



City of Kingston
Council Meeting
Agenda

23-2024

Tuesday, October 1, 2024

7:00 p.m.

Council Chamber

Council will resolve into the Committee of the Whole "Closed Meeting" at 6:15 p.m. and will reconvene as regular Council at 7 p.m.

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Pages

1. **Call Meeting to Order**
2. **Roll Call**
3. **The Committee of the Whole "Closed Meeting"**

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

- a. A proposed or pending acquisition or disposition of land by the municipality or local board - 2312 Princess Street; and
 - b. Labour relations or employee negotiations - Canadian Union of Public Employees (CUPE), Local 109 - Collective Bargaining.
4. **Report of the Committee of the Whole "Closed Meeting"**
 5. **Approval of Addeds**
 6. **Disclosure of Potential Pecuniary Interests**
 7. **Presentations**
 8. **Delegations**
 1. **Stacey Gregory and Ken Barrie - Request for Noise Exemption - Providence Manor Redevelopment Project**

Stacey Gregory, Director of Redevelopment and Planning, Providence Care, and Ken Barrie, Site Supervisor, M. Sullivan & Sons, will appear before Council to speak to Clause 1 of Report Number 84: Received from the Chief Administrative Officer (Consent) with respect to Request for Noise Exemption - Providence Manor Redevelopment Project.

2. Adam & Cassandra Haws - Notice of Intention to Designate under the Ontario Heritage Act

Adam & Cassandra Haws will appear before Council to speak to Clause 2 of Report Number 87: Received from Kingston Heritage Properties Committee regarding Notice of Intention to Designate under the Ontario Heritage Act - 831 Montreal Street.

3. Robert Kiley - Notice of Intention to Designate under the Ontario Heritage Act

Robert Kiley will appear before Council to speak to Clause 2 of Report Number 87: Received from Kingston Heritage Properties Committee regarding Notice of Intention to Designate under the Ontario Heritage Act - 831 Montreal Street.

9. Briefings

10. Petitions

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

1. Motion of Condolences - Harold Tulk

Moved by: Mayor Paterson

Seconded by: Deputy Mayor Boehme

That the sincere condolences of Kingston City Council be extended to the family and friends of former Kingston Fire & Rescue Chief Harold Tulk, who passed away suddenly on September 19, 2024. Chief Tulk served for 42 years in the fire service in Ontario, and was appointed as Fire Chief for the City of Kingston on November 26, 2001, serving until his retirement on December 31, 2012. Chief Tulk played an important role in the merging of three separate fire departments during the amalgamation of the former Pittsburgh and Kingston Townships and the City of Kingston. Our thoughts are with his wife Susan, children Mark and Lindsay, and his grandchildren.

2. Motion of Condolences - Mac Gervan

Moved by: Councillor Oosterhof

Seconded by: Councillor Amos

That the sincere condolences of Kingston City Council be extended to the family and friends of Mac Gervan who passed away on September 20, 2024 after being fatally struck by a car while walking his beloved dog Zuri. Mac was a cherished father, partner and friend known for his kindness, generosity and commitment to service. He touched the lives of many with his unwavering support, infectious laughter and dedication to his community. Mac's construction company was instrumental in

advancing Kingston's Heritage portfolio over many years and his contribution of excellence will have a legacy in wood and limestone. Mac loved to travel, was an avid gardener, a champion of the arts and loved to golf with his friends. Above all, Mac valued his friends, his family and his community. Our thoughts are with his colleagues, family and friends during this difficult time.

3. Motion of Recognition - Fire Prevention Week

Moved by: Councillor Glenn

Seconded by: Councillor Hassan

That Kingston City Council recognize October 6 to 12, 2024 as Fire Prevention Week. The campaign for 2024 is "Smoke alarms: make them work for you!". According to the National Fire Prevention Association, smoke alarms reduce the risk of dying in a home fire by more than half, with three out of five fire deaths happening in homes with either no smoke alarms or no working smoke alarms. Kingston Fire & Rescue, along with other fire departments through Ontario and North America, will be educating residents on the importance of installing and maintaining smoke alarms to support this year's theme. Kingston City Council thanks Kingston Fire & Rescue for their work and encourages all residents to test existing smoke alarms and install new smoke alarms where needed.

12. Deferred Motions

13. Report Number 84: Received from the Chief Administrative Officer (Consent)

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.

1. Request for Noise Exemption - Providence Manor Redevelopment Project

16

(Report Number 24-231 from the Commissioner, Growth & Development Service)

That Sullivan Construction, be granted an exemption from Schedule B of By-Law Number 2004-52, "A By-Law to Regulate Noise", beginning October 10, 2024, and expiring October 10, 2025, to permit amplified sound from Monday to Friday (excluding Holidays), 7:00 p.m. to 11:59 p.m. for construction work related to the Providence Manor Redevelopment Project located at 1200 Princess Street; and

That should the provisions related to amplified sound contained in Schedule B of By-Law Number 2004-52, "A By-Law to Regulate Noise" be amended prior to the October 10, 2025, expiration of the exemption granted to Sullivan Construction, the exemption will be voided at the time those amendments come into effect.

**14. Report Number 85: Received from the Chief Administrative Officer
(Recommend)**

1. Notice of Objection to Proposed Heritage Designation - 163 Brock Street

31

(Report Number 24-233 from the Commissioner, Community Services)

(See By-Law Number (1), 2024-365)

That Council acknowledges receipt of the Notice of Objection from Dr. Ruth MacSween, dated June 24, 2024, to the proposed designation of the property located at 163 Brock Street, known as the Dupuis 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 163 Brock Street, known as the Dupuis House; and

That Council give all three readings to the Designation By-Law for 163 Brock Street, attached as Exhibit B to Report Number 24-233, and directs the City Clerk to serve a Notice of Passing as prescribed under Section 29(8) of the Act.

2. Drinking Water Quality Management System - 2023 Management Review Report and Re-endorsement of Operational Plan

49

(Report Number 24-219 from the President & Chief Executive Officer, Utilities Kingston)

That Council receive the Kingston and Cana Drinking Water System Management Review Summary Report 2023 and Accreditation Audit Report; and

That Council re-endorse the Operational Plan for the Kingston and Cana Drinking Water System and authorize the Mayor and Clerk to sign the Owner and Top Management Endorsement of the Operational Plan for Kingston's Drinking Water Supply Systems document showing Council's endorsement of the plan.

3. Weather-Based Parking Ban

128

(Report Number 24-144 from the Commissioner, Infrastructure, Transportation & Emergency Services)

(See By-Law Number (2), 2024-366)

(See By-Law Number (3), 2024-367)

That Council make permanent a weather-based winter overnight parking ban during the months of December and March each year, while

maintaining the current full parking ban overnight during the months of January and February; and

That the By-Law attached to Report Number 24-144 as Exhibit A, “A By-Law to Amend By-Law Number 2010-128, A By-Law to Regulate Parking, as Amended” be presented to Council for all three readings; and

That Council delegate authority to the Director of Public Works & Solid Waste, or their designate, to enact and end a “Declared Weather Event” during the months of March and December of each year; and

That the By-Law attached to Report Number 24-144 as Exhibit B, “A By-Law to Amend By-Law Number 2016-189, “A By-Law to Consolidate the Delegation of Powers and Duties, as amended”, be presented to Council for all three readings.

15. Report Number 86: Received from the Planning Committee

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. Official Plan & Zoning By-Law Amendment - 2312 Princess Street

175

(Exhibits C and D to Report Number PC-24-048)

(See By-Law Number (4), 2024-368)

(See By-Law Number (5), 2024-369)

That the applications for Official Plan and zoning By-Law amendments (File Number D35-004-2022) submitted by Arcadis, on behalf of 2312 Princess Street Inc., for the property municipally known as 2312 Princess Street, be approved; and

That the City of Kingston Official Plan, as amended, be further amended, Amendment Number 88, as per Exhibit C, (Draft By-Law and Schedule A to Amend the Official Plan) to Report Number PC-24-048; and

That Kingston Zoning By-Law Number 2022-62, as amended, be further amended, as per Exhibit D (Draft By-Law and Schedule A and B to Amend Zoning By-Law Number 2022-62) to Report Number PC-24-048; and

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

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

16. Report Number 87: Received from Kingston Heritage Properties Committee

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. Application for Ontario Heritage Act Approval - 9 George Street

186

(Exhibit A to Report Number HP-24-038)

That alterations to the property at 9 George Street, be approved in accordance with details as described in the application (P18-084-2024), which was deemed complete on August 7, 2024 with said alterations to include the installation/construction of a second floor addition above an existing one storey addition, a new porch that faces Wellington Street, a new carport over the existing driveway, a new approximately 0.3 metre raised foundation clad in limestone, new windows/surrounds/trim and doors for all openings, new standing seam profile roofing with skylights, new wood siding/trim for the entire building, new window openings on the vestibule and east elevation, two new decks that face the rear yard, and the removal of the existing chimney and two first floor windows on the western elevation; and

That the approval of the application is subject to the conditions outlined in Exhibit A to Report Number HP-24-038.

2. Notice of Intention to Designate under the Ontario Heritage Act

283

(Exhibits A-H and J-L to Report Number HP-24-039)

Note: The designation of 2973 Orser Road, Exhibit I to Report HP-24-039, was deferred to the October 16, 2024 meeting of the Kingston Heritage Properties Committee.

That Council direct staff to serve a Notice of Intention to Designate the property located at 294 Elliott Avenue, known as the Elliott 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-24-039; 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 294 Elliott Avenue, known as the Elliott Farmhouse, attached as Exhibit B to Report Number HP-24-039, 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 3751 Smith Road, known as the Bell Farmstead, 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-24-039; 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 3751 Smith Road, known as the Bell Farmstead, attached as Exhibit C to Report Number HP-24-039, 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 3867 Smith Road, known as the Smith Farmstead, 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-24-039 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 3867 Smith Road, known as the Smith Farmstead, attached as Exhibit D to Report Number HP-24-039, 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 722-766 John Counter Boulevard, known as the John Elliott 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-24-039; 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 722-766 John Counter Boulevard, known as the John Elliott Farmhouse, attached as Exhibit E to Report Number HP-24-039, 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 831 Montreal Street, as a property of cultural heritage value or interest pursuant to Section 29 of the Ontario Heritage Act, attached as Exhibit A to Report Number HP-24-039; 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 831 Montreal Street, attached as Exhibit F to Report Number HP-24-039, 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 1901 Jackson Mills Road, known as the Jackson Mill, 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-24-039; 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 1901 Jackson Mills Road, known as the Jackson Mill, attached as Exhibit G to Report Number HP-24-039, 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 262 Wellington Street, as a property of cultural heritage value or interest pursuant to Section 29 of the Ontario Heritage Act, attached as Exhibit A to Report Number HP-24-039; 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 262 Wellington Street, attached as Exhibit H to Report Number HP-24-039, 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 4226 Florida Road, known as the Walker Farmstead, 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-24-039; 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 4226 Florida Road, known as the Walker Farmstead, attached as Exhibit J to Report Number HP-24-039, 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 617-619 Union Street, as a property of cultural heritage value or interest pursuant to Section 29 of the Ontario Heritage Act, attached as Exhibit A to Report Number HP-24-039; 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 617-619 Union Street, attached as Exhibit K to Report Number HP-24-039, 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 79-83 Princess Street, known as the Robert White 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-24-039; 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 79-83 Princess Street, known as the Robert White Building, attached as Exhibit L to Report Number HP-24-039, 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.

17. **Committee of the Whole**

18. **Information Reports**

1. **Operating Budget Status Report - August 2024** 347

(Report Number 24-205 from the Chief Financial Officer & City Treasurer)

The purpose of this report is to provide Council with a financial status update of the general operating budget as at August 31, 2024.

19. **Information Reports from Members of Council**

20. **Miscellaneous Business**

Miscellaneous Business Items are voted on as one motion.

