Enterprise Centre*

The provincial Ministry of Economic Development, Job Creation & Trade confirmed a one-year extension for Kingston Economic Development to deliver core services of **Small Business Enterprise Centre** along with Summer Company and Starter Company Plus funding programs. In addition, Kingston Economic Development received notice of an additional \$50,000 a year support to deliver Summer Company and Starter Company Plus. Kingston Economic Development will be working on a new multi-year service level agreement to commence April 2025.



## ***Media Coverage & Success Stories***

- CanadianSME Small Business Magazine – [Economic Innovation in Kingston: Insights from Norman Musengimana](#)
- BNN Breaking – [Kingston Economic Development Fuels Local Entrepreneurship with Monthly Library Sessions](#)
- The Kingston Whig Standard – [Business seminars find home in local library](#)
- Kingstonist – [Business workshops at KFPL provide tools to help local businesses thrive](#)
- More 98.3 – [Business resources to library spaces through community partnership](#)
- CFRC – [Kingston Currents: Bringing business resources to the community](#)
- YGK News – [Kingston Economic Development partners with local libraries to provide business resources to community](#)
- Kingstonist – [Kingston City Council hears from external agencies during first night of 2024 budget talks](#)
- The Kingston Whig Standard – [Kingston city council hears from agencies as 2024 budget talks begin](#)
- Kingstonist – [Student entrepreneurs offered funding, mentorship opportunities through Summer Company](#)
- The Kingston Whig Standard – [Kingston businesses benefit from grants, training](#)
- Move 98.3 – [Applications open for micro-grants supporting black entrepreneurs in the region](#)
- Ottawa Business Journal – [Donna Gillespie, CEO at Kingston Economic Development, receives provincial award](#)
- YGK News – [Kingston's Donna Gillespie awarded the EDCO's highest](#)



## 2024 Measurements

Attraction & Aftercare	Q1 2024	Q1 2023	2023 Totals
Investment Inquiries	12	28	79
Health Innovation Inquiries	0	6	13
Sustainable Manufacturing Inquiries	1	3	27
Leads Generated	38	32	168
Leads Generated – Health Innovation	23	13	86
Leads Generated – Sustainable Manufacturing	14	14	41
Site Visits	3	-	-
Familiarization Tours	2	-	-
Business Attraction Active Opportunities	71	62	
Business Attraction Active Opportunities – Health Innovation	22	40	
Business Attraction Active Opportunities – Sustainable Manufacturing	46	13	

# trade



<b>Business Retention &amp; Expansion</b>	<b>Q1 2024</b>	<b>Q1 2023</b>	<b>2023 Totals</b>
Inquiries	157	120	322
Health Innovation Inquiries	1	3	3
Sustainable Manufacturing Inquiries	5	0	10
Small Businesses Supported with Grants	37	9	113
Value of Grants to Businesses	\$87,046	\$22,100	\$264,234
Company Site Visits	11	-	-
Business Retention & Expansion Active Opportunities	20	33	
Business Retention & Expansion Active Opportunities - Health Innovation	12	13	
Business Retention & Expansion Active Opportunities – Sustainable Manufacturing	8	14	

<b>Start-ups &amp; Entrepreneurs</b>	<b>Q1 2024</b>	<b>Q1 2023</b>	<b>2023 Totals</b>
Inquiries for Support	113	163	285
Consultations Provided	293	228	738
Events & Activities Hosted	36	46	196
Persons Attending Programs & Events	125	437	2,094

## Marketing & Communications

### Social Media

Kingston Economic Development manages social media campaigns on multiple online platforms ie. Twitter, Facebook, Instagram, LinkedIn.

@investkingston shares information to the Kingston and area business community, showcase events and activities as well as enhance lead generation efforts with paid social media campaigns while celebrating new investment and activities in the community. Impacts of transitioning social accounts to align with the destination brand and specific focus on business investment are still being seen with slight declines in audience on Facebook, X and Instagram. More significant growth on LinkedIn and YouTube are being realized with an increased strategic focus on priority external audiences.

@investkingston	Facebook	X (Twitter)	Instagram	Google My Business	YouTube	LinkedIn
Followers/ Likes (End of quarter)	11,609	14,342	15,999		357	7,623
Followers/ Likes (Start of quarter)	11,626	14,392	16,084		352	7,228
% Change over previous quarter	- 0.1%	- 0.3%	- 0.5%		1.4%	5%
Organic Impressions		32,033				59,929
Organic Reach	24,760		37,092			
Paid Impressions	-	-				-
Actions (Visit website, request directions, call)				417		
Searches				2,279		
Video Views					55,856	
Demographics (Most popular)						
Age	55-64		25-34			
Gender	Women		Women			
Location	Kingston		Kingston			Toronto

### investkingston.ca

The Kingston Economic Development website - investkingston.ca realized over 34,000 visits in Q1, 2024. Most visits were focused on programs such Starter Company Plus, Kingston Young Professionals and Canada Digital Adoption Program. The second most visited pages include research on major employers in Kingston and key industries. To review detailed quarterly website reports, please contact Nour Mazloum, Marketing & Communications Manager at [mazloum@investkingston.ca](mailto:mazloum@investkingston.ca).

### Email Communications

Every Monday morning, a weekly Small Business Digest is distributed to an audience of over 1,600 individuals, offering them the latest updates on events, valuable insights on



support programs and funding opportunities. Additionally, quarterly newsletters dedicated to strategic sectors – health innovation and sustainable manufacturing. The Kingston Young Professionals newsletter is published bi-monthly with networking opportunities for young professionals in Kingston.

# empower



# KINGSTON

## ← Economic Development ←

### March 2024 YTD Financial Summary

For the Three Month Ending  
Sunday, March 31, 2024

25% Through Year

	<b>Actuals</b>	<b>Budget</b>	<b>% To Date</b>
<b>Revenues:</b>			
City Funding	\$ 384,689.00	\$ 1,538,757.00	25.00%
Provincial Funding	\$ 54,210.00	\$ 427,685.00	12.68%
Federal Funding	\$ 72,310.00	\$ 1,359,802.00	5.32%
Investment & Bank Interest	\$ 1,205.00	\$ 40,000.00	3.01%
Other	\$ 8,633.00	\$ 160,000.00	5.40%
<b>Total Revenue</b>	<b>\$ 521,047.00</b>	<b>\$ 3,526,244.00</b>	<b>14.78%</b>
<b>Expenditures:</b>			
Salaries & Wages	\$ 231,514.00	\$ 1,251,044.00	18.51%
Overhead			
Administration	\$ 50,622.00	\$ 222,500.00	22.75%
Boards & Committees	\$ 728.00	\$ 7,500.00	9.71%
Human Resources	\$ 2,931.00	\$ 10,000.00	29.31%
Marketing Communications	\$ 13,305.00	\$ 65,000.00	20.47%
Projects			
Attraction & Aftercare	\$ 37,695.00	\$ 150,000.00	25.13%
Business Retention & Expan	\$ 94,785.00	\$ 255,000.00	37.17%
Start Ups & Youth Business	\$ 38,379.00	\$ 180,000.00	21.32%
Funding Programs	\$ 37,046.00	\$ 1,385,200.00	2.67%
<b>Total Expenditures</b>	<b>\$ 507,005.00</b>	<b>\$ 3,526,244.00</b>	<b>14.38%</b>
<b>Annual Surplus/(Deficit)</b>	<b>\$ 14,042.00</b>	<b>\$ -</b>	<b>0%</b>



**City of Kingston  
Report to Council  
Report Number 24-149**

---

**To:** Mayor and Members of Council  
**From:** Lanie Hurdle, Chief Administrative Officer  
**Resource Staff:** None  
**Date of Meeting:** May 7, 2024  
**Subject:** Quarterly Report: Tourism Kingston – Q1 2024

---

**Council Strategic Plan Alignment:**

Theme: Regulatory & compliance

Goal: See above

**Executive Summary:**

In accordance with the Service Level Agreement entered into between the City of Kingston and Tourism Kingston ([Report Number 21-006](#)), the attached report (Exhibit A) provides detailed reporting on Q1 2024 for Tourism Kingston. Section 2.0 “Transparency, Reporting and Accountability” of the Service Level Agreement indicates “Tourism Kingston will be accountable to the Council of the City of Kingston in the performance of the activities and services provided in accordance with the provisions of this Agreement and/or as determined in the approved annual operating budget.” Specific direction to Tourism Kingston on reporting is included in Section 2.3 which reads in part:

*“2.3 Tourism Kingston shall communicate with the City as follows:*

- a) Annually, by way of the draft budget, and Tourism Kingston’s annual business Plan as updated to reflect the priorities of City Council;*
- b) Annually, by way of the Annual Financial Report as required by Clause 4.6 of this Agreement;*
- c) Quarterly, by way of Activity Reports to demonstrate the progress of Tourism Kingston in achieving its Strategic Plan and the impact of Tourism Kingston’s actions and*

May 7, 2024

Page 2 of 4

*programs on the key performance measures of tourism. The Quarterly Reports shall form the basis of an Annual Year in Review Report to Council. All Activity Reports shall be publicly accessible;”...*

The attached report is provided in fulfillment of the quarterly reporting requirement noted above.

**Recommendation:**

This report is for information only.

May 7, 2024

Page 3 of 4

**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	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
Brad Joyce, Commissioner, Infrastructure, Transportation & Emergency Services	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	Not required

May 7, 2024

Page 4 of 4

**Options/Discussion:**

Exhibit A to this report provides an activity report from Tourism Kingston on results for Q1 2024.

**Existing Policy/By-Law**

[Report Number 21-006](#) dated December 1, 2020.

**Notice Provisions**

None

**Financial Considerations**

Section 4 of the Service Level Agreement relates to financial operations and provides clear parameters on funding to Tourism Kingston to undertake its core activities.

**Contacts:**

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

**Other City of Kingston Staff Consulted:**

None

**Exhibits Attached:**

Exhibit A – Q1 2024 Tourism Kingston Report to Council

# *FIRST QUARTER REPORT 2024*



# Tourism Kingston Quarterly Report



Attn: Lanie Hurdle  
Chief Administrative Officer  
City of Kingston  
216 Ontario Street  
Kingston, ON K7L2Z3

**April 17, 2024**

**RE: Tourism Kingston Q1 2024 Report**

Please find attached our summary report on the activities undertaken by Tourism Kingston for Q1: January through March 2024.

Outlined in the service level agreement with the City of Kingston, Tourism Kingston will work cooperatively and collaboratively with the city, other levels of government, partner organizations, and other tourism stakeholders in developing products and services that will attract visitors, ensure longer stays, and increase spending. The core tourism activities will align with the updated Integrated Destination Strategy (IDS) and Council's Strategic Priorities.

We are pleased to deliver our first-quarter activity measures within each of the seven portfolios. This quarter reflects a continued effort to see maximum economic impact within the City of Kingston.

We look forward to our continued work together. If you have any questions or require clarification on our activities or outputs, please do not hesitate to contact me.

Yours truly,

**Megan Knott**  
CHIEF EXECUTIVE OFFICER  
Tourism Kingston



# MARKETING & COMMUNICATIONS



The Marketing and Communications team was recognized with a silver Marketing Effectiveness Award from [Summit International](#) for social media marketing. The award recognizes innovative and leading-edge creative work that uses strategy and results-based effectiveness to create solutions in today's marketplace. The team was also recognized with an Economic Developers Council of Ontario Award of Excellence, Tourist Attraction & Tourism Product Development for Kingstonlicious.

Our team secured an \$80,000 Ontario Cultural Attractions Fund grant to support the marketing and promotion of the total solar eclipse on April 8, 2024. We also secured \$51,142 through the Experience Ontario program to support Kingstonlicious, which ran mid-January to March 31.

Our winter campaign ran January through March targeting Toronto, Ottawa, and Montreal travellers. The campaign heavily featured Kingstonlicious as well as winter wellness experiences, and ReelOut Queer Film Festival and the Kingston Canadian Film Festival. Tourism Kingston, in partnership with Kingston Accommodation Partners, was a proud sponsor of both events. The campaign also promoted our Kingstonlicious "dine on us" offer, which provided a \$100 Visa gift card with select overnight packages.

In February, we launched the second phase of the [solar eclipse webpage](#), which featured events and programming to encourage visitors to come to Kingston for this exceptional experience. It also featured a map of viewing locations and information about parking and free transit on April 8. We also launched a solar eclipse campaign targeted to Toronto and Ottawa, both primary markets for Kingston that would not experience the total eclipse. Between January 1 and March 31, the solar eclipse page saw 142 K website sessions. We also developed and installed solar eclipse pageantry in the downtown core to welcome visitors to the city in early April.

Our earned media for this quarter aligned with our paid efforts with a focus on Kingstonlicious, the Kingston Canadian Film Festival, and the total solar eclipse. In January, we hosted influencer [Marisa Mercanti of The Day Dream Diaries](#) for a winter family getaway, and we hosted [Alice Phan of Meet and Eats](#) for a Kingstonlicious itinerary in February. Our proactive pitching for the total solar eclipse began in fall 2023 and has resulted in extensive coverage for Kingston, positioning the city as an ideal location in the path of totality. As of March 31, we have secured 76 proactive stories and 765 M media impressions.

Staff chaired or participated in the destination marketing committee, digital and visual communicators committee, attractions committee, and solar eclipse working group meetings.

# MARKETING & COMMUNICATIONS



---

## These activities supported our 2024 annual plan goals:

- // Connect travellers and residents with Kingston
- // Drive sales for local businesses, supporting the continued recovery of Kingston's tourism industry
- // Leverage incentives, funding opportunities, and strategic campaigns and initiatives to extend reach
- // Support the sales sectors with targeted communications strategies and tactics that reach their unique audiences

## Marketing and Communications work this quarter supported the following IDS initiatives:

- 7 – Expand adoption of Kingston's brand
- 10 – Develop/enhance enticing shoulder/winter tourism products
- 11 – Enhance culinary tourism in Kingston
- 15 – Create targeted, flexible campaigns in Ontario
- 16 – Create flexible campaigns targeting key provincial markets
- 17 – Create flexible campaigns targeting new markets
- 20 – Create and animate downtown pedestrian-only zones

# MARKETING & COMMUNICATIONS



## 2024 annual goals

Marketing and Communications	2024 goal	Q1	Q2	Q3	Q4	2024 result	% goal actual
Website sessions	1,650,000	512,738				512,738	31%
Website pageviews	2,300,000	670,211				670,211	29%
Referrals to partners (web + phone)	315,000	92,353				92,353	29%
Advertising impressions	90,000,000	32,933,373				32,933,373	37%
Social media link clicks	375,000	127,284				127,284	34%
Social media engagements	750,000	247,880				247,880	33%
Social media impressions	30,000,000	10,333,803				10,333,803	34%
Total followers	127,000	123,522				123,522	97%
Proactive high-value earned media stories*	120	76				76	63%
Total media stories	750	348				348	46%
Total earned media impressions	1,200,000,000	765,458,067				765,458,067	64%

\* Each earned media story may appear in multiple syndicated media outlets.

# PARTNERSHIPS



## Estimated economic impact of special projects in Q1: \$81,735

Kingstonlicious returned for a season-long culinary festival, offering premier prix fixe menus at 39 locations (restaurants, cafés, breweries, and the Memorial Centre Farmers' Market). The program expanded to offer four different price points and menus that ranged from casual to fine dining. Kingstonlicious also offered six culinary events, with Kingston chefs creating one-off menus for an exclusive dining experience, often in collaboration with guest chefs. Kingstonlicious "dine on us" hotel packages provided a \$100 Visa gift card with select overnight stays at 18 accommodation partners. This package was valid for one-night stays during the week and two-night stays on Fri—Sat. Hotels reported the sale of 266 one-night packages and 248 two-night packages.

This quarter, we began conversations with the Ontario Restaurant Hotel Motel Association (ORHMA) to facilitate a regional restaurant association in Kingston. Initial conversations have resulted in restaurateurs applying for board positions and general association membership. We also began conversations with Open Farm Days 2024 and the Culinary Tourism Alliance Feast On Signature Experience program, both occurring in late Q3.

We continued our bi-monthly meetings with stakeholders and worked with partners across the city to encourage activation planning for the solar eclipse. Planned partner activities included both free and ticketed events, opening of attractions that are typically closed during this time of year, and one-off events.

This quarter, we began outreach to partners about the weddings microsite and campaign, which promotes Kingston as a destination for weddings: [visitkingston.ca/weddings](https://visitkingston.ca/weddings). Our partnership work for this quarter aligned with our marketing strategy with a focus on culinary with Kingstonlicious, family-friendly programs such as March of the Museums, and the total solar eclipse. Year-round packages continue to be curated and shared with accommodation partners with a focus on culinary and wellness experiences. In total, 23 packages were curated in Q1 and 16,890 referrals were sent to partners.

# PARTNERSHIPS



---

## External events attended:

- // Economic Developers Council of Ontario
- // Travefy Training Camp '24 (earning certification)
- // Murney Tower Museum 100th Anniversary Planning Committee
- // Open Farm Days 2024 kick-off and planning sessions

## These activities supported our 2024 annual plan goals:

- // Create destination packaging
- // Grow destination partnerships
- // Develop engaging multi-month destination activations
- // Effectively promote packages to both visitors and partners
- // Grow partner engagement
- // Partner committee meetings

## Partnerships and packaging work this quarter supported the following IDS initiatives:

- 9 – Support creation of flexible packages and itineraries
- 10 – Develop/enhance enticing shoulder/winter tourism products
- 11 – Enhance culinary tourism in Kingston

# PARTNERSHIPS



## 2024 annual goals

Packaging*	2024 goal	Q1	Q2	Q3	Q4	2024 result	% goal actual
See + Do packages	45	1				1	2%
Eat + Drink packages	45	18				18	40%
Rest + Relax packages	20	0				0	0%
Family packages	20	4				4	20%
Package referrals to partners	40,000	16,890				16,890	42%
Minimum room nights	700	514				514	73%

\*Tourism Kingston supported or created packages

Special projects	2024 goal	Q1	Q2	Q3	Q4	2024 result	% goal actual
Facilitated events or activations	15	12				12	80%
Attendees, facilitated events or activations	4,000	345				345	9%
Partners involved or impacted	75	65				65	87%
Estimated economic impact		\$81,735				\$81,735	

Economic impact source: Destination Insights Dashboard. Direct spend based on average daily rate and room night data for Visa program

# SPORT AND WELLNESS



## **Estimated economic impact of Sport and Wellness in Q1: \$1,475,376**

We supported more than 15 sporting events in Q1, including swimming competitions, hockey tournaments, and curling championships. Q1 was particularly busy for hockey: Kingston welcomed Team Canada and Team Finland for a Women's World pre-tournament game; the Frontenacs made the playoffs; the number of teams registered in Kids for Kids was the highest ever; and we landed three consecutive weekends of the OMHA hockey playoffs.

We welcomed Emma Lambert to the Tourism Kingston team in a new position as Manager, Sport Partnerships, Wellness, and Culture. Emma met with local sport organizations, venues, educational facilities, and prospective partners at both provincial and national levels to establish relationships, support upcoming events, and explore future sport hosting opportunities for Kingston.

At Sport Tourism Canada's Sport Events Congress in Winnipeg, we held one-on-one meetings with 22 national sport organizations. We promoted Kingston as a destination for sport-adjacent events (business meetings, training events, AGMs) to national sport organizations, inviting their Ottawa- and Toronto-based leadership to meet centrally in Kingston. We also gave a presentation pitching Kingston as a sport hosting destination to the more than 350 congress attendees, debuting our new sport hosting video, created in partnership with the Marketing and Communications team.



# SPORT AND WELLNESS



---

We led a St. Patrick's Day wellness initiative in support of the Post-Secondary Working Group to engage Queen's University students and members of the community. This included a run and waterfront yoga event in partnership with Runners' Choice, Morro Yoga, and Fresh Healthy Cafe. 75+ participants enjoyed free wellness events and complimentary "Smoothies in the Square" and were invited to stick around for the free concert taking place in Springer Market Square, organized by the Music Officer.

We brought partners to the table (Swim Ontario and the Blue Marlins Swim Club) to support a motion to council to invest in new aquatic facilities in Kingston. Tourism Kingston provided a delegation and presented on the necessary investment to ensure an aquatic centre could feasibly host regional swim meets that would have a substantial economic impact, in addition to servicing community needs for additional recreational pool access. These efforts made direct use of the Kingston Sport Tourism Venue Inventory & Assessment.