1. **Resignation from Housing & Homelessness Advisory Committee - River Hill** 361

(See Communication 23-638)

Moved by: Councillor Ridge

Seconded by: Councillor Tozzo

That the resignation of River Hill from the Housing & Homelessness Advisory Committee be received with regret.

21. **New Motions**

1. **Kingston Police Service Board**

Moved by: Mayor Paterson

Seconded by: Councillor Ridge

Whereas the Kingston Police Service Board was established under the former Police Services Act where the number of board members was dictated based on the municipality's population, which limited the Kingston Police Service Board to a five-member board based on the City's population; and

Whereas Section 31 of the new Community Safety and Policing Act states the police service boards will be composed of five members unless the municipality passes a resolution to change the number of members; and

Whereas Section 31 of the new Community Safety and Policing Act states that the board membership can be composed of five, seven or nine members, and where a board with seven members has the following composition:

- a. the head of the municipal council or, if the head chooses not to be or is ineligible to be a member of the board, another member of the municipal council appointed by resolution of the municipality;
- b. two members of the municipal council appointed by resolution of the municipality;
- c. one person appointed by resolution of the municipality, who is neither a member of the municipal council nor an employee of the municipality; and
- d. three persons appointed by the Lieutenant Governor in Council; and

Whereas the City of Kingston has experienced and continues to experience significant population growth with an increased level of concern for public safety due to an increase in crime and violence;

Therefore Be It Resolved That in accordance with subsection 31(3) of the Community Safety and Policing Act, City Council approve an amendment to the composition of the Kingston Police Service Board from a five-member board to a seven-member board; and

That Council direct staff to include the necessary funding in the 2025 operating budget to cover the Lieutenant Governor appointed board members' honorariums; and

That City Council direct the Clerk to proceed with appropriate next steps to implement recruitment for the expanded board composition to be effective January 1, 2025.

22. Notices of Motion

23. Minutes

Distributed to all Members of Council on September 27, 2024.

That the Minutes of City Council Meeting Number 21-2024, held Tuesday, September 17, 2024, and Special City Council Meeting Number 22-2024, held Tuesday, September 24, 2024 be confirmed.

24. Tabling of Documents

25. Communications

Communications received and distributed to Council between September 10, 2024 to September 24, 2024.

26. Other Business

27. By-Laws

That By-Laws (1) through (6), and (8) be given their first and second reading.

That By-Laws (1) through (8) be given their third reading.

1. A By-Law to Designate the property at 163 Brock Street to be of Cultural Heritage Value and Interest pursuant to the Ontario Heritage Act

A By-Law to Designate the property at 163 Brock Street to be of Cultural Heritage Value and Interest pursuant to the Ontario Heritage Act

Three Readings

Proposed By-Law Number 2024-365

(Clause 1, Report Number 85)

2. A By-Law to Regulate Parking

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

Three Readings

Proposed By-Law Number 2024-366

(Clause 3, Report Number 85)

3. A By-Law to Consolidate the Delegation of Powers and Duties

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

Three Readings

Proposed By-Law Number 2024-367

(Clause 3, Report Number 85)

4. Official Plan Amendment - 2312 Princess Street

A By-Law to Amend The City of Kingston Official Plan (Amendment Number 88, 2312 Princess Street)

Three Readings

Proposed By-Law Number 2024-368

(Clause 1, Report Number 86)

5. Zoning By-Law Amendment - 2312 Princess Street

A By-Law to Amend By-Law Number 2022-62, "The Kingston Zoning By-Law" (Transfer of Lands into Kingston Zoning By-Law, Introduction of Exception Number E139, and Removal of Holding Overlay H180 (2312 Princess Street)

Three Readings

Proposed By-Law Number 2024-369

(Clause 1, Report Number 86)

6. Delegated Authority - A By-Law to Amend By-Law Number 2022-62, "Kingston Zoning By-Law Number 2022-62" (Removal of Holding Overlay, 2251 McKendry Road)

366

A By-Law to Amend By-Law Number 2022-62, "Kingston Zoning By-Law Number 2022-62" (Removal of Holding Overlay, 2251 McKendry Road)

Three Readings

Proposed By-Law Number 2024-370

(Delegated Authority)

7. A By-Law to Provide Rules for Governing the Order and Procedures of the Council of The Corporation of the City of Kingston

A By-Law to Amend City of Kingston By-Law Number 2021-41, A By-Law to Provide Rules for Governing the Order and Procedures of the Council of The Corporation of the City of Kingston

Third Reading

By-Law Number 2024-360

(Clause 4, Report Number 80, September 17)

8. A By-Law to confirm the proceedings of Council at its meeting held on October 1, 2024

A By-Law to confirm the proceedings of Council at its meeting held on October 1, 2024

Three Readings

Proposed Number 2024-371

(City Council Meeting Number 23-2024)

28. Adjournment

That Council do now adjourn.



**City of Kingston
Report to Council
Report Number 24-231**

To: Mayor and Members of Council
From: Paige Agnew, Commissioner, Growth & Development Services
Resource Staff: Kyle Compeau, Director, Licensing & Enforcement Services
Date of Meeting: October 1, 2024
Subject: Request for Noise Exemption – Providence Manor Redevelopment Project

Council Strategic Plan Alignment:

Theme: Policies & by-laws

Goal: See above

Executive Summary:

Sullivan Construction has submitted a request for a noise exemption permit related to the ongoing construction of Providence Manor Redevelopment Project. This six-story long-term care facility, located at 1200 Princess Street, is designed to provide accommodations for 320 residents.

The noise exemption request is specifically a contingency plan to address potential delays in concrete pouring and proper settlement. The concrete curing process is time-sensitive and can sometimes extend beyond the permitted times of construction related noise activity. While Sullivan Construction aims to complete all work within standard timeframes, this request ensures that if delays occur, the necessary work can be completed without compromising the integrity of the construction. There is no expectation that this exemption will be routinely required, nor will be needed for a daily or weekly basis. The exemption is being requested only to address unforeseen circumstances that may arise during the critical concrete pouring process, ensuring the project remains on schedule without compromising quality.

October 1, 2024

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Recommendation:

That Sullivan Construction, be granted an exemption from Schedule B of By-Law Number 2004-52, "A By-Law to Regulate Noise", beginning October 10, 2024, and expiring October 10, 2025, to permit amplified sound from Monday to Friday (excluding Holidays), 7:00 p.m. to 11:59 p.m. for construction work related to the Providence Manor Redevelopment Project located at 1200 Princess Street; and

That should the provisions related to amplified sound contained in Schedule B of By-Law Number 2004-52, "A By-Law to Regulate Noise" be amended prior to the October 10, 2025, expiration of the exemption granted to Sullivan Construction, the exemption will be voided at the time those amendments come into effect.

October 1, 2024

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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

October 1, 2024

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Options/Discussion:

Section 3.3 of By-Law Number 2004-52, A By-Law to Regulate Noise (the “Noise By-Law”) states that any person may apply to the Licensing & Enforcement Division requesting an exemption from the prohibitions in Schedule A and B of the Noise By-Law; Section 3.4 provides that Council may approve the exemption request and impose any conditions it deems

Request Details

The City of Kingston has received a request for a noise exemption from Sullivan Construction for the Providence Manor Redevelopment Project located at 1200 Princess Street. The project involves the construction of a 6-story Long Term Care Facility that will accommodate 320 residents. The specific days and times for which the exemption is required are as follows:

Dates: October 10, 2024, to October 10, 2025.

Days and Hours: Monday-Friday (excluding Holidays), 7:00 PM-11:59 PM.

The request is being made as a contingency to allow work beyond the usual permitted hours in the event that concrete finishing or other specific elements are delayed and require completion outside of the normal operating permitted hours of 7 AM-7 PM. The project team assures that all reasonable steps will be taken to avoid working outside the permitted hours.

Rationale for the Request

The primary focus of this request is to ensure that the concrete pouring process can be completed properly without interruption. The nature of concrete work requires it to be handled promptly, as any delays in pouring or settlement can lead to structural issues and further project delays.

This exemption is intended solely for situations where delays occur, and it will only be used if it becomes necessary to ensure the proper settlement and finishing of the concrete to maintain the quality and safety of the construction.

Mitigation of Noise Impact

Sullivan Construction is committed to minimizing the impact of construction noise on the surrounding community. Concrete pouring can be a relatively quiet activity compared to other construction tasks. However, Sullivan Construction recognizes that it still has the potential to cause disruptions, especially if conducted after normal working hours. While the curing and settlement process may extend to late hours, they will ensure that the most noise-generating activities (such as moving machinery and pouring large volumes) are completed during the daytime or early evening hours, keeping noise levels minimal after 7:00 PM.

October 1, 2024

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Community Feedback

Staff received eight written submissions against the requested noise exemption for Providence Manor Redevelopment Project. The primary concern expressed by residents is that the extended hours may negatively impact their quality of life due to potential noise disturbances, especially in the evenings. A few submissions also suggested that the proposed extended times be reduced to lessen the potential disruption. These submissions are shown in Exhibit A.

Existing Policy/By-Law

Council may grant exemptions to By-Law Number 2004-52 “A By-Law to Regulate Noise”. The authority to approve noise exemptions is specifically granted to Council under Subsection 129(b) of the Municipal Act.

Notice Provisions

The Municipal Act no longer requires public notification, but notice is given in order to provide council with community feedback before deciding on this request.

An advertisement of this request was posted on the city website as shown for Exhibit B on August 26, 2024, until September 6, 2024. Eight written Submissions were submitted.

Financial Considerations

The applicant for noise exemption is required to pay a fee of \$347.80 to help cover the cost of processing the noise exemption request, as well as the cost of the newspaper ad.

Contacts:

Kyle Compeau, Director, Licensing & Enforcement Services 613-546-4291 extension 1343

Other City of Kingston Staff Consulted:

None

Exhibits Attached:

Exhibit A Public Feedback

Exhibit B Public Notice

From: [Drew Smith](#)
To: [Compeau, Kyle](#)
Subject: 1200 Princess Street
Date: September 4, 2024 4:14:32 PM

Caution: This email is from an external source. Please exercise caution when opening attachments or clicking links, especially from unknown senders.

Kyle,

This is to register my objection to the application for noise exemption for the above-noted property.

The noise from trucks, cement mixers, pouring cement and the back-up signals on all of the trucks will greatly impact my ability to sleep and hence my functioning during the day. At 1260 Princess, we are directly beside the property and hear every bit of noise. Considering that for most mornings in 2023, they began working at 6:30 a.m. and not 7:00, I suspect that they may cheat again either at the beginning or end of the day - or both!

Thank you for your consideration.
Drew Smith

From: [Anne Gillis](#)
To: [Compeau, Kyle](#)
Subject: Noise Exemption Request 1200 Princess St.
Date: August 30, 2024 6:39:49 AM

Caution: This email is from an external source. Please exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello Mr. Compeau.

I am writing to express my concern and disapproval of a noise exemption for construction activity at 1200 Princess st.
If allowed, the noise before 7am and after 7pm for a full year is not reasonable or acceptable in this densely populated area.

Please do not allow the exemption.

Anne Gillis

From: [Joyce McALLISTER](#)
To: [Compeau, Kyle](#)
Subject: Noise Exemption
Date: August 29, 2024 12:34:38 PM

Caution: This email is from an external source. Please exercise caution when opening attachments or clicking links, especially from unknown senders.

To

Kyle Compeau, Manager of Enforcement Services

I Mrs. Joyce McAllister 122 Hillendale ave Kingston On.

Do not and will not approve this Noise Exemption I work in long term care and need and want piece and quiet and I need to sleep.

the noise is already bothersome and the added traffic in the area .

Thank you

Mrs Joyce Mcallister

613 583 0772

August 27, 202

The City of Kingston has received a request for a noise exemption from Sullivan Construction for the Providence Manor Redevelopment Project located at 1200 Princess St. The project involves the construction of a 6-story Long Term Care Facility that will accommodate 320 residents.

Requested Exemption Details:

- Dates: Oct. 10, 2024 - Oct. 10, 2025.
- Days and Hours: Monday-Friday (excluding Holidays), 7 a.m. - 11:59 p.m.

The request is being made as a contingency to allow work beyond the usual permitted hours in the event that concrete finishing or other specific elements are delayed and require completion outside of the normal operating permitted hours of 7 a.m. - 7 p.m. The project team assures that all reasonable steps will be taken to avoid working outside the permitted hours.

Residents are encouraged to provide feedback regarding this noise exemption request. Please direct your comments or concerns to Kyle Compeau, Manager of Enforcement Services, by Friday, Sept. 6, at 4 p.m. via email at KCompeau@CityofKingston.ca

From: [Serena Young](#)
To: [Compeau, Kyle](#)
Subject: Objection - 1200 Princess Street Noise Exemption
Date: September 6, 2024 3:27:36 PM
Attachments: [sleep-loss-learning-capacity-and-academic-performance1.pdf](#)
[property-standards-bylaw-2005-100.pdf](#)

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Hi Kyle,

I have a strong objection to the noise exemption at 1200 Princess Street. I am in my first semester at St. Lawrence for Medical Laboratory Sciences and it is imperative I acquire adequate sleep. Women need 9 hours of sleep on average, 10 on their periods. A noise free time limit of 7 hours is unacceptable. It is well documented that sleep deprivation is a significant hindrance to academics. Excessive noise will prevent sleep and jeopardize my entire future.

This situation will be exacerbated by Kingston city heating bylaws. The heat in our building is on from September 15th to June 1st and in-unit temperatures have been known to exceed 34 degrees. The windows must be opened for human safety and sleeping capabilities: therefore, we will have no sound prevention methods available to us.

<https://www.deseret.com/2023/4/27/23697451/women-need-more-sleep-than-men/>

Sincerely,

Serena Young, BSch

From: [Robert Cotton](#)
To: [Compeau, Kyle](#)
Subject: Prov. Manor Project ex. Hrs
Date: September 3, 2024 8:58:47 AM

Caution: This email is from an external source. Please exercise caution when opening attachments or clicking links, especially from unknown senders.

Sir

Construction from 7 am to 7 pm is noisy enough. If they can't get the job done in the agreed contract time for construction why do we have to be inconvenienced so they can finish on time or earn bonus for finishing the work ahead of schedule.

To bad they don't live in the neighborhood to put up with the disruption. The city should say no However I don't the city will.

Thank you for your attention to this matter

R Cotton

From: [Terrie Easter Sheen](#)
To: [Compeau, Kyle](#)
Subject: Request for Noise Exemption Providence Care Redevelopment
Date: September 3, 2024 7:38:27 PM

Caution: This email is from an external source. Please exercise caution when opening attachments or clicking links, especially from unknown senders.

Dear Kyle Compeau,

As a long-term resident of Fairview Road, I vehemently oppose the request for the above noise exemption.

Moreover, I believe this to be a complete and utter insult to all of us who live here to even have to respond to such a ridiculous request.

Who in the world would agree to having such noise occur when our entire evenings and sleep would be disrupted for a year? Moreover, it could very well have a negative effect on our overall health.

No, no and no. None of you would!!!!

Thank you.

Terrie Easter Sheen
115 Fairview Road
613-531-2367

From: [Liana Finucan](#)
To: [Compeau, Kyle](#)
Subject: Requested construction noise exemption in Hillendale and beyond
Date: August 30, 2024 10:22:47 AM

Caution: This email is from an external source. Please exercise caution when opening attachments or clicking links, especially from unknown senders.

Good morning Mr. Compeau,

My understanding from a neighbour is that Sullivan has requested an exemption to the noise by-law for the next year or so to complete their work on time at 1200 Princess Street.

The details of the request were sent to me as follows:

Dates: Oct. 10, 2024 - Oct. 10, 2025.

Days and Hours: Monday-Friday(excluding Holidays), 7 a.m. - 11:59 p.m.

While I'm delighted that there will be an increase in residential space in Kingston for seniors requiring care—my understanding is that there is a great need, and I expect it's only increasing as the postwar generation ages—I think tolerating loud noise up to midnight is an unreasonable expectation of local residents.

Any of my neighbours working shift work or raising a small child would already be struggling to get adequate sleep as it is, but I work early in schools, and a midnight sleep time would put me at six hours or less of sleep a night. Sleep research tells us that puts me at risk for myriad health issues, and others at risk who share the road with me when I drive to work. This is not to mention the safety and well-being of the already at-risk population of children I work with, who need me to be at my best whenever possible. I work outside of this neighbourhood, but any school-aged children living locally also need their sleep, and should be getting as much as 10-12 hours per night for healthy brain and body development.

It's also not acceptable to ask workers to extend their work day, as I'm assuming it's possible might happen at this worksite as a result of the longer hours. Their health and safety is also at risk.

If there must be an exemption, let it be to 8 or 9pm at the absolute latest.

Thanking you in advance for your consideration,

Liana Finucan
Kingston resident

From: [Heather Bardell](#)
To: [Compeau, Kyle](#)
Subject: Requested exemption for providence Manor
Date: August 29, 2024 3:50:28 PM

Caution: This email is from an external source. Please exercise caution when opening attachments or clicking links, especially from unknown senders.

It seems to be too big of an ask to be asking for an exemption to the noise bylaws until midnight on a work night

People work. They need to get up early. Midnight is very late for Construction noises

Please deny

Heather Bardell
124 Hillendale Ave

Public Notification: Request for Noise Exemption

August 26, 2024

The City of Kingston has received a request for a noise exemption from Sullivan Construction for the Providence Manor Redevelopment Project located at 1200 Princess St. The project involves the construction of a 6-story Long Term Care Facility that will accommodate 320 residents.

Requested Exemption Details:

- Dates: Oct. 10, 2024 - Oct. 10, 2025.
- Days and Hours: Monday-Friday (excluding Holidays), 7 a.m. - 11:59 p.m.

The request is being made as a contingency to allow work beyond the usual permitted hours in the event that concrete finishing or other specific elements are delayed and require completion outside of the normal operating permitted hours of 7 a.m. - 7 p.m. The project team assures that all reasonable steps will be taken to avoid working outside the permitted hours.

Residents are encouraged to provide feedback regarding this noise exemption request. Please direct your comments or concerns to Kyle Compeau, Manager of Enforcement Services, by Friday, Sept. 6, at 4 p.m. via email at KCompeau@CityofKingston.ca [_\(mailto:kcompeau@cityofkingston.ca\)](mailto:kcompeau@cityofkingston.ca)

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Contact Us

City of Kingston

City Hall

216 Ontario Street

Kingston, ON K7L 2Z3

Canada

contactus@cityofkingston.ca [_\(mailto:contactus@cityofkingston.ca\)](mailto:contactus@cityofkingston.ca)

Phone: 613-546-0000 [_\(tel:613-546-0000\)](tel:613-546-0000)

Fax: 613-546-7816 [_\(fax:613-546-7816\)](fax:613-546-7816)



**City of Kingston
Report to Council
Report Number 24-233**

To: Mayor and Members of Council
From: Jennifer Campbell, Commissioner, Community Services
Resource Staff: Kevin Gibbs, Director, Heritage Services
Date of Meeting: October 1, 2024
Subject: Notice of Objection to Proposed Heritage Designations
163 Brock Street File Number R01-008 2020

Council Strategic Plan Alignment:

Theme: Corporate business

Goal: See above

Executive Summary:

This report provides a Notice of Objection for Council's consideration, which was received as part of the heritage designation process currently underway for the property at 163 Brock Street, known as the Dupuis House.

A Notice of Intention to Designate the property was served on the owners and published in the newspaper on June 11, 2024. The owner of 163 Brock Street provided a Notice of Objection on June 26, 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 withdraw. This timeline will expire on October 9, 2024.

The draft designation by-law was prepared and provided to the owner in accordance with *Ontario Heritage Act* requirements. In the time since the owner's objection was received, staff have communicated with the property owner; no changes were requested to the draft designation by-law and the owner acknowledges that the subject property exceeds the minimum required criteria for determining cultural heritage value or interest in Ontario (meeting four of the nine criteria).

October 1, 2024

Page 2 of 7

Heritage staff, the Heritage Properties Working Group and the Kingston Heritage Properties Committee support the designation of the subject property under Section 29 of the *Ontario Heritage Act* and staff recommend giving all three readings to the proposed by-law and serving a Notice of Passing.

Recommendation:

That Council acknowledges receipt of the Notice of Objection from Dr. Ruth MacSween, dated June 24, 2024, to the proposed designation of the property located at 163 Brock Street, known as the Dupuis 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 163 Brock Street, known as the Dupuis House; and

That Council give all three readings to the Designation By-Law for 163 Brock Street, attached as Exhibit B to Report Number 24-233, and directs the City Clerk to serve a Notice of Passing as prescribed under Section 29(8) of the Act.

October 1, 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

October 1, 2024

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Options/Discussion:

This report provides an update on the heritage designation process currently underway for the property at 163 Brock Street and circulates the Notice of Objection that has been received (Exhibit A) for Council's consideration.

The property at 163 Brock Street is located on the northeast corner of Brock and Montreal Streets, in downtown Kingston. It contains a two-and-a-half storey red-brick residential building, built in 1883. It is an example of a vernacular brick building with Italianate influences, constructed for both a home and office. The property is associated with prominent physician, surgeon, Queens professor and City alderman, Dr. Thomas Dupuis, who lived in and operated his medical practice from this building. The Dupuis House is also significant in defining the character of the streetscape. The statement of cultural heritage value is included in Exhibit B - Draft Designation By-Law – Dupuis House.

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 June 4, 2024, with respect to Report Number HP-24-027, passed the following motions:

That Council direct staff to serve a Notice of Intention to Designate the property located at 163 Brock Street, known as the Dupuis 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-24-027; 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 163 Brock Street, attached as Exhibit B to Report Number HP-24-027, 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.

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 property was served on the owner, published in the newspaper and posted on the City's website on June 11, 2024. The Notice of Objection for the owner was received on June 26 (Exhibit A), 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 October 9, 2024. Council's decision regarding the objection is required to be served on the owner(s) and be

October 1, 2024

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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 objection and reconsider their intention to designate the property, before relinquishing decision making authority on the designation to the Ontario Land Tribunal, should the matter be appealed under tier two.

The Notice of Objection from the owner of the Dupuis House (Exhibit A) includes four 'Grounds for Objection', all of which relate to Council's consideration of their earlier objections. Point 12 in the letter acknowledges the owner's agreement that the property has cultural heritage value and meets two or more of the criteria for designation.

Andrew Reeson, Senior Legal Counsel, Legal Services Department, provided the following comments:

I understand that Dr. MacSween is objecting (under s. 29 (5) of the *Ontario Heritage Act*) to council's notice of intention to designate her property as a property of cultural heritage value or interest. In her notice of objection, Dr. MacSween makes a number of complaints about procedural fairness prior to council's decision that it intends to designate the property.

There is nothing in the *Ontario Heritage Act* that contemplates that the hearing with respect to council's consideration of a person who objects to the proposed designation (under s. 29 (6)) includes a review of the process leading to council's decision that it intends to designate. Consideration of an objection under s. 29 (6) is not a quasi-judicial review of that decision. Rather, it is simply a hearing de novo (a fresh hearing) for council to consider the objection and decide whether or not, based on the criteria set out in *O. Reg. 9/06*, to withdraw its notice of intention to designate. If Dr. MacSween wishes to challenge the fairness of council's procedure prior to deciding that it intends to designate the property, she needs to do so through an application for judicial review to the Divisional Court.

Therefore, council does not need to (and indeed, has no jurisdiction to) consider the fairness of its own procedure prior to deciding that it intends to designate the property. It should simply focus on considering Dr. MacSween's objection as it relates to the *O. Reg. 9/06* criteria.

Council has the discretion to advance or not advance heritage designation of this property following its consideration of this objection. Staff confirm that all legislative steps have been followed in the evaluation and processing of this matter under the *Ontario Heritage Act*. The property at 163 Brock Street exceeds the minimum requirements set out by the Province of

October 1, 2024

Page 6 of 7

Ontario through Ontario Regulation 9/06 for determining cultural heritage value or interest, by meeting four of the nine criteria (it only needs to meet two).