**These activities supported our 2024 annual plan goals:**

- // Work with local organizations to support off-season events and tournaments
- // Prospect sport-adjacent events to Kingston in collaboration with Business Events
- // Proactively build our business in the sport tourism industry through networking, business-to-business, and educational opportunities
- // Create wellness experiences and itineraries

**Sport and Wellness activities this quarter supported the following IDS initiatives:**

- 10 – Develop/enhance enticing shoulder/winter tourism products
- 21 – Improve relationship with Queen's University
- 25 – Implement a sport and wellness tourism strategy



# SPORT AND WELLNESS



## 2024 annual goals

Sport and Wellness	2024 goal	Q1	Q2	Q3	Q4	2024 result	% goal actual
Number of traces	2,000	408				408	20%
Number of bids prospected	50	22				22	44%
Number of bids submitted	20	4				4	20%
Number of bids won	10	3				3	30%
Number of events hosted	70	15				15	21%
Room nights	40,000	18,140				18,140	45%
Event attendees	38,000	32,604				32,604	86%
Estimated economic impact		\$1,475,376				\$1,475,376	

*All numbers are based on date traces/leads began*

*Bids prospected - potential events*

*Bid submitted include both led and supported bids; not all bids require a formal bid proposal.*

*Economic impact source: Sport Tourism Canada's STEAM calculator*

# TRAVEL TRADE



---

## **Estimated economic impact of Travel Trade in Q1: \$248,968**

In January, staff attended the American Bus Association Marketplace in Nashville, where we held meetings with 39 tour operators from across North America. Post-event, in Q1 we had over 250 client traces and over 140 referrals to local partners.

Throughout January and February, we finalized details of upcoming spring FAM tours welcoming Jonview – Naar Italy, Focus Travel, and Concord Tours and Travel. We also created new Travify itineraries for four tour companies and provided itinerary assistance for cruise ships MS Hamburg and Pearl Mist.

Throughout Q1, we continued planning for the solar eclipse, co-chairing seven meetings of the solar eclipse working group. Staff also worked with two tour operators, Temple & Temple and Short Trips, to bring group tours into Kingston for the April 8 eclipse.

We also worked with St. Lawrence Parks Commission in preparation for Student Youth Travel Association (SYTA) activities later this year. We also completed the SYTA Tourism training modules for the educational travel sector.

Staff chaired or co-chaired the cruise committee, sales committee, and solar eclipse meetings.

### **These activities supported our 2024 annual plan goals to:**

- // Increase brand awareness and intensify the travel trade market
- // Create new product development and packages
- // Position Kingston as a key cruise hub
- // Expand the education sector

### **Travel Trade work this quarter supported the following IDS initiatives:**

- 9 – Support creation of flexible packages and itineraries
- 10 – Develop/enhance enticing shoulder/winter tourism products
- 18 – Support multi-channel visitor services program with focus on operators

# TRAVEL TRADE



## 2024 annual goals

Travel Trade	2024 goal	Q1	Q2	Q3	Q4	2024 result	% goal actual
Number of traces	600	181				181	30%
Definite leads	75	6				6	8%
Referrals	450	141				141	31%
Cruise passengers	1,300	330				330	25%
Number of buses booked	75	4				4	5%
Estimated economic impact		\$248,968				\$248,968	

All numbers are based on date traces/leads began

Traces - contact with clients and prospects

Definite leads - potential business that has turned into booked business

Referrals - provision of local partner information to clients

Buses booked are from accommodation partner statistics and do not always reflect the booking and the activity in the quarter recorded

Economic impact sources: TourTracker Pro (buses); University of Minnesota (Duluth) Great Lakes traffic study calculator (cruises)

# BUSINESS EVENTS



---

## **Estimated economic impact of Business Events in Q1: \$257,477**

This quarter, we began a partnership with Lionhearts on a new food reclamation and redistribution program. Working with our hotel, restaurant, and venue partners, Lionhearts will reclaim food left over from business events hosted in Kingston. Lionhearts has the infrastructure, volunteer support, and social service agency connections to ensure that surplus food gets distributed efficiently to those in our community dealing with food insecurity, and Tourism Kingston's ongoing work with business event hosts across the city will ensure that as many event organizers as possible take advantage of this opportunity. This initiative aligns with Tourism Kingston's commitment to sustainable tourism.

We established a host reception committee to prepare for the CSAE Summer Summit event in Q2. The Canadian Society of Association Executives (CSAE) is Canada's "association for associations": they have chosen Kingston as host city for their Summer Summit for the first time. This one-of-a-kind event will allow our local food, beverage, entertainment, and event service providers to showcase all they offer to association executives from across Canada, all of whom host their own business event gatherings. Our committee has representatives from key business sectors, preparing to host a Kingston Showcase evening in Kingston Penitentiary.

We attended a number of key provincial and national gatherings: Ottawa Meet Week; Destination Direct Canada (20 one-on-one meetings over two days with hosted buyers from across Canada); CSAE's Tete-a-Tete trade show for event organizers from the National Capital Region; education and networking events hosted by Meeting Planners International (MPI); the Canadian Society of Professional Event Planners (CanSPEP); and the Professional Convention Management Association (PCMA). Four local hotel partners joined us in the Tourism Kingston booth at the Tete-a-Tete trade show, and we showcased our strong transportation partnership with VIA Rail Canada by presenting attendees with a Kingston/VIA Rail shared space for the event. This series of events resulted in 95 significant discussions with event planners, 175 follow-up communications, and 12 strong leads for events in 2024 alone.

# BUSINESS EVENTS



---

We made a presentation to the VIA Rail Canada Business Development team during the group's quarterly sales meeting. A strong partnership with VIA Rail allows us to provide accessible, affordable, and sustainable transportation options in all business event hosting proposals. As an example, our Q1 proposal to host the Canadian Society of Professional Event Planners national conference in 2025 included an assurance of a dedicated networking railcar to bring CanSPEP delegates to Kingston from Toronto, as well as significant discounts in transportation to Kingston from other cities.

In partnership with Queen's University Smith School of Business, we hosted the Society for Incentive Travel Excellence (SITE Canada) Learning Lounge and AGM. As SITE Canada's membership is based largely in the GTA, we hosted the event at the Smith School's Toronto campus, thus showcasing our hosting versatility to 70 SITE delegates.

**These activities supported our 2024 annual plan goals:**

- // Prioritize sustainability in business event planning
- // Target specific business events sectors
- // Increase revenue through the Enhanced Profile Program

**Business Events activities this quarter supported the following IDS initiatives:**

- 13 – Create a sustainable tourism development plan
- 21 – Improve relationship with Queen's University

# BUSINESS EVENTS



## 2024 annual goals

Business Events	2024 goal	Q1	Q2	Q3	Q4	2024 result	% goal actual
Number of traces	1,000	351				35	35%
Tentative leads	30	13				13	43%
Definite leads	40	2				2	5%
Contracted room nights	9,000	3,523				3,523	39%
Estimated economic impact		\$257,477				\$257,477	

*All numbers are based on date traces/leads began*

*Traces - contact with clients and prospects*

*Tentative leads - prospect converts to a business opportunity for the partners to respond to*

*Definite leads - booked business*

*Economic impact reflects room nights and does not include indirect spend for delegates*

*Economic impact source: Destinations International Event Impact Calculator*

# FILM & MEDIA



---

## Estimated economic impact of Film & Media in Q1: \$229,150

In Q1, we welcomed the latest Tier 1 (over one week) film production to be produced entirely end-to-end in Kingston. *Midnight Masquerade* was written, directed, and produced by a local resident and recent Queen's graduate. The Film & Media team has been supporting this project since its early script stage by leading location search and negotiations, connecting local crew with the production team, recruiting locals to fill background actor roles, and helping to select local vendors to provide catering and ancillary services on set. For this 14-day production, 15 hotel rooms were used by visiting cast and crew over 16 room nights. Twenty-two local residents were hired for entry, mid-level, and senior-level crew positions. Two local restaurants/catering services provided catering and craft services for all cast and crew each day on set. All wardrobe and set decorations were sourced and purchased locally in Kingston. Forty-five Kingston residents were hired as background performers. This production had an estimated economic impact of \$154,150.

We also welcomed five small-budget productions. These productions were entirely filmed, cast, and crewed locally, supported by local vendors, and produced by senior creatives from Kingston. Each of these was a Tier 2 production (overnight to one week). The productions were:

*Blessings In Disguise*

*Seen Too Much*

*Voice In Divorce*

*Pygmalion*

*Other*

The collective economic impact of these five small-budget productions was approximately \$75,000.

Along with the rest of the province, we saw a dramatic increase in interest from productions, ranging from local independent films to large studio productions from Netflix, Paramount, NBCUniversal, Amazon, and Lionsgate. After a lengthy downturn in studio productions following the dual industry strikes of 2023, there has been a recent surge in interest in production in Ontario. We're currently tracking almost 30 film and television productions with the potential to film in Kingston in Q2 and beyond.