In response to the owner's concern about the length of time and effort involved in gaining approval under the *Ontario Heritage Act* (see Point 13), we are pleased to confirm that the City has made strides to improve the efficiency of the permitting process. For example, the use of the Development and Services Hub ([DASH](#)) program allows applications to be submitted online and at the owner's convenience, without the need to attend City offices. Recent updates to the Procedural By-Law for Heritage have also granted further delegated authority to the Director of Heritage Services to approve minor changes to designated properties, such as repairs to existing features, window repairs/replacements, masonry pointing and alterations that have no significant impact on the property's heritage attributes. This avoids the need to attend multiple committee and Council meetings for minor upkeep matters. If the property is designated, staff will work with the owner to ensure future heritage permits are processed as efficiently as possible.

The draft designation by-law is attached as Exhibit B. Photographs of the property are also included as Exhibit C.

Summary

The draft by-law was prepared in accordance with *Ontario Heritage Act* requirements. The subject property was 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 property exceeds the minimum tests of the criteria, which is uncontested by the owner. Heritage staff, the Heritage Properties Working Group and the Kingston Heritage Properties Committee support the designation of the property at 163 Brock Street under Section 29 of the *Ontario Heritage Act*. Staff recommend giving all three readings to the by-law and serving a Notice of Passing.

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

October 1, 2024

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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*.

Accessibility Considerations:

None

Financial Considerations:

None

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 Services, 613-546-4291 extension 3233

Other City of Kingston Staff Consulted:

Andrew Reeson, Senior Legal Counsel, Legal Services

Exhibits Attached:

Exhibit A Notice of Objection – 163 Brock Street

Exhibit B Draft Designation By-Law – Dupuis House

Exhibit C Photograph of Property

IN THE MATTER OF 163 BROCK STREET (PART LOTS 31-32 PLAN D18 & PART LOT 2, N/S BROCK ST, PLAN SELMA KINGSTON CITY, PART 1, 13R6984; CITY OF KINGSTON, COUNTY OF FRONTENAC), KNOWN AS LIMESTONE DERMATOLOGY

**AND IN THE MATTER OF KINGSTON CITY COUNCIL MEETING, JUNE 4, 2024 –
CLAUSE 2 OF REPORT NUMBER 58: RECEIVED FROM KINGSTON HERITAGE
PROPERTIES COMMITTEE WITH RESPECT TO NOTICE OF INTENTION TO
DESIGNATE UNDER THE ONTARIO HERITAGE ACT**

NOTICE OF OBJECTION

THE UNDERSIGNED objects to the above referenced notice of intention to designate the building commonly known as the medical facility, Limestone Dermatology (the “Property”).

Grounds for Objection

- [1] City Council failed to exercise its discretion in accordance with its duty to do so fairly and with due regard not only to the recommendation of the Kingston Heritage Properties Committee (the “Committee”), but also to the submissions made by me.
- [2] City Council misunderstood its fundamental responsibility to consider the merits of the objection raised by me, rather than act as a rubber stamp for the Committee’s recommendations.
- [3] City Council fettered its discretion, and thereby failed to make a procedurally fair decision.
- [4] City Council made its decision based on improper considerations.

Applicable Principles

- [5] City Council has the power to pass by-laws under section 29 of the *Ontario Heritage Act*, R.S.O. 1990, Chapter O.18, to designate the lands to be of cultural heritage value and interest.
- [6] Section 29 is permissive:

“The council of a municipality may, by by-law, designate a property within the municipality to be of cultural heritage value or interest...” [emphasis added]
- [7] In deciding whether to exercise its delegated power under the *Ontario Heritage Act* to designate a property, City Council is exercising a discretion.

- [8] The exercise of discretion must be undertaken fairly and in accordance with principles of natural justice.
- [9] A failure to exercise a discretion as a result of a decision-maker's reliance on practices or policies, whether written or not, is an abuse of discretion.
- [10] No two cases are identical. It is an abdication of City Council's legal responsibility to decide each case on its merits where the decision not to uphold a property owner's objection to heritage designation is made because:
- a. All such cases should be decided "exactly the same way".
 - b. Council has "always followed" a recommendation for designation.
 - c. Doing so might be seen as treating certain classes of individuals (e.g. physicians) differently.

Facts

- [11] I rely on the facts previously presented by me. For the sake of convenient reference, the text that I prepared for my oral presentation to Council on 4 June is appended to this notice of objection.
- [12] I would emphasise the following:
- a. It is not disputed that the Property meets two or more of the criteria for designation set out in section 1 of Ontario Regulation 9/06 (*Criteria for Determining Cultural Heritage Value or Interest*).
 - b. For the past 19 years the Property has been owned by me and used as a busy medical clinic providing medical care to thousands of individuals from Kingston and beyond.
 - c. When looking for a building to locate my practice in, I made a conscious decision to avoid purchasing a heritage property.
 - d. The Property has been substantially improved by me and has been responsibly and carefully maintained.
 - e. Physicians in Ontario are already overburdened by ever-increasing regulatory, financial and administrative responsibilities. That is before taking into account the inexorable pressures of providing good medical services to a population increasingly anxious and concerned about their ability to access those services.
 - f. Ownership of and responsibility for a heritage property will add to the already long list of administrative, regulatory and other professional responsibilities that this physician has to deal with.

- [13] As an example of the sort of concern that I have, shortly before I became aware of the Committee's interest in designating my building, I had retained masons to do repair work on parts of the exterior of my property, including the chimneys. I am, I believe reliably, informed, that such work, if undertaken on a heritage property, would require a permit, and that the eventual granting of such a permit might be on conditions, such as specifying the materials to be used. The process of applying for a permit and then possibly having to negotiate its terms will either take me away from time that could be spent dealing with my other responsibilities as a busy community physician, or will be delegated, at my expense, to a professional who can deal with the process for me. None of the anecdotal evidence that I am aware of supports the perspective of City staff that the process of obtaining such permits is quick or straightforward.
- [14] There are, no doubt, many buildings in Kingston, which are not designated as being of cultural heritage value and interest, but which could be. Until now (and for many years past), my Property has been one of them.
- [15] In Council's discussion of the Committee's report regarding my Property, the Mayor expressed a concern about "equality" and how we treat all citizens "exactly the same way".
- [16] The Mayor referred to a previous decision made by Council a few minutes earlier to support the designation of a property whose owner had also objected to its designation. He continued:
- "In the interests of equality, if we're going to say "no" to designating this property then I would propose that we have a reconsideration of our earlier decision and also choose not to designate that property and furthermore I would suggest that we probably freeze designating any new properties until we have time to revise the criteria in a way that's fair and equal to everybody unless we want to suggest that there should be certain classes of individuals that should be treated differently. That is not a road that I think we should go down. That's not in any way minimizing the concerns that have been brought forward tonight, but we have to be very careful about the way that we make decisions round this table and right now there's a very clear criteria is that if a property meets a certain number of criteria then it's recommended for designation and up until this point we have always followed that. If the argument was to suggest that, okay, some of the features [inaudible] are called into question or maybe there is some argument that by the City's criteria, there's a fault with that for this particular property, that would be a different thing, but that's not what we're talking about here.
- [17] He concluded that he could not support my request because it would be taking "two different approaches to two similar situations in the same meeting".
- [18] The Deputy Mayor lamented that the property of one of his constituents, at 888 Montreal Street, had been designated over his constituent's objections, and expressed concern that upholding my objection could set a "precedent", He said that he would also have asked for his constituent to be "given a five-year reprieve if I had known that" [he could?].

Submissions

- [19] It is clear from the Mayor's comments, which were no doubt influential in the Council's decision to accept the Committee's report, that he believed that the Council should not consider my objection on its merits (unless my objection was that the criteria had been misapplied).
- [20] The Mayor misguidedly informed Council that if it upheld my objection, Council should "probably freeze designating any new properties until we have time to revise the criteria in a way that's fair and equal to everybody". In doing so he either forgot or was unaware that the criteria are established by regulation under the *Ontario Heritage Act*, not by the City.
- [21] The fact that the criteria are met does not automatically result in designation. That requires both the making of a report by the Committee and a decision by Council to accept the report. That decision must, as a matter of fairness, be made on a case-by-case basis.
- [22] Regrettably, the Mayor misunderstood, or ignored, his and the Council's responsibility to consider each case on its merits.
- [23] I am not asking for a class of citizens to be treated differently. I am asking that, in the individual circumstances presented by me, Council exercise its discretion not to accept the report as it pertains to my Property. The criteria stated in the Regulation merely list the prerequisites for designation to be considered. They do not exclude taking into account all and any relevant circumstances, including the effect of designation on the property concerned or its owner.
- [24] If Council believes that treating everyone equally means making the same decision in respect of each report, regardless of nuance or the particular circumstances of a case, then why have a discussion at all? If that was the case, a large rubber stamp would be all that is required.

Relief Requested

- [25] I simply ask that my objections be considered on their merits, without Council's discretion being fettered by improper considerations, a "one size fits all" mentality, or scaremongering about opening the floodgates for others who might object to the designation of their properties.

24th June 2024



Dr. Ruth MacSweeney, B.Sc.(Hons.), M.B. Ch.B. (Cantab.), M.R.C.P., F.R.C.P.(C)
Limestone Dermatology

APPENDIX

Good evening. Thank you for giving me the opportunity to address you this evening. I am asking Council to exercise its discretion and to not accept the recommendation of the Heritage Properties Committee to designate 163 Brock Street as a heritage property.

I accept that my building ticks enough of the relevant boxes to warrant its inclusion as a heritage property. However, my request to you this evening is that you look not only at whether the building qualifies for designation - it does - but also, **whether it should be designated**. In doing so, I suggest that you should also consider how the building is used, its benefit to the public, and whether the additional responsibilities that come with owning a heritage building should be imposed on a busy, committed, community physician.

I deliberately avoided purchasing a heritage building because of the additional compliance requirements. I chose 163 Brock Street not only because it suited my needs, but because it was located close to the Hotel Dieu at a time when I was the only dermatologist here, close to the public transportation that many patients rely on, central for students, close to car parks. 163 Brock Street is primarily a medical building, purchased due to location, its accessibility for the population, and **because it was not designated** – this allowed building modifications so that it was fully barrier free and accessible and so that it met codes for a medical building. It has a poured concrete ramp, for example. A future practitioner will look for the same flexibility – designation will make the building a very unlikely choice for a physician going forward and will certainly influence my decision re on going practice there.

I am sympathetic to the desire of this Council and the citizens of Kingston to preserve the character and history of the city's buildings and regard myself as a responsible custodian of my building. I bought the building in 2005. I have operated my medical practice from there ever since. Over the years I have spent tens of thousands of dollars maintaining the building to a high standard and the facilities it contains. I have recently engaged masons to do foundation repairs, red brick repairs, damaged by city salt, and essential chimney repairs. I have taken immaculate care of the building.

From my discussions with Councillor Glenn and City staff, I understand that one of their concerns is that there may come a time when I no longer own the building and a new owner might have a different attitude to preserving and maintaining the building than I do. My hope when the time comes is to pass this building on to another medical practitioner, as the building lends itself well to that purpose for the reasons already given.

We are not in a time of physician surplus. Just last Friday, I read in the Whig Standard that a city-funded recruitment effort had brought an additional eight new family physicians to the area. I commend the City's commitment to improving the availability of good healthcare in this City but note that each had to be financially incentivized to come here.

Creating an environment in which physicians can thrive is vital to not only the recruitment of physicians but, also, **to their retention**. Many physicians feel beleaguered, weighed down by the increasing demands placed on us by regulators, OHIP and the government. Most of us are not on a salary and we do not have city or government pensions for our years of work. We are required to produce our own version of that, and our own medical premises in which to provide medical services.

It feels like no consideration has been given to the buildings current purpose and to the personal burden that a heritage designation, with the compliance responsibilities and inevitable additional form-filling, meeting of specifications, time and expense that will entail. Such is the health care system in Ontario that I carry all the work of serving the public attending my clinic - everything from the building, to the staff, to the stitches I use after removal of skin cancers. With my staff I am responsible for all the administrative tasks associated with running a medical practice, including payroll, insurance, building maintenance, compliance with the College of Physicians and Surgeons, medical equipment, billing, and IT.

Adding the care of a designated building to my plate is one step too far – what does dealing with a heritage building have to do with the practice of medicine?

I will not be here forever, but I am here now, doing my best to look after you and your constituents. I have taken immaculate care of this building. I firmly ask that you not impose the care of a heritage building on my busy medical practice.

City of Kingston By-Law Number 2024-XX

A By-Law to Designate the property at 163 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 163 Brock Street, known as the Dupuis House (the "*property*") in accordance with subsection 29(2) of the *Ontario Heritage Act*;

On June 11, 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 June 11, 2024, 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

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*, and *Council* considered the objection at its meeting of October 1, 2024.

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
Dupuis House

Civic Address: 163 Brock Street
Legal Description: Part Lots 31-32 Plan D18 & Part Lot 2, N/S Brock St, Plan Selma Kingston City, Part 1, 13R6984; City of Kingston, County of Frontenac
Property Roll Number: 1011 010 140 01300

Introduction and Description of Property

The Dupuis House, located at 163 Brock Street, is situated on the north side of the road, at the northeast corner of Montreal and Brock Streets in downtown Kingston. The approximately 300 square metre property includes a two-and-a-half storey, red-brick residential building constructed for Dr. Thomas Dupuis circa 1883.

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 Dupuis House is an example of a vernacular brick building with prominent Italianate influences and constructed for use as both a home and office. Typical of this style is the symmetrical façade with projecting frontispiece, large projecting eaves and segmentally arched window openings. The gable on the façade, with eave returns, paired segmentally arched windows topped by voussoirs and decorative brackets add to the Italianate expression of this building. The building’s use as a residence and offices can be seen in the decorative details being carried onto the eastern elevation, and an entrance to the rear portion 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 property is of historical/associative value through its association with Dr. Thomas R. Dupuis. The property functioned as both his residence and medical office. The office was located in the rear section of the building (historic address of 7 Montreal Street). Dupuis studied medicine at Queen's College (now Queen’s University) beginning in 1856 and graduated in 1860. In the summer of 1864, he was an assistant surgeon with the United States army at the Armory Square Hospital. By 1868 he was appointed professor of

Botany at the Royal College of Physicians and Surgeons in Kingston. He practiced medicine at Harrowsmith and Odessa before moving to Kingston in 1872. He was a physician and surgeon at the Kingston Hospital beginning in 1874. While in Kingston he made a significant mark by becoming a professor of Anatomy at Queen's, a lecturer of clinical surgery in 1880 at Queen's, and was involved in the establishment of the Cataraqui Medical Society (now the Kingston Medical Society). He served as alderman in Kingston from 1874–1880 and 1882. The property continued to function as a doctor's office and residence following Dupuis' death from cholera in 1893.

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 Dupuis House is significant in defining the character of the streetscape along the north side of Brock Street, between Bagot and Montreal Streets, which retains several nineteenth-century commercial buildings. 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, red-brick construction and prominent corner location, the Dupuis House shares a visual and historical relationship with its surroundings, particularly the stone building at 153-155 Brock Street and the brick building at 149 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:

- Two-and-a-half storey red-brick construction, including rear two-and-a-half storey wing, with complex roof that includes hip and gable portions;
- Symmetrical façade with projecting central bay topped with a gable roof with eave returns, decorative brackets, and a pair of segmentally arched window openings topped by voussoirs;
- Three-bay façade with a central front entrance, including two projecting window openings flanking the central entrance;
- Segmentally arched doorway openings with segmentally arched transoms;
- Segmentally arched window openings with voussoirs including basement window openings;
- Large projecting eaves brackets and four brick chimneys; and
- Rusticated limestone foundation.

163 Brock Street - Dupuis House



Google - 2020



**Utilities Kingston
Report to Council
Report Number 24-219**

To: Mayor and Members of Council
From: David Fell, President & CEO, Utilities Kingston
Resource Staff: Heather Roberts, Director, Water & Wastewater
Date of Meeting: October 1, 2024
Subject: Drinking Water Quality Management System – 2023
Management Review Report and Re-endorsement of
Operational Plan

Executive Summary:

The City of Kingston, as the Owner of the Kingston and Cana Drinking Water Systems, is required by the [Safe Drinking Water Act](#) to ensure that these systems are operated by an Accredited Operating Authority, Utilities Kingston.

In accordance with the [Drinking Water Quality Management Standard](#) (DWQMS), one component is the annual Management Review. This addresses the continuing suitability, adequacy, and effectiveness of the Quality Management System. The Management Review was recently completed by the Operating Authority's identified Top Management. The report and meeting minutes are required to be provided to the Owner, and as a best management practice it is recommended that the Owner (Council) re-endorse the Operational Plan and their commitment to the Quality Management System (QMS).

Recommendation:

That Council receive the Kingston and Cana Drinking Water System Management Review Summary Report 2023 and Accreditation Audit Report; and

That Council re-endorse the Operational Plan for the Kingston and Cana Drinking Water System and authorize the Mayor and Clerk to sign the Owner and Top Management

October 1, 2024

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Endorsement of the Operational Plan for Kingston's Drinking Water Supply Systems document showing Council's endorsement of the plan.

October 1, 2024

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Authorizing Signatures:

ORIGINAL SIGNED BY PRESIDENT

& CEO, UTILITIES KINGSTON

**David Fell, President & CEO,
Utilities Kingston**

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
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

October 1, 2024

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Options/Discussion:**Background on Drinking Water Quality Management Standard**

The [Drinking Water Quality Management Standard](#) (DWQMS) approved under section 21 of the [Safe Drinking Water Act](#) was developed in partnership between the Ministry of the Environment, Conservation and Parks (MECP) and Ontario's water sector, after Justice Dennis O'Connor's, Report of the Walkerton Inquiry 2002 recommended the adoption of quality management for municipal drinking water systems.

The DWQMS complements the legislative and regulatory framework by endorsing a proactive and preventive approach to assuring drinking water quality. This approach includes consideration of elements that are fundamental to ensuring the long-term sustainability of a Drinking Water System including Management processes employed within the system; the maintenance and renewal of infrastructure used to supply drinking water, and identification of potential risks and risk mitigation strategies for items such as system security, water treatment, storage and distribution, etc.

The DWQMS is based on a "plan, do, check and improve" methodology which is similar to that found in some international standards. "Plan" requirements of the standard typically specify policies and procedures that must be documented in the operational plans for the drinking water system. "Do" requirements specify the policies and procedures that must be implemented. "Check" and "Improve" requirements of the standard are reflected in requirements to conduct internal audits and management reviews.

The MECP has developed a [pocket guide](#) that examines the requirements of the DWQMS, providing high level overview of what each of the requirements means in the context of a municipal residential drinking water system.

Most applicable to the recommendations in this report, the SDWA requires Owners and Operating Authorities of Municipal Residential Drinking Water Systems to have an accredited Operating Authority (Utilities Kingston). In order to become accredited, an Operating Authority must establish and maintain a Quality Management System (QMS). Minimum requirements for the QMS are specified in the Standard, the DWQMS.

Utilities Kingston has appointed a Quality Management Representative and Alternate Representative to administer the QMS by ensuring that processes and procedures needed for the system are established and maintained. Additionally, the QMS Representative reports to Top Management and the Owner on the performance of the QMS including any need for improvement, ensures that personnel are aware of all applicable legislative and regulatory requirements that pertain to their duties for the operation of the system, and promotes awareness of the QMS throughout the Operating Authority.

October 1, 2024

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Management Review Report and Endorsement of Operational Plan

Utilities Kingston, as the Operating Authority for the Kingston and Cana Drinking Water Systems, is responsible for the implementation and ongoing maintenance of a Quality Management System (QMS) which meets the requirements of the [Drinking Water Quality Management Standard](#) (DWQMS). The accreditation of operating authorities is based on the successful implementation of a QMS.

In accordance with the DWQMS, one component is the annual Management Review, which addresses the continuing suitability, adequacy, and effectiveness of the QMS, including the results of the annual accreditation audit. This Management Review was recently completed by the Operating Authority's identified Top Management. The Top Management Summary report, meeting minutes and the annual accreditation report are contained in Exhibits A, B and C, respectively, to this report, and are required to be provided to the Owner.

There were no incidents of regulatory non-compliances, non-conformances or deficiencies identified in the Management Review Summary report for the Kingston or Cana Drinking Water Systems. Based on the details provided to Top Management during this review process, including the details summarized in a report form, Top Management is confirming that the drinking water systems are being adequately managed, operated and maintained by the Operating Authority. Improvements and action items are being adequately addressed and completed with the resources allocated to the water utility.

Relevant to Top Management's review of future infrastructure plans for the drinking water systems, it is important to note that Utilities Kingston is undertaking a Water and Wastewater Master Planning exercise in 2025-2026. The master plan will provide a long-term water (and wastewater) servicing strategy that supports the community needs and growth. The master planning exercise will reflect Council's adoption of a medium growth strategy, as well as details available as the City's new Official Plan is developing through 2025-2026. Utilities Kingston anticipates that the financial and human resources required to sustain, renew and grow the drinking water infrastructure to support the community needs and goals will be considerable. This will be considered in long-term financial plans and reflected in future capital plans to ensure the adequacy and reliability of the City's drinking water systems.

The DWQMS requires that an Operational Plan be maintained by the Operating Authority, endorsed by the Owner, and accepted by the MECP. The Operational Plan for the Kingston and Cana Drinking Water Systems was last approved by Top Management and Endorsed by the System Owner in 2021. There were no changes made to the Operational Plan in 2022 or 2023.

The [Operational Plan](#) is available on Utilities Kingston's website and attached as Exhibit F to this report. It is recommended that the Owner re-endorse the Operational Plan and their commitment to the QMS.

October 1, 2024

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Existing Policy/By-Law

As noted above in this report, the Top Management review for the drinking water systems is a component of the provincial [Drinking Water Quality Management Standard](#) (DWQMS) approved under section 21 of the [Safe Drinking Water Act](#).

Notice Provisions

None

Financial Considerations

None

Contacts:

Heather Roberts, Director, Water & Wastewater Operations, 613-546-1181 extension 2400

Other Utilities Kingston Staff Consulted:

James Patenaude, Supervisor, Water & Wastewater Treatment Operations, Water & Wastewater Services, Utilities Kingston

Alan Smith, Quality Management System Coordinator, Water & Wastewater Services, Utilities Kingston

Adam Long, Quality Management System Coordinator, Water & Wastewater Services, Utilities Kingston

Exhibits Attached:

Exhibit A – Kingston and Cana Management Review Summary Report 2023

Exhibit B – Kingston and Cana DWQMS Management Review Meeting Minutes

Exhibit C – Kingston and Cana DWS Systems Audit Report

Exhibit D – W-P-01 Kingston QMS Policy

Exhibit E – W-P-02 Kingston QMS Owner and Top Management Commitment and Endorsement (intentionally left blank for re-endorsement)

Exhibit F – W-OP-01 Kingston and Cana Operational Plan v.8.0

Kingston & Cana Management Review Summary Report 2023

INTRODUCTION

This report has been prepared for the system owner to provide a summary of information reviewed by Top Management to evaluate the continuing suitability, adequacy, and effectiveness of the Quality Management System (QMS) for the Kingston and Cana Drinking Water Systems (DWS) as required by the Drinking Water Quality Management Standard (DWQMS).

INCIDENTS OF REGULATORY NON-COMPLIANCE

Kingston Drinking Water System

There were no incidents of regulatory non-compliance for the Kingston DWS.