# FILM & MEDIA



## Workforce development activities

### Workshops:

- // How to pitch your project (22 attendees)
- // Digital media training (11 attendees)

### One month 1-on-1 mentorship program:

- // How to develop and pitch your project (5 participants)

### Networking:

- // Monthly Makers Meetup (160 attendees)

## Special events

*Kill Victoria* premiere screening: *Kill Victoria* was filmed end-to-end in Kingston in the summer of 2023. We worked with the producers to implement a unique on-set training/mentorship program, partnering established production professionals with more than a dozen Kingston residents with little to no prior experience. The film had its world premiere at The Screening Room to a full audience that included cast, crew, and the senior production team. (111 attendees) The post-screening reception with the senior production team and local delegates celebrated our partnership and laid the groundwork for another production and mentorship program in 2024. (64 attendees)

18MM Youth Filmmakers training program: In partnership with Kingston Canadian Film Festival, (KCFF) we hosted a (sold-out) premiere screening of the nine short films produced by local high school students in 2023. (120 attendees)

25 Years, 25 Minutes pitch competition: We partnered with KCFF on a short film competition to celebrate the festival's upcoming 25th anniversary. Five finalists were selected to develop their film idea and pitch to a panel of jurists and a live audience. During the weeks leading up to the pitch, each participant received ongoing guidance and support from the Film & Media team. (75 attendees)

Filmmakers' Show & Tell: We partnered with the newly formed Cinema Society of Kingston to co-present this event at The Screening Room. Ten filmmakers – ranging from students to seasoned professionals – screened their shorts, music videos, and segments of longer-form productions, then discussed techniques, shared tips and advice, and took constructive and positive feedback from their colleagues in the audience. (52 attendees)

## These activities supported our 2024 annual plan goals:

- // Build relationships with producers for end-to-end productions, using local crew and talent
- // Roll out workshop training series
- // Work with community partners to strengthen local production skillsets, resources, partnerships, and opportunities

## Film and Media work this quarter supported the following IDS initiative:

4 – Develop a creative industries tourism plan

Council Meeting 14 May 7, 2024

340



# FILM & MEDIA



## 2024 annual goals

Productions	2024 goal	Q1	Q2	Q3	Q4	2024 result	% goal actual
Tier 1 (over one week)	4	1				1	25%
Tier 2 (overnight to one week)	10	5				5	50%
Tier 3 (single day)	10	0				0	0%
Local productions (within 100 km)	6	6				6	100%
Non-local productions (>100 km travel)	10	0				0	0%
<b>Workshops/events</b>							
Events	15	9				9	60%
Participants	800	620				620	78%
<b>Scout tours</b>							
Tours	20	2				2	10%
Participants	200	15				15	8%
Estimated economic impact		\$229,150				\$229,150	
<b>Location/production directory</b>							
Location listings	100	12				12	12%
Vendor/crew listings	100	19				19	19%

Economic impact sources: Producers' reporting and Film & Television EI calculator



---

## **Estimated economic impact of sponsored music events in Q1: \$67,490**

In January, the Music Officer attended The Next Stage event in Ottawa, facilitated by the Canadian Live Music Association, which brings together people working in music and business to inspire economic innovation. During the event we explored partnership opportunities to enrich the Ottawa and Kingston music scenes: plans are underway to bring this collaborative event to Kingston.

Aligned with the Music portfolio's Bandwidth initiative, Q1 saw the launch of the monthly Youth Open Mic project. This project provides a platform for young artists to showcase their talents and receive mentorship from industry professionals. The aim is to support and foster Kingston's emerging music professionals, with plans for expansion into Q2 throughout the city.

In February, in honour of Black History Month, we presented a showcase and panel discussion featuring singer-songwriter Nambi and saxophonist/flautist Ras Burnett. The event was a co-presentation with community partners Kingston Improvising Music Collective/hEAR. In March, the Music Officer was also a panelist at the Queen's Conference on the Entertainment Industry.

The Limestone Music Celebration brought together 400+ music students on Queen's campus to take part in clinics, workshops, rehearsals, and a performance at Grant Hall. This event was a partnership with the Limestone District School Board, with additional support from the Limestone Learning Foundation, Specialist High Skills Major Program, and the DAN School of Drama and Music.

March saw the Slight Music Video Showcase at the Kingston Grand Theatre. More than 500 people attended the premiere of 10 local music videos that were funded in partnership with Tourism Kingston and the Kingston Canadian Film Festival. Now in its third year, the program connects local musicians with local production companies and provides honoraria for their work on new music videos.

In March, as part of the Kingston Music Strategy's (KMS) rollout, we launched an open call for community members to join the Kingston Music Advisory Committee. This committee will oversee the implementation of the KMS, help develop annual music work plans, and advise on ongoing needs in the music community. This committee will launch in early Q2.



---

To support the Post-Secondary Working Group, we coordinated a concert in Springer Market Square to provide alternative St. Patrick's Day activities for students. Nine local emerging bands, made up primarily of Queen's and St. Lawrence College students, performed for an estimated audience of 300. Each of these artists was provided with an honorarium by Tourism Kingston.

**These activities supported our 2024 annual plan goals:**

- // Strengthen music-friendly infrastructure
- // Create professional development and networking opportunities for local artists
- // Support activation and development of spaces for musical experiences
- // Increase connections and visibility in the community to support Creative Industries growth

**Music work this quarter supported the following IDS initiatives:**

- 4 – Develop a creative industries tourism plan
- 21 – Improve relationship with Queen's University

# MUSIC



## 2024 annual goals

Live events	2024 goal	Q1	Q2	Q3	Q4	2024 result	% goal actual
Kingston facilitated roadshows	8	1				1	13%
Artists/bands impacted	25	3				3	12%
Workshops/professional development events	20	5				5	25%
Attendees at workshops/events	750	240				240	32%

Sponsored events							
Sponsored music events	25	4				4	16%
Attendees - sponsored events	15,000	1,325				1,325	9%
Artists/bands impacted	600	49				49	8%
Estimated economic impact of sponsored events		\$67,490				\$67,490	

Location/production directory							
Music listings	25	5				5	20%

Economic impact source: TREIM

# VISITOR SERVICES



---

We saw a huge spike in visitor traffic beginning in March, as we prepared for the total solar eclipse. We stocked 40,000 Kingston-branded solar eclipse glasses, as well as T-shirts and hats, and a limited-edition eclipse poster designed by local artists Tara Pelow and Vincent Perez. We saw just under 10,000 visitors at the Visitor Information Centre (VIC) this quarter. For comparison, the VIC saw 1,290 visitors in Q1, 2023. When possible, we surveyed visitors to see where they were from and the reason for their visit. Thirty-eight per cent were local residents; 33 per cent were visiting friends or family; and 23 per cent were leisure visitors. Seventy per cent of non-resident visitors were from Ontario; 19 per cent from outside North America; and four per cent from Quebec.

We launched our 2024 Enhanced Profile Program to partners. This program gives tourism operators a variety of targeted marketing options, including brochure racking and digital ads. Added benefits this year include a new brochure rack at the Queen's University Athletics and Recreation Centre, in addition to the four existing locations around the city: the VIC, INVISTA Centre, Portsmouth Olympic Harbour, and Kingston Airport.

Staff participated in the solar eclipse planning, attractions, and sales committee meetings.

**These activities supported our 2024 annual plan goals:**

- // Increase retail offerings, including for special events
- // Promote the benefits of the Enhanced Profile Program to tourism partners

**Visitor Services work this quarter supported the following IDS initiative:**

- 10 – Develop/enhance enticing shoulder/winter tourism products

# VISITOR SERVICES



## 2024 annual goals

Visitors	2024 goal	Q1	Q2	Q3	Q4	2024 result	% goal actual
Number of interactions	60,000	9,197				9,197	15%
<b>Sales</b>							
Retail	\$65,000	\$80,404				\$80,404	124%
Commissions – attraction tickets	\$28,500	\$0				\$0	0%
Enhanced profile – brochure racking	\$26,300	\$11,150				\$11,150	42%
<b>Total sales</b>	<b>\$119,800</b>	<b>\$91,554</b>				<b>\$91,554</b>	<b>76%</b>

# FINANCIAL SUMMARY: YEAR TO DATE

Revenue	Total Budget	YTD Actuals	Variance	% Spent
Municipal Funding	\$ 1,587,918	\$ 396,980	\$ 1,190,939	25%
Municipal Other - Cultural Services SLA	\$ 150,000	\$ 150,000	-	100%
<b>Other Revenue</b>				
KAP Contribution	\$ 1,600,000	\$ 400,000	\$ 1,200,000	25%
KAP Contribution - Other	\$ 28,000	\$ 6,341	\$ 21,659	23%
MAT 35% - Film and Media	\$ 350,000	-	\$ 350,000	0%
MAT 65% - STR	\$ 60,000	-	\$ 60,000	0%
MAT 35% - Film Incentive		\$ 40,000	\$ (40,000)	0%
Francophone 2023 - 2024	\$ 22,980	\$ 16,980	\$ 6,000	74%
Experience Ontario	\$ 26,142	\$ 21,600	\$ 4,542	83%
VIC Sales & Commissions:				
Resale	\$ 65,000	\$ 80,404	\$ (15,404)	124%
Ticket sales & other revenue	\$ 28,500	-	\$ 28,500	0%
Brochure racking	\$ 26,300	\$ 11,150	\$ 15,150	42%
Music Revenue	\$ 50,000	\$ 50,000	-	100%
Film Revenue	\$ 70,000	\$ (17,000)	\$ 87,000	-24%
Business Events Revenue	\$ 5,500	\$ 3,295	\$ 2,205	60%
Travel Trade Revenue	\$ 2,550	\$ 1,500	\$ 1,050	59%
Sport & Wellness Revenue	\$ 2,000	\$ 1,473	\$ 527	74%
Marketing Revenue	\$ 75,000	\$ 8,237	\$ 66,763	11%
Partnership Revenue	\$ 40,000	-	\$ 40,000	0%
Other Funding	\$ 249,382	\$ 223,762	\$ 25,620	90%
<b>Total Revenue</b>	<b>\$ 4,439,272</b>	<b>\$ 1,394,722</b>	<b>\$ 3,044,550</b>	<b>31%</b>

## Expenditures

Wages & Benefits	\$ 1,789,000	\$ 348,604	\$ 1,440,396	19%
Other Administrative Expenses	\$ 250,000	\$ 73,614	\$ 176,386	29%
Reserve	\$ 50,000	\$ 12,500	\$ 37,500	25%
Software Maintenance	\$ 64,000	\$ 40,196	\$ 23,804	63%

## Project Expenses

Marketing Digital Content Media Relations	\$ 1,650,000	\$ 311,250	\$ 1,338,750	19%
Special Projects		\$ 78,030	\$ (78,030)	0%
Partnerships	\$ 40,000	\$ 30,000	\$ 10,000	75%
Francophone Community Grant 2023 - 2024	\$ 22,980	\$ 16,980	\$ 6,000	74%
Experience Ontario	\$ 26,142	\$ 24,921	\$ 1,221	95%
Business Events	\$ 78,000	\$ 28,424	\$ 49,576	36%
Travel Trade	\$ 72,000	\$ 16,606	\$ 55,394	23%
Sport & Wellness	\$ 105,150	\$ 29,744	\$ 75,406	28%
Film	\$ 112,000	\$ 11,041	\$ 100,959	10%
MAT 35% - Film Incentive		\$ 40,000	\$ (40,000)	0%
Music	\$ 50,000	\$ 13,479	\$ 36,521	27%
Visitor Services	\$ 130,000	\$ 39,098	\$ 90,902	30%
<b>Total Expenditures</b>	<b>\$ 4,439,272</b>	<b>\$ 1,114,486</b>	<b>\$ 3,324,786</b>	<b>25%</b>
<b>Surplus/(Deficit)</b>		<b>\$ 280,236</b>	<b>\$ (280,236)</b>	<b>25%</b>