Cana Drinking Water System

There were no incidents of regulatory non-compliance for the Cana DWS.

INCIDENTS OF ADVERSE DRINKING WATER TESTS

Kingston Drinking Water System Sampling

In total, 4,836 treated water and distribution system samples were collected for testing by an accredited laboratory. One observation and Two samples collected resulted in a notification of an indicator of adverse water quality. Notifications of Adverse Water Quality represent 0.0004% of the total samples collected.

Cana Drinking Water System Sampling

In total, 361 treated water and distribution system samples were collected for testing by an accredited laboratory. There were 0 incidents that required a notification of an indicator of adverse water quality.

DEVIATIONS FROM CRITICAL CONTROL POINT LIMITS AND RESPONSE ACTIONS

Kingston Drinking Water System

4 incidents of free chlorine residuals below the Secondary Disinfection Critical Control Limit were reported. The response for these incidents was completed through flushing to restore the free chlorine residual to above 0.20mg/l. One incident of turbidity reached 0.310 NTU and returned to below 0.300 NTU after 3 minutes and 35 seconds.

Cana Drinking Water System

There were no deviations from Critical Control Limits.

THE EFFECTIVENESS OF THE RISK ASSESSMENT PROCESS

The risk assessments outcomes for the Kingston and Cana Drinking Water Systems were reviewed in Q4 and included potential hazardous events and associated hazards listed by the Ministry of the Environment, Conservation and Parks (MECP). These risk assessments and associated outcomes have been identified as effective due to their ability to reduce risk, and consistently provide safe and reliable water services to our customers and community. The risk assessment outcomes are available on SharePoint. There were no new risks identified in this reporting period.

INTERNAL AND THIRD-PARTY AUDIT RESULTS

Accreditation Audits

QMS documents and records were provided to SAI Global for the External System Audit. The external audit resulted in no non-conformances. A copy of the audit report has been attached to this report as Appendix B.

Internal Audits

Internal Audits were completed and covered all 21 elements of the DWQMS. No major or minor-nonconformance were identified. A copy of the audit report has been attached to this report as Appendix B.

RESULTS OF EMERGENCY RESPONSE TESTING

Emergency Response Testing

A Tabletop scenario was completed this year with consideration of each of the identified Emergency Response and Recovery Procedures as part of this year's emergency response training and testing. Staff worked through a scenario with their supervisor to identify deficiencies and potential improvements to the Emergency Response and Recovery Procedure and other procedures and processes applicable to emergency situations.

Identified Possible Improvements

Annual emergency response training and testing involving the evaluation of emergency scenarios and identification of appropriate response actions and necessary reporting has demonstrated to be a very valuable element of the DWQMS. Operators continue to immediately demonstrate and identify all appropriate response actions and necessary reporting requirements during the tabletop scenario. Operators also recognize the importance of sharing and communicating information between Treatment Operations, System Operations, and Engineering Services. Communication and working together as a team before and after an event further improve the assessment of potential emergency events and the response actions taken. No action items were identified during this year's training exercise.

Status Of Possible Improvements from Previous Testing

All action items from the previous testing have been completed.

OPERATIONAL PERFORMANCE

The three water treatment plants operated by Utilities Kingston continued to perform well. Process inputs also remained relatively stable during the reporting year. Current and routine maintenance, rehabilitation, and renewal programs continue to be a priority. Current maintenance programs include:

- Operational capital work
- Operational Rounds
- Facility Maintenance Requests
- Routine Scheduled Maintenance
- Distribution System Unscheduled Maintenance
- Hydrant Flushing
- Hydrant Inspection
- Valve Inspection
- Valve Maintenance
- Cathodic Protection
- Leak Detection
- Capital Relining
- Capital Service Replacements

In addition to the maintenance programs stated above The MECP has a comprehensive inspection program to ensure that municipal residential drinking water systems operate in compliance with regulatory requirements. Every municipal residential DWS is inspected at least once a year, with one in three inspections unannounced. The MECP's annual inspection ratings are designed to encourage drinking water systems to strive for continuous improvement and ultimately meet the MECP's long-term goal of 100% compliance by all systems.

The rating for drinking water quality represents a percentage of all the drinking water quality test results during the period indicated that met the Ontario Drinking Water Quality Standards. The rating includes test

results for health-related standard parameters only; operational testing data (i.e. chlorine and turbidity) are not included in final water quality results.

The MECP publishes these ratings in the Chief Drinking Water Inspector's Annual Reports. The ratings are included in this report as a measure of system performance for drinking water quality and regulatory compliance. Utilities Kingston has consistently scored well on these ratings, as do most drinking water systems in the province. The Drinking Water Quality Rating Percentage is determined by the percentage of tests taken which meet the Drinking Water Quality Standards. Although some tests may not meet the standard on initial testing, this does not necessarily mean adverse water quality but does require additional sampling to verify preliminary results. Parameter results must be verified if outside the Standards for adverse conditions/results. All distribution tests are included in the King Street WTP ratings.

MECP Ratings for the Kingston DWS are as follows:

System Inspection Rating

King Street WTP and Kingston Distribution System – 100%

Point Pleasant WTP – 100%

Cana Drinking Water System – 100%

Percentage Of Microbiological (Total Coliform & E. Coli) Test Results Meeting Ontario's Drinking Water Quality Standards

King Street WTP and Kingston Distribution System – 99.94%

Point Pleasant WTP – 100%

Cana Drinking Water System – 100%

Percentage Of Chemical & Radiological Test Results Meeting Ontario's Drinking Water Quality Standards

King Street WTP and Kingston Distribution System – 99.15%

Point Pleasant WTP – 100%

Cana Drinking Water System – 100%

RAW WATER SUPPLY AND DRINKING WATER QUALITY TRENDS

Kingston Drinking Water System

As is typical for surface water sources, the usual seasonal changes in raw water quality at the Kingston water treatment plants are routinely dealt with through normal process adjustments. Both the King Street and Point Pleasant treatment plants can make seasonal coagulant changes to respond to fluctuations in raw water temperature and quality.

Growths of blue green algal blooms are increasing in Ontario's lakes and rivers and are generating concern for changes in risk to the raw water supply and the potential of associated human health dangers caused by cyanobacteria that can be present in toxic blooms. These blooms most commonly occur in late summer and early fall. They thrive in areas where the water is shallow, slow moving, warm, and that have higher amounts of nutrients such as phosphorus and nitrogen, but they may be present in deeper, cooler water. Weekly testing of intake and treated water is being evaluated for Microcystin, the harmful toxin found in Blue-green

algal blooms. If a blue-green algal bloom is suspected, additional Microcystin testing is performed, and treatment processes are adjusted, as necessary.

Water Quality, Pressure, And Volume

In addition to the ratings issued by the MECP, a water treatment plant's performance is typically measured by its efficiency and the optimization of its processes. In most cases, the results of optimization are normally measured using water quality indicators, and as such are captured within the annual MECP inspections.

Scheduled flushing to ensure drinking water quality and disinfectant residual maintenance continues to be utilized in problem areas; typically, at dead end water mains and large mains currently serving a small customer base.

Cana Drinking Water System

Ground water sources are typically less susceptible to seasonal or other fluctuations in raw water quality. Although the Cana DWS' source water quality is stable, it does contain an elevated amount of dissolved iron. While this has caused some aesthetic issues with iron precipitates such as color and staining, it does not pose any health concerns.

FOLLOW-UP ON ACTION ITEMS FROM PREVIOUS MANAGEMENT REVIEWS

The following action items were identified during the previous management review:

- Develop a new way to display Risk Assessment data by moving from a quantitative to graphical representation of data to allow for a better understanding of the severity of each risk.
 - Completed
- Perform an Emergency Response Testing scenario that is multi-departmental, including senior management.
 - Completed

THE STATUS OF MANAGEMENT ACTION ITEMS IDENTIFIED BETWEEN REVIEWS

There have been no action items identified since the last Management Review.

CHANGES THAT COULD AFFECT THE QUALITY MANAGEMENT SYSTEM

Changes To the Standard

There have been no changes to the MECP DWQMS 2.0.

Our strong documentation and reporting system allow us to evaluate the effectiveness and operational performance of the DWS as required by the standard. Our QMS also incorporates proactive and reactive approaches to ensure continual improvement of the system, ensuring that the QMS is not limited to fixing things as they fail. Although the Standard does not continually change, it does require continuous ongoing changes and monitoring of the system that include but not limited to documents, work process, organizational changes, initiatives, strategies, and information.

Ongoing System Improvements

Ongoing system improvements based on the current Water Master Plan, Infrastructure Renewal Program, Revised Drinking Water License, and continual improvement of current processes will require changes to the QMS documentation to ensure that required documents continue to be current and relevant.

CONSUMER FEEDBACK

28 water quality complaints/concerns were responded to by Water Quality Assurance personnel. In all instances, there were no drinking water safety concerns identified by Utilities Kingston.

Most complaints and concerns were related to aesthetic parameters such as taste and odor, dirty/cloudy water, sediments, and staining. Most of these instances a site visit was completed, and all customer concerns were satisfied. For those concerns that were dealt with by telephone, the customers were either satisfied or did not make any further contact as requested by Utilities Kingston.

THE RESOURCES NEEDED TO MAINTAIN THE QUALITY MANAGEMENT SYSTEM

The DWQMS requires that Top Management must determine, obtain, or provide the resources needed to maintain and continually improve the QMS.

To ensure the requirement is being met, it is recommended that Top Management continues to make additional personnel available as requested for QMS activities such as risk assessments, maintenance and infrastructure reviews, document development, revision and review, training, and other activities identified as necessary to maintain and improve the QMS.

THE RESULTS OF THE INFRASTRUCTURE REVIEW

No Additional recommendations from the review were identified. The review confirmed that the following items were reviewed where applicable:

- Current capital plan
- Break history
- Age of infrastructure
- Flow Data
- Water Modeling Assessments/Scenarios
- Condition Assessments, Studies, and Reports
- Staff Observations and Recommendations
- Issues Identified by Ministry of Environment Compliance Inspection Reports
- Risk Outcomes - Infrastructure Adequacy Related
- Recommendations from previous reviews

RECOMMENDATIONS FROM THE REVIEW OF MAINTENANCE ACTIVITIES

Water and Wastewater Treatment Operation Supervisors and the Water and Wastewater System Operations Supervisors reviewed maintenance activities completed including current infrastructure maintenance, rehabilitation, and renewal activities. These reviews also included evaluating the effectiveness of each of the current identified programs. It was recommended the current programs continue. There were no additional Maintenance or Potential Hazards identified.

MULTI-YEAR INFRASTRUCTURE PROGRAM

The 2007 Water Master Plan identified infrastructure requirements to satisfy the considered short-term (2011), mid-term (2016), and long-term (2026) drinking water requirements for the urban area of the City of Kingston. An update to the Water Master Plan was completed in 2017. The new Master Plan identifies infrastructure recommendations for 2021, 2026, 2036, and long-term potential growth (2036+).

LINEAR ASSET RENEWAL

Existing water distribution infrastructure is reviewed based on criteria such as age, material, available condition assessments, and main break history.

From this review, a priority list was compiled for replacement and structural lining. Then, with consideration for each element's needs, level of priority, and the available budget, a master list of road/utility reconstruction projects was developed, defining the 4-year (2023-2026) renewal plan.

OPERATIONAL PLAN CURRENCY, CONTENT AND UPDATES

The Operational Plan for the Kingston and Cana Drinking Water Systems was last approved by Top Management and Endorsed by the System Owner in 2021. There were no changes made to the Operational Plan.

STAFF SUGGESTIONS

Suggestions received from personnel concerning the QMS focused on improving the processes and forms used to record operational information and improving the way information is accessed through SharePoint. Staff have made considerable suggestions to continue to further improve ease of use to SharePoint from mobile devices.

Staff also provide suggestions for improvements through their participation in the annual QMS Review Training and Emergency Response and Recovery Training and Testing. Additionally, in December a new Water Staff Suggestions List was created and made available to encourage suggestions and feedback related to the day-to-day operations of the drinking water systems associated with the QMS. No staff suggestions were identified this reporting year.