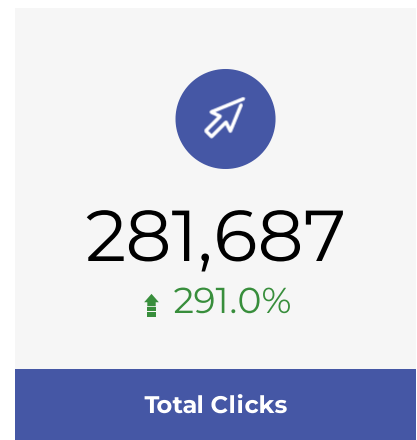
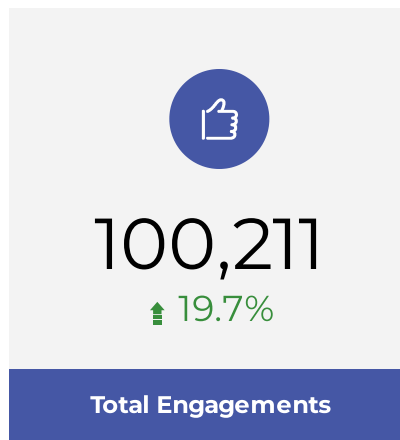
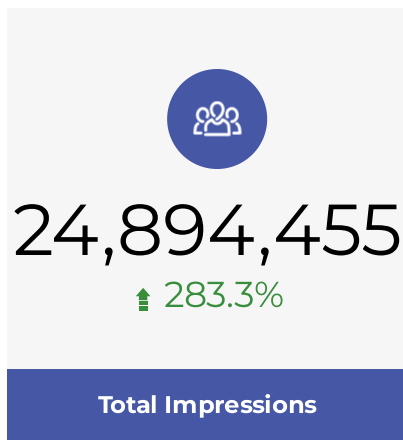
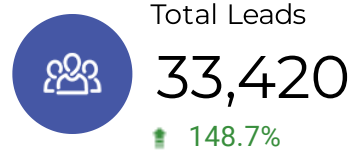


# digital report

## KINGSTON

### Overview - March 2024

The big picture of our digital activity this month



Council Meeting 14 May 7, 2024

Impressions, Engagements, and Clicks include all digital activity



Mar 1, 2024 - Mar 31, 2024

**Website**

- Web sessions increased 198% YoY in March, and increased 51% MoM, generating 224k sessions.
- Despite having fewer campaigns in market than March 2023, we had a 198.6% increase in sessions, due to the success of the Solar Eclipse campaign.
- Our return visitors rate decreased from 14% to 6% MoM, due to a 55% increase in new users primarily going to the Solar Eclipse page. We typically see MoM increases in new visitors at around 10%. Our engagement rate remains unchanged.
- The consumer newsletter saw strong increases in CTRs and open rate, while the member newsletter saw a big decrease in CTRs, but a consistent open rate.
- Lead generation conversions continue to see strong performance MoM.

**Paid Digital****Meta (FB/IG):**

- Impressions jumped up 110% in March to 5.6M as we rolled out the brand campaign, Kingstonlicious and Solar Eclipse campaign across all channels and increased spend slightly on Meta. Link clicks saw an 89% increase, up to 62K.

Boosted Posts:

1.72% CTR (+15%) | \$0.28 CPC (+5%) | \$4.79 CPM (+22%)

- Impressions decreased by 31% and link clicks dropped by 21%, likely due to our 16% reduction in ad spend, and the rise in CPMs.
- Listicles continue to be our top-performing content and ads, delivering CTRs between 2-3%, while Kingstonlicious boosts are <1%.

Kingstonlicious:

0.65% CTR (-25%) | \$0.78 CPC (+68%) | \$5.03 CPM (+25%)

- The prospecting campaign saw a 32% decrease in CTRs, while our CPCs rose 75%. The cost increase is likely partially due to the solar campaign competing against us a bit as we see strong CPC increases across all campaigns in-market.
- Food & Drink audiences delivered the strongest CTRs (0.55%) and drove 50% of clicks generated. We were running a large number of food-focused ads, which is why we see these segments take the lead, though Entertainment remains close with a 0.51% CTR and 25% of the clicks.
- Users A25-34 and 65+ saw a 20% decrease in CTRs, while users A35-55 saw a 30% decrease.
- Users A55-65+ accounted for 74% of the clicks delivered with a 0.72% avg. CTR. Users A 65+ accounted for 52% of clicks and delivered the best CTR at 0.87%.
- Our remarketing campaign CTR remains consistent at 1.22% (-3%), but with a 75% higher CPM than our prospecting.
- Our frequency is ~7 for both campaigns, indicating we could invest more in future to test the point of maximum return.

Solar Eclipse:

1.22% CTR | \$0.46 CPC | \$5.57 CPM

- Our prospecting campaign is delivering a 1.14% CTR and our remarketing is delivering a 1.57% CTR.
- The nature interest audience delivered the strongest CTR at 1.19%, but all segments deliver comparable CTRs (1.09-1.19%).
- Users A55-65+ delivered 62% of the clicks. Our test of including users A18-24 resulted in a 1.04% CTR and 233 clicks.
- The generic carousel creative is our best-performing ad in every ad group, with a collective 1.27% CTR and 20K clicks.
- The "Video" ad delivered a 0.89% CTR and the "Merch" ad delivered a 0.73% CTR.

Brand Campaign:

2.16% CTR (+16%) | \$0.41 CPC (+3%) | \$8.78 CPM (+20%)

- The prospecting campaign CTR increased by 17%, and the remarketing increased by 20%.
- The prospecting campaign saw an 8% CPC increase and a 13% decrease in the remarketing. CPMs increased for both campaigns but only 4% for remarketing, and 25% for prospecting.
- The "Entertainment" audience delivered the highest CTR at 3%, but we saw 28% more clicks come from our new "Families" segment and deliver the lowest CPC at \$0.32.
- All segments saw CTR increases this month, with Entertainment, Travellers and Families delivering a 30% increase.

Creative performance:

- The carousel delivered a 2.86% CTR and a \$0.25 CPC.
- Wellness delivered the strongest CTR at 2.8% and a \$0.49 CPC.
- KCFE delivered a 1.74% CTR and \$0.36 CPC.

Mar 1, 2024 - Mar 31, 2024

**Email**CONSUMER

Avg. open rate: +5% (38.94%)

Avg. CTR: +29% (16.85%)

Total unsub: -35% (20)

MEMBER

Avg. open rate: -5% (41.03%)

Avg. CTR: -80% (3.47%)

Total unsub: -% (0)

**StackAdapt:**Brand Campaign:

1.71% CTR | \$0.40 CPC | \$6.80 CPM

- This is our first month of testing performance on StackAdapt vs. Primedatalytics in 2023. The CTRs are strong so far, while Primedatalytics delivered CTRs of >1%.

- The campaign generated 36K impressions and 630 clicks.

- Travel & Tourism and Food & Drink are the top-performing audience segments, driving 74% of the clicks and CTR of 1.8%.

- The "Culture" banners are driving the highest CTR at 2%, and a \$0.34 CPC.

Solar Eclipse:

0.21% CTR | \$2.79 CPC | \$5.84 CPM

- The campaign generated 772K impressions and 2,386 clicks.

- The costs are higher than we'd normally see due to the short timeframe and high budget for this campaign.

- The top performing audience segments are Budget travel/Family travel, followed by Science & Nature enthusiasts which is a new segment we're testing specifically within this campaign.

- The generic banners delivered CTRs ~20-30%, while the countdown banners are delivering higher CTRs at 0.5-1.2%.

- 300x600 banners deliver the highest CTRs.

**Google:**Demand-Gen:Solar Eclipse:

1.41% CTR | \$0.11 CPC | \$1.59 CPM

- This is our first test of Demand Gen campaigns, which are great for maximizing reach as they provide access to Google's most visual, entertaining channels (YouTube, Discover and Gmail).

- The Entertainment and Family audience segments delivered the highest CTRs at 1.6%

- The description with the highest CTR (2.5%) is: *For one of the best views in Canada: witness the April 8 total solar eclipse in Kingston.*

- The headline with the highest CTR (1.75%) is: *Stand in the path of totality.*

- Landscape images deliver the highest CTRs, while square images deliver the most clicks.

**Paid Search**

- MoM there was a sharp increase in outbound referrals, up 126% (6,067 vs 2,675)

- The majority of these were web referrals (6,014), but we also saw 31 phone calls to hoteliers & 22 phone calls to operators

- The Solar Eclipse campaign provided a big lift in results, producing 19% of all referrals seen in March

- While spend in this campaign increased by 64% from February, traffic from this campaign was up over 800% MoM

- Maple Madness also contributed to a strong month, producing 18% of all referrals

- In March, 49% of all web visits from ads resulted in a outbound web referral

Mar 1, 2024 - Mar 31, 2024

# Consumption

Is our content marketing working?