PREVENTATIVE AND CORRECTIVE ACTION REQUESTS PREVENTATIVE ACTION REQUESTS

Preventative and Corrective Action Requests Preventative Action Requests (PAR) are actions to prevent the occurrence of nonconformity of the QMS with the requirements of the DWQMS or other undesirable situations. Corrective Action Requests (CAR) are actions to eliminate the cause of a detected nonconformity of the QMS with the requirements of the DWQMS or other undesirable situations. Items are documented using the PAR & CAR List on SharePoint. Only one Preventative Action item was identified. The following PAR and follow up details are provided below:

- PAR - Develop/implement a notification Preventative process for the SCADA department to notify treatment group of work taking place where a SCADA "launch" is required.
 - Follow up - A "SCADA Program Launch" tracking list was developed to keep track of and notify water treatment operators of changes to SCADA programming. The list is available from the Water & Wastewater Services SharePoint Team Page.

IDENTIFIED DEFICIENCIES, DECISIONS, AND ACTION ITEMS

There were no identified deficiencies during the management review.

It was decided that all other programs and resources are continued.

BEST MANAGEMENT PRACTICES AND OPPORTUNITIES FOR IMPROVEMENT

Best Management Practices (BMP) and Opportunities for Improvement (OFI) items are documented using the DWQMS Best Management Practices List on SharePoint. Implemented BMPs and OFIs are identified for items that assist the owner and operating authority of the DWS in the delivery of safe, high quality drinking water and in providing mechanisms to optimize efficiencies within the DWS and/or QMS and provide information to assist in future planning for the systems.

The following Best Management Practices and follow up details are provided below:

- DPD1P1 online pH analyzer - slow to calibrate and slow to react - recommend replacement by 3rd part contractor completing calibration services.
 - Completed.
- During annual 3rd party calibrations of the underground pocket colorimeters 2 units were retired due to software issues.
 - Completed.
- DWQMS Provincial Workshop. The workshop includes discussions and breakout sessions on news and what's to come in the industry facilitated by industry experts.
 - Completed.

Opportunity for Improvement and follow-up details are provided below:

- Add a reference to Cybersecurity records from the Risk Assessment procedure W-G-03 Risk Assessment Procedure.
 - Completed.



**DRINKING WATER QUALITY MANAGEMENT SYSTEM
MINUTES OF THE 2024 MANAGEMENT REVIEW MEETING FOR THE
KINGSTON AND CANA DRINKING WATER SYSTEMS**

June 27, 2024

Start Time: 1235hrs

In Attendance: David Fell, Heather Roberts, Julie Runions, Philip Emon, Chris Leeman, Kurt Clark, Carl Doohar, James Patenaude, Alan Smith, Adam Long

Review Introduction

AS explained the more informal approach to this management review meeting.

HR asked if our goal to meet the requirements of the standard is met by using this informal approach. AS confirmed that providing the information is enough to satisfy the requirements, so this informal approach is more than enough.

DF clarified that there are two categories of feedback; 1 is on what actions we will take, like processes changes, and 2 is about content and formatting.

DWS Adverse Water Quality Test Results

HR asked if the adverse resolutions column in Table 1 should be consistent as one says "Tests clear" and the other says "Tests clear of EC/TC". AS explained that these are records that should not be tampered with, but data input can be improved in the future.

HR proposed including explanations for adverse events in annual reports, while JP and CD advised against assumptions and recommended focusing on meeting regulatory requirements and discussing general causes without specific scenarios.

Deviations From Critical Control Point Limits and Response Actions

PE explained what Critical Control Limits (CCLP) are.

HR pointed out that Table 2 should have the CCL for turbidity just like there is for free chlorine. AS agreed.

The Effectiveness of the Risk Assessment Process

HR noted that the number of catastrophic risks for King Street Water Treatment Plant (WTP) is 8 while Point Pleasant WTP is 10 and questioned the reason for the discrepancy. JP explained that the number of risks can depend on many variables such as the attendees and circumstances of the risk assessment meeting. He emphasized the need to focus on the single plant being assessed rather than comparing it to other plants like Point Pleasant WTP or King St WTP, although some knowledge from other plants can be considered.

HR asked if we are we doing everything we need to do to manage the risks identified? JP explained that we are doing everything we can with the resources we have.

DF asked about lessons learned from the boil water incident at Cana. PE explained that suspected vandalism caused the issue, prompting increased security measures to reduce this risk in future.

Internal and Third-Party Audit Results

PE explained difference between audits and inspections.

Results of Emergency Response Testing

AS noted that JP completed a response and assessment for based on the provided scenario and determined we should create a “SCADA Launch” button so the SCADA team can inform other departments that updates are being pushed to SCADA systems.

Operational Performance

DF pointed out that under “Percentage of Chemical and Radiological Test Results” we have 99.15% and average is 99.8% for the data 2023-03-01 and asked what the cause was. JP explained that chemical and radiological sampling cover a large scope of parameters with the only one reported by us being lead.

JR noted that Figure 8 using “Treatment Facility” is misleading as the data shown is for remote facilities. AS detailed that the incorrect title is from an old form and all historical data will need to be updated to match the new format. PE pointed out that the numbers should be a lot larger due to operators and maintenance staff improving on maintenance request entries for work being completed, especially when maintenance staff get pulled off of one project to work on another.

HR asked if the number of recurring maintenance items in Figure 9 are closed requests as there is no differing between entered and resolved or unresolved. AS explained that the data provided is the total number of recurring maintenance items we have, regardless of whether they are closed out or not and that updating this is being planned for the future.

DF asked for the relevance of Figure 10: Capital Work is and its implications. JR mentioned the importance of showing value and noted that the figure only indicates the number of items without comparing the cost of different projects. DF emphasized the need for capital work reporting to reflect the actual amount of work required, in both plan and execution with JR suggesting including budget, actual money spent, and capitalized amounts instead of just capital work and projects. AS clarified that the requirement is to have a master plan showing planned versus actual work, which is necessary for auditing purposes, although improvement is possible. DF highlighted the need to demonstrate sufficient resources and progress in both planned work and resource allocation (money and people).

Distribution System Performance and Maintenance

JR noted that reducing the amount of flushing should be a goal for the future. CD pointed out that System Operations is currently relining the issue area right now which should be seen in these numbers going forward.

DF asked why the volume of Cana treated water was substantially reduced after 2018. PE explained that there was a service leak that was repaired, decreasing treated water flow.

Raw Water Supply and Drinking Water Quality Trends

DF asked why there are so few flow tests in Kingston’s East end. CF detailed that we do 20% of the system annually. Since the east end is a small area, it only needs to be done every few years.

CD asked if we should show the number of hydrants rated rather than the number of flow tests. CL suggested we change the methodology for flow testing hydrants, suggesting future reports should focus on the number of rated hydrants rather than flow tests

Changes That Could Affect the QMS, Ongoing System Improvements, and Consumer Feedback

KC pointed out that Water Quality Complaints are up this year due to better communication among staff with all new complaints being filled out on the applicable form.

Identified Deficiencies, Decisions, and Action Items from this Management Review

Identified Action Items from This Management Review		
Action Item	Responsible Person	Follow Up
Top Management reviewed all information presented in the report(s). No action items were identified during the review or discussion.	N/A	N/A

Round Table

DF noted that we need to make sure the recent Cana boil water advisory be talked about next year.

DF noted that the issue in Calgary highlights the need to address system redundancy in the risk management matrix and consider it in capital discussions. CD pointed out the limitations of maintaining redundancy, noting that temporary fixes, such as smaller mains, might not be practical long-term solutions as they may not provide sufficient water flow to specific areas.

End Time: 1410hrs

Audit Report

24 Month Surveillance Audit for

1425445 Ontario Limited (Operating as Utilities Kingston)
Operating Authority for City of Kingston Owner

CMPY-165118

Audited Address: 85 Lappans Lane, Kingston, Ontario K7L 4X7

Start Date: June 9, 2023 End Date: June 9, 2023

Type of audit - Surveillance 2 Audit

Issue Date: June 9, 2023

Revision Level: 0



Audit Report

BACKGROUND INFORMATION

Intertek - SAI Global conducted an audit of 1425445 Ontario Limited (Operating as Utilities Kingston) Operating Authority for City of Kingston Owner beginning on June 9, 2023 and ending on June 9, 2023 to DRINKING WATER QUALITY MANAGEMENT STANDARD VERSION 2 - 2017.

The purpose of this audit report is to summarise the degree of compliance with relevant criteria, as defined on the cover page of this report, based on the evidence obtained during the audit of your organization. This audit report considers your organization's policies, objectives, and continual improvement processes. Comments may include how suitable the objectives selected by your organization appear to be in regard to maintaining customer satisfaction levels and providing other benefits with respect to policy and other external and internal needs. We may also comment regarding the measurable progress you have made in reaching these targets for improvement.

Intertek - SAI Global audits are carried out within the requirements of Intertek - SAI Global procedures that also reflect the requirements and guidance provided in the international standards relating to audit practice such as ISO/IEC 17021-1, ISO 19011 and other normative criteria. Intertek - SAI Global Auditors are assigned to audits according to industry, standard or technical competencies appropriate to the organization being audited. Details of such experience and competency are maintained in our records.

In addition to the information contained in this audit report, Intertek - SAI Global maintains files for each client. These files contain details of organization size and personnel as well as evidence collected during preliminary and subsequent audit activities (Documentation Review and Scope) relevant to the application for initial and continuing certification of your organization.

Please take care to advise us of any change that may affect the application/certification or may assist us to keep your contact information up to date, as required by Intertek - SAI Global Terms and Conditions.

This report has been prepared by Intertek - SAI Global Limited (Intertek - SAI Global) in respect of a Client's application for assessment by Intertek - SAI Global. The purpose of the report is to comment upon evidence of the Client's compliance with the standards or other criteria specified. The content of this report applies only to matters, which were evident to Intertek - SAI Global at the time of the audit, based on sampling of evidence provided and within the audit scope. Intertek - SAI Global does not warrant or otherwise comment upon the suitability of the contents of the report or the certificate for any particular purpose or use. Intertek - SAI Global accepts no liability whatsoever for consequences to, or actions taken by, third parties as a result of or in reliance upon information contained in this report or certificate.

Please note that this report is subject to independent review and approval. Should changes to the outcomes of this report be necessary as a result of the review, a revised report will be issued and will supersede this report.

Standard:	DRINKING WATER QUALITY MANAGEMENT STANDARD VERSION 2 - 2017
Scope of Certification:	Drinking Water Distribution System
Drinking Water System Owner:	City of Kingston
Operating Authority:	1425445 Ontario Limited (Operating as Utilities Kingston)
Owner:	City of Kingston
Population Services:	118000
Activities:	Treatment Distribution
Drinking Water Systems	Cana Drinking Water Systems, Kingston Drinking Water Systems 018-102
Total audit duration:	Person: 1 Day: 1.11 (0.86 Remote audit, 0.25 offsite)
Audit Team Member(s):	Team Leader Ragu Raghavan
Other Participants:	None

Audit Report

Definitions and action required with respect to audit findings

Major Non-conformance:

Based on objective evidence, the absence of, or a significant failure to implement and/or maintain conformance to requirements of the applicable standard. Such issues may raise significant doubt as to the capability of the management system to achieve its intended outputs (i.e. the absence of or failure to implement a complete Management System clause of the standard); or

A situation which would on the basis of available objective evidence, raise significant doubt as to the capability of the Management System to achieve the stated policy and objectives of the customer.

NOTE: The "applicable Standard" is the Standard which Intertek - SAI Global are issuing certification against, and may be a Product Standard, a management system Standard, a food safety Standard or another set of documented criteria.

Action required: This category of findings requires Intertek - SAI Global to issue a formal NCR; to receive and approve client's proposed correction and corrective action plans; and formally verify the effective implementation of planned activities. Correction and corrective action plan should be submitted to Intertek - SAI Global prior to commencement of follow-up activities as required. Follow-up action by Intertek - SAI Global must 'close out' the NCR or reduce it to a lesser category within 60 days for surveillance or re-certification audits, from the last day of the audit.