## Glossary of Terms

### Sessions

# of times your site was visited.

### Users

# of people who visited your site.

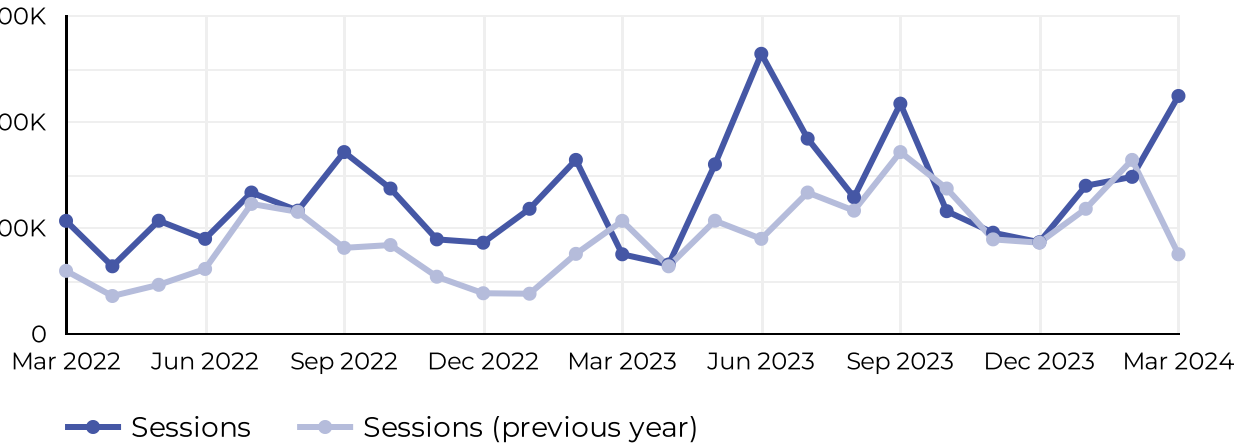
### Page Views

# of pages that have been viewed on your site.

### % Return Visitors

% of user who have visited your site more than once.

\* All percent change is Year Over Year



**Sessions**  
**224.6K**  
 ↑ 198.6%

**Users**  
**193.7K**  
 ↑ 220.5%

**Page Views**  
**294.6K**  
 ↑ 151.33%

# Retention

Are users coming back and consuming our content?



**6**

% Return Visitors

# Lead Generation

Are users converting online?

## Operators

## Hotels

<p><b>24,715</b> ↑ 98.45%</p> <p><b>Web Referrals</b></p>	<p><b>137</b> ↓ 38.29%</p> <p><b>Clicks to Call</b></p>
---	---

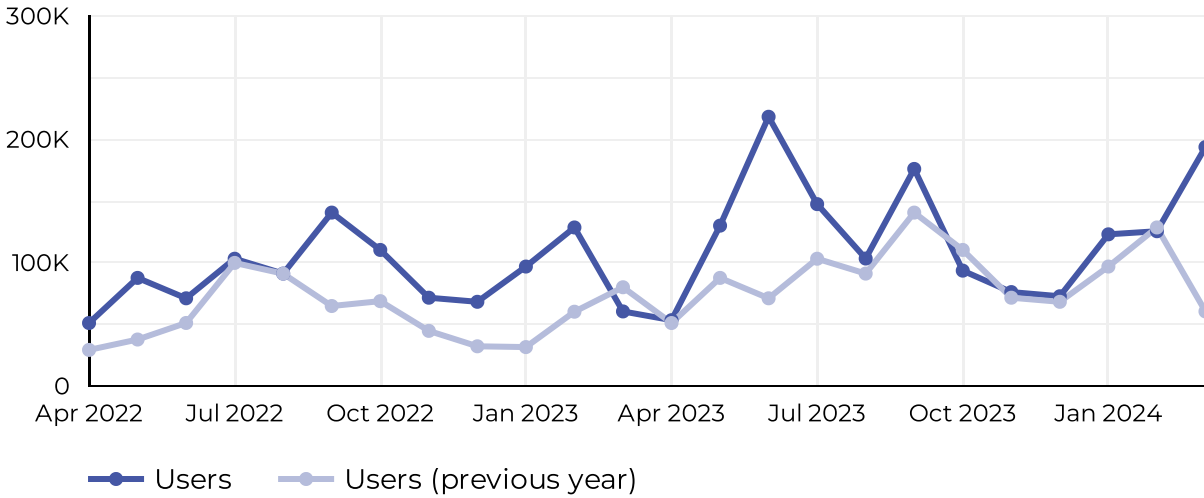
<p><b>8,369</b> ↑ 1,027.89%</p> <p><b>Web Referrals*</b></p>	<p><b>199</b> ↑ 947.37%</p> <p><b>Clicks to Call</b></p>
--	--


\*Migration of Google Analytics took place in May. This revision to the report from May 7, 2024 Council Meeting, 14 May 7, 2024. Hotel referrals are being captured as operator referrals, which has likely affected the breakdown of referrals in this report. This will be corrected going forward.

# Consumption

How is our audience using our site?


Users  
193,734





00:00:23

**Avg. Engagement per Session**



1.31

**Pages/Sessions**

Mar 1, 2024 - Mar 31, 2024

## Glossary of Terms

- Users**  
# of people who visited your site.
  - Avg. Engagement per Session**  
Average length of time that the website was in focus in the browser.
  - Avg. Time on Site**  
Average time spent on site during one session.
  - Pages/Sessions**  
Average # of pages viewed per session.
  - Avg. Time on Page**  
Average time spent on a single page.
  - Impressions**  
The number of times your content was served to users on Twitter & Facebook.
  - Engagements**  
The total number of engagements across Twitter, Facebook, and Instagram.
  - Link Clicks**  
The number of clicks on links within your content on Twitter & Facebook.
- \* All percent change is Year Over Year

# Social Media

An overview of activity on our social media channels



**23,762**  
Instagram Followers



**64,493**  
Facebook Page Likes




**68,997**  
Facebook Page Follow



**8,972**  
X Followers




**2,784**  
TikTok Followers




**5,746,342**  
↑ 101.1%

**Impressions**



**96,023**  
↑ 20.6%

**Engagements**



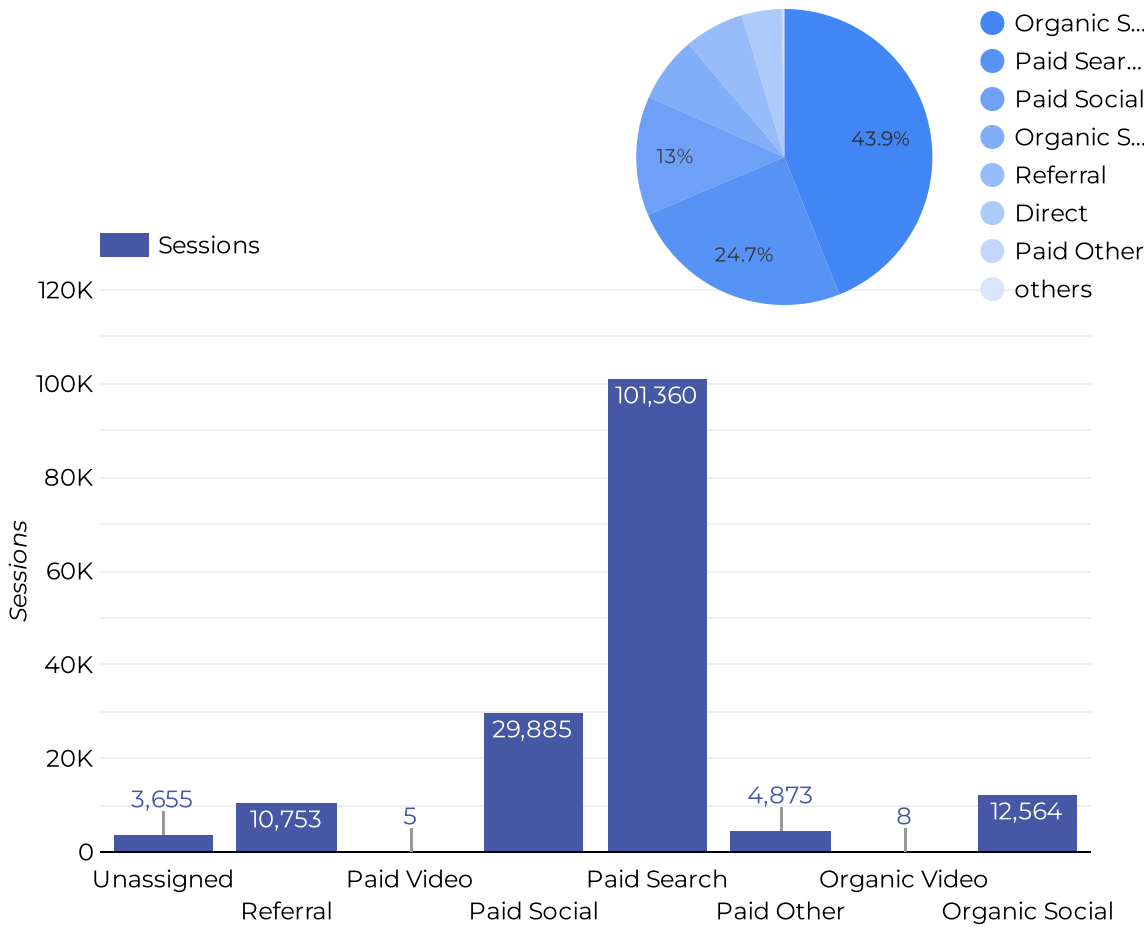
**59,803**  
↑ 68.3%

**Clicks**

\*totals for organic and paid Facebook, Instagram, Twitter  
Council Meeting 14 May 7, 2024

# Website Metrics

Where is our audience coming from and what are they consuming?



Mar 1, 2024 - Mar 31, 2024

## Glossary of Terms

### Unassigned

Untagged sources.

### Organic Search

Visitors referred by an unpaid search engine listing.

### Organic Social

Visitors from organic social posts.

### Paid Search

Visitors from paid search ads.

### Direct

Visitors who visited the site by typing the URL directly into their browser or from bookmarks, untagged links within emails or documents.

### Referral

Visitors referred by links on other websites.

### Display

Visitors from display advertising.

## Website Metrics - Top 10

### Traffic by City

City	Sessions
1. Toronto	45,462
2. Kingston	35,009
3. Montreal	13,075
4. (not set)	11,964
5. Ottawa	10,326
6. Vancouver	3,956
7. Winnipeg	3,509
8. Mississauga	3,462
9. Edmonton	3,419
10. Calgary	3,249

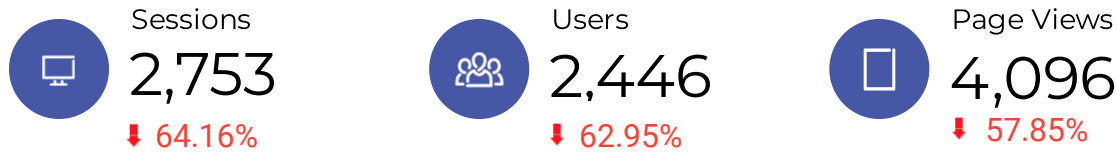
### Most Visited Pages

Landing page	Sessions
1. /eclipse2024	138,860
2. /25-things-to-do-in-march	8,893
3. /kingstonlicious	7,898
4. /visitor-survey	5,970
5. (not set)	5,255
6. /	4,657
7. /see-do/top-attractions	3,171
8. /theme-packages/wellness-retreats	3,107
9. /13-things-to-do-during-march-break...	2,766
10. /kingstonlicious-events/wharf-and-fe...	2,106

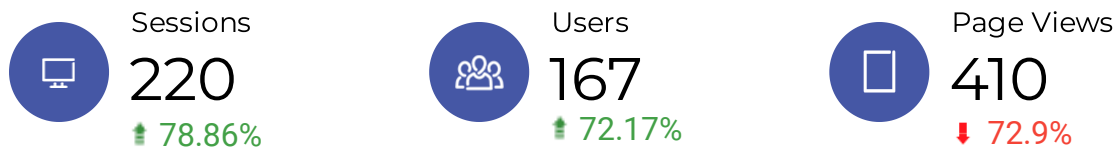
# French and Chinese Sites

Website metrics from each of our French and Chinese sites

## French

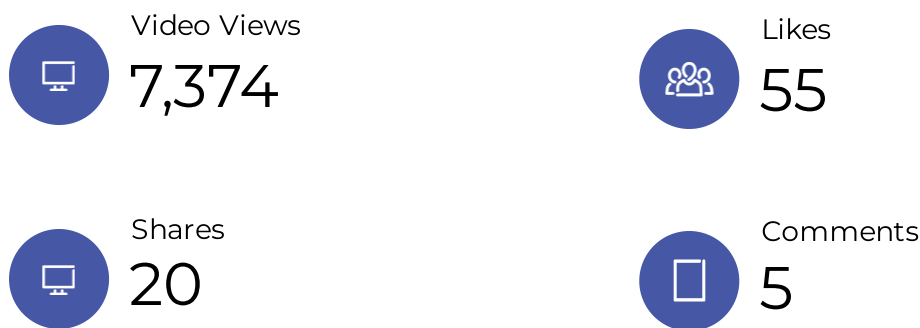


## Chinese



# TikTok

Metrics from VisitKingston's TikTok account for the month



Mar 1, 2024 - Mar 31, 2024

## Glossary of Terms

### Sessions

# of times your site was visited.

### Users

# of people who visited your site.

### Page Views

# of pages that have been viewed on your site.

### Video Views

The number of times viewers watched your videos in the selected date range.

### Likes

The number of likes your videos received in the selected date range.

### Comments

The number of comments your videos received in the selected date range.

*\*comparison is year over year*

Mar 1, 2024 - Mar 31, 2024

# Email Marketing

An overview of email campaigns this month

## Consumer Newsletter



9,040

Total Deliveries



3,520

Total Unique Opens



593

Total Clicks



20

Total Unsubscribes



38.94%

Average Open Rate



16.85%

Average CTR

Benchmarks: Open Rate - 24% | CTR - 12%

## Member Newsletter



351

Total Deliveries



144

Total Unique Opens



5

Total Clicks



0

Total Unsubscribes



41.03%

Average Open Rate



3.47%

Average CTR

## Glossary of Terms

### Deliveries

Number of successful emails sent.

### Unique Opens

# of people who opened your emails.

### Open Rate

Opens divided by deliveries.

### Clicks

# of clicks that were taken on your email.

### CTR

Clicks divided by unique opens.

Mar 1, 2024 - Mar 31, 2024

## Paid Digital | Content Boosting

A snapshot of our Meta ads in market this month

### English Boosted Content

Ad Names	Impressions	Link clicks	CTR	CPC	CPM
TK   Boosted Post   Traffic   25 things in march	88,911	1,653	1.86%	\$0.21	\$3.98
TK   Boosted Post   Traffic   Kingstonlicious post	56,313	1,020	1.81%	\$0.24	\$4.40
TK (0208)   Boosted Post   Traffic   Black Dog Tavern	44,911	215	0.48%	\$0.71	\$3.41
TK (0312)   Boosted Post   Traffic   Wharf	43,628	333	0.76%	\$0.53	\$4.06
TK   Boosted Post   Traffic   13 things in March break	42,750	1,397	3.27%	\$0.13	\$4.14
TK (0326)   Boosted Post   Traffic   25 things in April	17,509	486	2.78%	\$0.13	\$3.62
TK (0212)   Boosted Event   Engagement   Event Respo...	11,607	112	0.96%	\$0.59	\$5.72
TK (0212)   Boosted Event   Engagement   Event Respo...	9,949	81	0.81%	\$1.88	\$15.33
TK (0312)   Boosted Event   Engagement   Wharf	7,561	69	0.91%	\$2.57	\$23.41
TK (0207)   Boosted Post   Traffic   KCFE	4,354	63	1.45%	\$0.28	\$3.99
TK (0208)   Boosted Post   Traffic   LOVEKingston2024	2,286	8	0.35%	\$0.64	\$2.25
<b>Grand total</b>	<b>329,779</b>	<b>5,437</b>	<b>1.65%</b>	<b>\$0.29</b>	<b>\$4.82</b>

### French Boosted Content

Ad set name	Impressions	Link clicks	CTR	CPC	CPM
TK   Boosted Posts   Traffic   FR   TK March 25 things	39,272	906	2.31%	\$0.19	\$4.46
TK (0326)   Boosted Posts   Traffic   FR   25 choses a faire ...	27,100	453	1.67%	\$0.29	\$4.80
<b>Grand total</b>	<b>66,372</b>	<b>1,359</b>	<b>2.05%</b>	<b>\$0.22</b>	<b>\$4.60</b>

## Paid Digital | Kingstonlicious

A snapshot of our Meta ads in market this month

### Meta

Campaign name	Impressions	Link clicks	CTR	CPC	CPM
TK (2024)   Kingstonlicious   RMKT   LPVs	339,395	4,141	1.22%	\$0.63	\$7.74
TK (2024)   Kingstonlicious   Prospecting   Traffic	1,585,292	8,331	0.53%	\$0.85	\$4.45
<b>Grand total</b>	<b>1,924,687</b>	<b>12,472</b>	<b>0.65%</b>	<b>\$0.78</b>	<b>\$5.03</b>



Mar 1, 2024 - Mar 31, 2024

## Paid Digital | Solar Eclipse Campaign

A snapshot of our digital ads in market this month

### Meta

Campaign name	Impressions	Link clicks	CTR	CPC	CPM
TK (2024)   Solar Eclipse   Prospecting   Traffic	2,417,616	27,406	1.13%	\$0.43	\$4.87
TK (2024)   Solar Eclipse   RMKT   LPVs	592,608	9,276	1.57%	\$0.54	\$8.40
<b>Grand total</b>	<b>3,010,224</b>	<b>36,682</b>	<b>1.22%</b>	<b>\$0.46</b>	<b>\$5.57</b>

### StackAdapt

Campaign	Impressions	Clicks	CTR (%)	CPC	CPM
TK (2024)   Solar Eclipse   Display	2,710,315	5,671	0	\$2.79	\$5.84
<b>Grand total</b>	<b>2,710,315</b>	<b>5,671</b>	<b>0</b>	<b>\$2.79</b>	<b>\$5.84</b>

### Google Display

Campaign	Impressions	Clicks	CTR	CPC	CPM
TK (2024)   Solar Eclipse   DMGen   Traffic	10,465,721	147,695	1.41%	\$0.11	\$1.59
<b>Grand total</b>	<b>10,465,721</b>	<b>147,695</b>	<b>1.41%</b>	<b>\$0.11</b>	<b>\$1.59</b>

## Paid Digital | Brand Campaign

A snapshot of our digital ads in market this month

### Meta

Campaign name	Impressions	Link clicks	CTR	CPC	CPM
TK (2024)   Brand Campaign   Prospecting   Traffic	244,115	5,657	2.32%	\$0.36	\$8.31
TK (2024)   Brand Campaign   REMKTG   EN   Traffic	64,604	1,013	1.57%	\$0.67	\$10.56
<b>Grand total</b>	<b>308,719</b>	<b>6,670</b>	<b>2.16%</b>	<b>\$0.41</b>	<b>\$8.78</b>

### StackAdapt

Campaign	Impressions	Clicks	CTR (%)	CPC	CPM
TK (2024)   Brand Campaign   Display	329,982	5,855	2	\$0.38	\$6.79
<b>Grand total</b>	<b>329,982</b>	<b>5,855</b>	<b>2</b>	<b>\$0.38</b>	<b>\$6.79</b>

\*Prospecting campaigns were optimized towards website traffic. Remarketing campaigns were optimized towards landing page views

Mar 1, 2024 - Mar 31, 2024

# Lead Generation

A snapshot of our digital lead generation

## Top Outbound Clicks (Website Referrals to Partners and Community)

Event Action	Total Clicks
<a href="https://www.queensu.ca/physics/news-events/2024-total-solar-ecli...">https://www.queensu.ca/physics/news-events/2024-total-solar-ecli...</a>	5,855
<a href="https://cataraquiconservation.ca/pages/maple-madness">https://cataraquiconservation.ca/pages/maple-madness</a>	2,122
<a href="https://visitkingston.square.site/shop/2024-eclipse-merch/8?page=...">https://visitkingston.square.site/shop/2024-eclipse-merch/8?page=...</a>	1,496
<a href="https://www.forthenry.com/event/solar-eclipse-2024/">https://www.forthenry.com/event/solar-eclipse-2024/</a>	965
<a href="https://www.cityofkingston.ca/residents/transit/bus-schedules">https://www.cityofkingston.ca/residents/transit/bus-schedules</a>	935
<a href="https://visitkingston.square.site/shop/2024-eclipse-merch/8?page=...">https://visitkingston.square.site/shop/2024-eclipse-merch/8?page=...</a>	824
<a href="https://www.kingstonmuseums.ca/events/march-museums">https://www.kingstonmuseums.ca/events/march-museums</a>	823
<a href="https://www.stokedsaunaco.com/">https://www.stokedsaunaco.com/</a>	658
<a href="https://www.cityofkingston.ca/residents/parking/parking-lots">https://www.cityofkingston.ca/residents/parking/parking-lots</a>	540
<a href="http://www.kingstonfoodtours.ca/">http://www.kingstonfoodtours.ca/</a>	531

# Paid Digital

A snapshot of our digital ads in market this month

## Google Search - Search Warrant

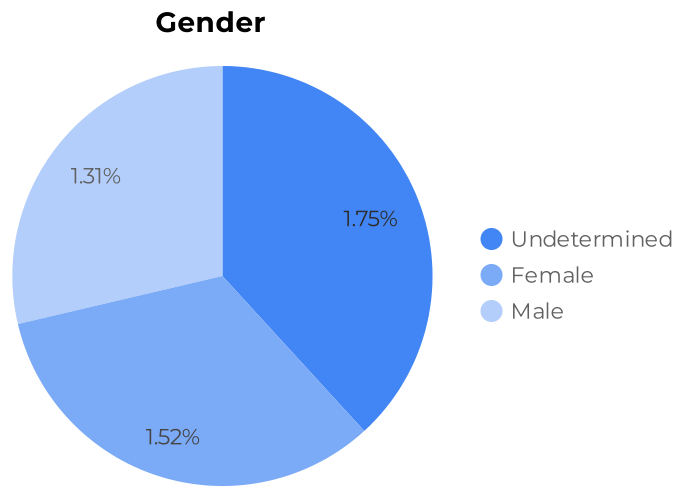
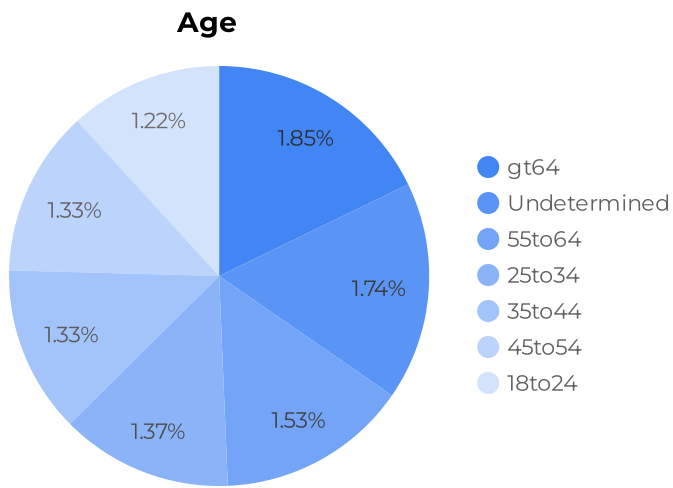
Session campaign	Impressions	Clicks	CTR	Views
KA:23 2024 Solar Eclipse	20,702	4,509	21.78%	6,367
KA:24 Things to do in March	20,228	4,801	23.73%	9,579
KA:24 March Events: Kingstonlicious	4,706	743	15.79%	1,743
KA:24 March Events: Stoked & Chill Sauna Experience	3,836	419	10.92%	562
KA:24 March Events: Maple Madness	3,752	1,323	35.26%	1,469
KA:24 March Events: March of the Museums	2,331	500	21.45%	810
<b>Grand total</b>	<b>56,869</b>	<b>12,469</b>	<b>21.93%</b>	<b>20,940</b>

# Website Audience

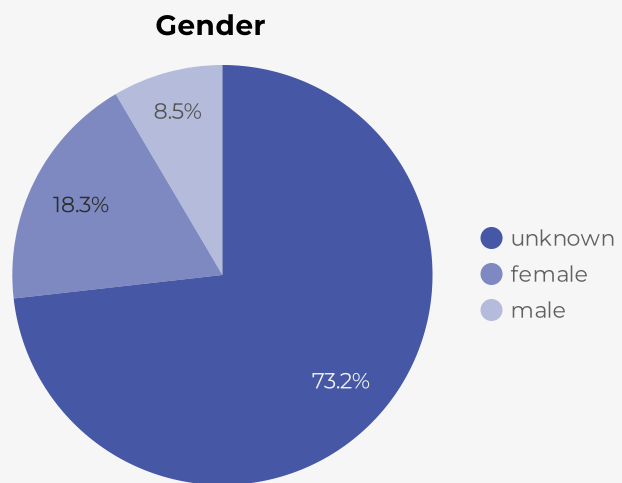
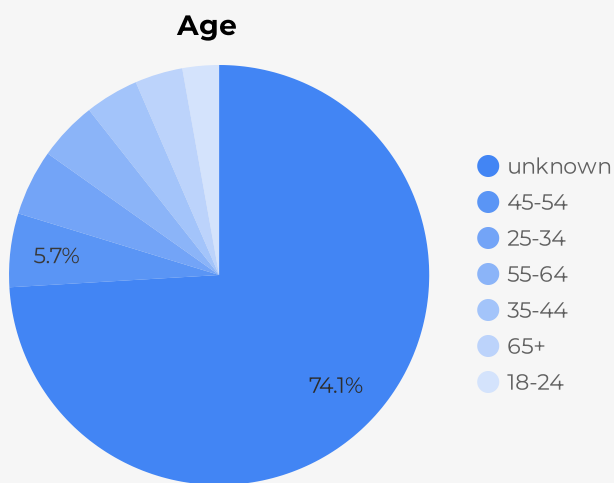
Mar 1, 2024 - Mar 31, 2024

A snapshot of the audience visiting our website

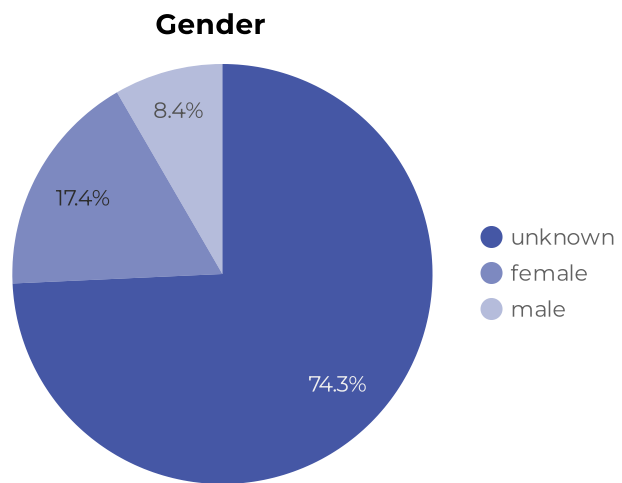
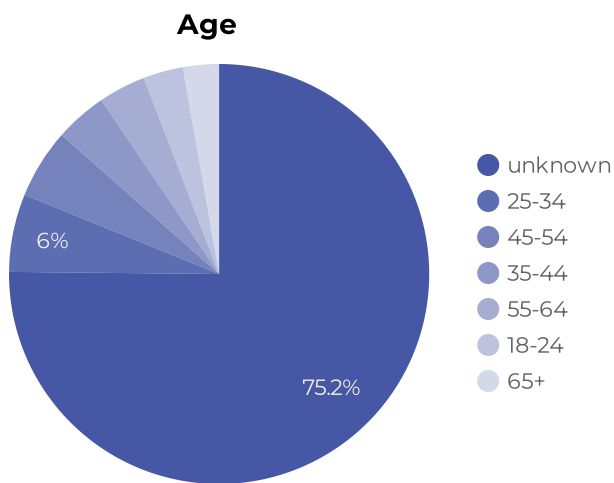
## Click-through Rate by Audience on Google Ads



## Hotel Leads by Audience



## Operator Leads by Audience





Tourism Kingston  
177 Wellington street, Suite 200  
Kingston, Ontario  
K7L 3E3

– *Tourism* –  
**KINGSTON**

**By-Law No. \_\_\_\_\_**

**A By-Law to provide for the assumption of the public highways in Lyndenwood Subdivision, Phases 5-1 and 5-2, Registered Plan 13M-124, 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, Caraco Development Corporation, entered into a Subdivision Agreement with the City of Kingston for Lyndenwood Subdivision, Phase 5, registered as Instrument # FC277516 on March 13, 2019;

**And Whereas** the owner, Caraco Development Corporation, has completed the construction of the associated public works for Lyndenwood Subdivision, Phases 5-1 and 5-2, Registered Plan 13M-124, based on the subdivision agreement dated March 13, 2019, 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 Lyndenwood Subdivision, Phase 5-1 and 5-2 as shown on Registered Plan 13M-124 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 Lyndenwood Subdivision, Phases 5-1 and 5-2, Registered Plan 13M-124.

2. That Max Crescent, Part of Delmar Street, Part of Andersen Drive and Part of Celeste Drive, as established as a public highway in Lyndenwood Subdivision, Phases 5-1 and 5-2, Registered Plan 13M-124, , 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-**

**A By-Law to Amend By-Law Number 2022-62, “Kingston Zoning By-law Number 2022-62” (Removal of Holding Overlay “H4”, 17 Sunset Lane)**

**Passed:** May 7, 2024

**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”); and

**Whereas** the property owner has submitted an application requesting the removal of the Holding Overlay from the lands municipally known as 17 Sunset Lane; and

**Whereas** in accordance with section 22 of the Kingston Zoning By-law, the property owner has satisfied the following conditions for the removal of the Holding Overlay “H4”, including:

- (a) All necessary studies, as determined by the City, have been completed and accepted by the City and any authority having jurisdiction;
- (b) The Owner has executed and registered on title a Private Road Agreement with the City.

**Therefore be it resolved that** 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 F- Holding Overlay is amended to remove Holding Overlay H4 from the subject lands, as shown on Schedule “A” attached to and forming part of this By-Law.
2. This By-Law shall come into force in accordance with the provisions of the *Planning Act*.

Given all Three Readings and Passed: May 7, 2024

---

**Janet Jaynes**  
**City Clerk**

---

**Bryan Paterson**  
**Mayor**






# Schedule 'A' to By-Law Number

Address: 17 Sunset Lane  
File Number: D28-001-2023

# Kingston Zoning By-Law 2022-62 Schedule F - Holding Overlay

 Lands to be Removed from Holding Overlay (H4)

## Certificate of Authentication

This is Schedule 'A' to By-Law Number \_\_\_\_\_, passed this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_ Mayor                      \_\_\_\_\_ Clerk