If significant risk issues (e.g. safety, environmental, food safety, product legality/quality, etc.) are detected during an audit these shall be reported immediately to the Client and more immediate or instant correction shall be requested. If this is not agreed and cannot be resolved to the satisfaction of Intertek - SAI Global, immediate suspension shall be recommended.

In the case of initial certification, failure to close out NCR within the time limits means that the Certification Audit may be repeated.

If significant risk issues (e.g. safety, environmental, food safety, product legality/quality, etc.) are detected during an audit these shall be reported immediately to the Client and more immediate or instant correction shall be requested. If this is not agreed and cannot be resolved to the satisfaction of Intertek - SAI Global, immediate suspension shall be recommended.

In the case of an already certified client, failure to close out NCR within the time limits means that suspension proceedings may be instituted by Intertek - SAI Global.

Follow-up activities incur additional charges.

Minor Non-conformance:

Represents either a management system weakness or minor issue that could lead to a major nonconformance if not addressed. Each minor NC should be considered for potential improvement and to further investigate any system weaknesses for possible inclusion in the corrective action program

Action required: This category of findings requires Intertek - SAI Global to issue a formal NCR; to receive and approve client's proposed correction and corrective action plans; and formally verify the effective implementation of planned activities at the next scheduled audit.

Opportunity for Improvement:

A documented statement, which may identify areas for improvement however shall not make specific recommendation(s).

Action required: Client may develop and implement solutions in order to add value to operations and management systems. Intertek - SAI Global is not required to follow-up on this category of audit finding.

Audit Report

Audit Type and Purpose**Surveillance Audit:**

A systems desktop audit in accordance with the systems audit procedure as it applies to Full Scope accreditation. The audit also included consideration of the results of the most recent audit undertaken in accordance with this Accreditation Protocol and any of the following that have occurred subsequent to that audit including but limited to;

- (a) the results of any audits undertaken in accordance with element 19 of the DWQMS V2;
- (b) historical responses taken to address corrective action requests made by an Accreditation Body;
- (c) the results of any management reviews undertaken in accordance with element 20 of the DWQMS V2; and,
- (d) any changes to the documentation and implementation of the QMS.

Audit Objectives

The objective of the audit was to determine whether the drinking water Quality Management System (QMS) of the subject system conforms to the requirements of the Ontario Ministry of the Environment & Climate Change (MOECC) Drinking Water Quality Management Standard (DWQMS V2).

The audit was also intended to gather the information necessary for Intertek - SAI Global to assess whether accreditation can continue or be offered or to the operating authority.

Audit Scope

The facilities and processes associated with the operating authority's QMS were objectively evaluated to obtain audit evidence and to determine a) whether the quality management activities and related results conform with DWQMS V2 requirements, and b) if they have been effectively implemented and/or maintained.

Audit Criteria:

- The Drinking Water Quality Management Standard Version 2
- Current QMS manuals, procedures and records implemented by the Operating Authority
- Intertek - SAI Global Accreditation Program Handbook

Audit Report

Confidentiality and Documentation Requirements

The Intertek - SAI Global stores their records and reports to ensure their preservation and confidentiality. Unless required by law, the Intertek - SAI Global will not disclose audit records to a third party without prior written consent of the applicant. The only exception will be that the Intertek - SAI Global will provide audit and corrective action reports to the Ontario Ministry of the Environment. For more information, please refer to the Intertek - SAI Global Accreditation Program Handbook.

As part of the Intertek - SAI Global Terms, it is necessary for you to notify Intertek - SAI Global of any changes to your Quality Management System that you believe are significant enough to risk non-conformity with DWQMS V2: For more information, please refer to the Intertek - SAI Global Accreditation Program Handbook.

Review of any changes

Changes to the company since last audit include:

Many improvements as detailed in Continual Improvement Section in this Report and as detailed in 2022 Management Review Meeting minutes.

Audit Report

EXECUTIVE OVERVIEW

Based on the results of this surveillance system audit the management system remains effectively implemented and meets the requirements of the standard relative to the scope of certification; therefore, a recommendation for continued certification will be submitted.

Recommendation

Based on the results of this audit it has been determined that the management system is effectively implemented and maintained and meets the requirements of the standard relative to the scope of certification identified in this report; therefore, a recommendation for continued certification will be submitted to Intertek - SAI Global review team.

Positives:

- Excellent system is in place based on the samples covered in this Remote audit.
- Good support from the QMR

Opportunities for Improvement:

None

Management System Documentation

The management systems operational plan(s) was reviewed and found to be in conformance with the requirements of the standard.

Management Review

Records of the most recent management review meetings were verified and found to meet the requirements of the standard. All inputs were reflected in the records, and appear suitably managed as reflected by resulting actions and decisions.

Internal Audits

Internal audits are being conducted at planned intervals to ensure conformance to planned arrangements, the requirements of the standard and the established management system.

Corrective, Preventive Action & Continual Improvement Processes

The company is implementing an effective process for the continual improvement of the management system through the use of the quality policy, quality objectives, audit results, data analysis, the appropriate management of corrective and preventive actions and management review.

Audit Report

Summary of Findings

1. Quality Management System	Conforms
2. Quality Management System Policy	Conforms
3. Commitment and Endorsement	Conforms
4. Quality Management System Representative	Conforms
5. Document and Records Control	Conforms
6. Drinking-Water System	Conforms
7. Risk Assessment	Conforms
8. Risk Assessment Outcomes	Conforms
9. Organizational Structure, Roles, Responsibilities and Authorities	Conforms
10. Competencies	Conforms
11. Personnel Coverage	Conforms
12. Communications	Conforms
13. Essential Supplies and Services	Conforms
14. Review and Provision of Infrastructure	NANC
15. Infrastructure Maintenance, Rehabilitation & Renewal	NANC
16. Sampling, Testing and Monitoring	Conforms
17. Measurement & Recording Equipment Calibration and Maintenance	Conforms
18. Emergency Management	Conforms
19. Internal Audits	Conforms
20. Management Review	Conforms
21. Continual Improvement	Conforms
Major NCR #	Major non-conformity. The auditor has determined one of the following: (a) a required element of the DWQMS has not been incorporated into a QMS; (b) a systemic problem with a QMS is evidenced by two or more minor non-conformities; or (c) a minor non-conformity identified in a corrective action request has not been remedied.
Minor NCR #	Minor non-conformity. In the opinion of the auditor, part of a required element of the DWQMS has not been incorporated satisfactorily into a QMS.
OFI	Opportunity for improvement. Conforms to the requirement, but there is an opportunity for improvement.
Conforms	Conforms to requirement.
NANC	Not applicable/Not Covered during this audit.
****	Additional comment added by auditor in the body of the report.

Audit Report

Audit Report

PART D. Audit Observations, Findings and Comments

DWQMS Reference:	1 Quality Management System
Client Reference:	Operational Plan For the Kingston and Cana Drinking Water Systems, W-OP-01, ver8, Sept 2021 Associated procedures and records
Details: Conforms.	

DWQMS Reference:	2 Quality Management System Policy
Client Reference:	Section 2 of Operational Plan, Quality Management System Policy Utilities Kingston website/Water/Water Quality
Details: Conforms.	

DWQMS Reference:	3 Commitment and Endorsement
Client Reference:	W-P-02 Owner and Top Management Endorsement of Op.Plan
Details: Conforms. The last endorsement was in Dec 2022 (President & CEO), Jan 2023 (Mayor).	

DWQMS Reference:	4 Quality Management System Representative
Client Reference:	W-P-03 QMS Rep Acknowledgement of Responsibilities
Details: Conforms.	

DWQMS Reference:	5 Document and Record Control
Client Reference:	Sec 5- Operational Plan For the Kingston and Cana Drinking Water Systems, W-OP-01, ver8, Sept 2021
Details: Conforms.	

DWQMS Reference:	6 Drinking Water System
Client Reference:	Sec 6- Operational Plan For the Kingston and Cana Drinking Water Systems, W-OP-01, ver8, Sept 2021
Details: Conforms.	

DWQMS Reference	7 Risk Assessment
Client Reference:	Sec 7 - Operational Plan For the Kingston and Cana Drinking Water Systems, W-OP-01, ver8, Sept 2021 W-G-03 Risk Assessment Procedure
Details: Conforms. Annual review of Risk Assessment completed in 16 Nov 2022, Risk assessment includes SCADA system Risk assessment from 2021. 36 month review planned for 2023.	

Audit Report

DWQMS Reference:	8 Risk Assessment Outcomes
Client Reference:	Sec 8 - Operational Plan For the Kingston and Cana Drinking Water Systems, W-OP-01, ver8, Sept 2021 W-L-11 Kingston Risk Assessment outcomes, annual review 16 Nov 2022 W-L-11c Cana Risk Assessment outcomes, annual review 16 Nov 2022
Details: Conforms. 2022 Risk Assessment Review Outcome summarised part of the system SCADA system Risk assessment from 2021- reviewed in 2022 in light of MECP's directive	

DWQMS Reference:	9 Organizational Structure, Roles, Responsibility and Authorities
Client Reference:	Sec 9 - Operational Plan For the Kingston and Cana Drinking Water Systems, W-OP-01, ver8, Sept 2021
Details: Conforms.	

DWQMS Reference:	10 Competencies
Client Reference:	Sec 10 - Operational Plan For the Kingston and Cana Drinking Water Systems, W-OP-01, ver8, Sept 2021
Details: Conforms.	

DWQMS Reference:	11 Personnel Coverage
Client Reference:	Sec 11 - Operational Plan For the Kingston and Cana Drinking Water Systems, W-OP-01, ver8, Sept 2021 W-G-05 Personnel Coverage Procedure
Details: Conforms.	

DWQMS Reference:	12 Communications
Client Reference:	Sec 12 - Operational Plan For the Kingston and Cana Drinking Water Systems, W-OP-01, ver8, Sept 2021 W-G-06 QMS Communications Procedure
Details: Conforms.	

DWQMS Reference:	13 Essential Supplies and Services
Client Reference:	Sec 13 - Operational Plan For the Kingston and Cana Drinking Water Systems, W-OP-01, ver8, Sept 2021
Details: Conforms. Essential Supplier and Services List W-L-06 reviewed. Sampled BOLs for hypo, PAC – NSF certification is in place	

DWQMS Reference:	14 Review and Provision of Infrastructure
Client Reference:	Sec 14 - Operational Plan For the Kingston and Cana Drinking Water Systems, W-OP-01, ver8, Sept 2021

Audit Report

Details: Not covered

DWQMS Reference:	15 Infrastructure Maintenance, Rehabilitation and Renewal
Client Reference:	Sec 15 - Operational Plan For the Kingston and Cana Drinking Water Systems, W-OP-01, ver8, Sept 2021
Details: Not covered	

DWQMS Reference:	16 Sampling, Testing and Monitoring
Client Reference:	Sec 16 - Operational Plan For the Kingston and Cana Drinking Water Systems, W-OP-01, ver8, Sept 2021 W-G-09 SAMPLING, TESTING, AND MONITORING
Details: Conforms. Sampled Micro test results for Apr 2023 No issues observed. 2022 Annual Report identified exceedances in Micro and Lead test results exceedances and associated follow up	

DWQMS Reference:	17 Measurement and Recording Equipment Calibration and Maintenance
Client Reference:	Sec 17 - Operational Plan For the Kingston and Cana Drinking Water Systems, W-OP-01, ver8, Sept 2021
Details: Conforms. Calibration records sampled e.g. Annual-Turbidity & Residual chlorine meters for treated water- all valid at of this audit. Accreditation Certificate of Micro laboratory Caduceon Environmental Laboratories is in place.	

DWQMS Reference:	18 Emergency Management
Client Reference:	Sec 18 - Operational Plan For the Kingston and Cana Drinking Water Systems, W-OP-01, ver8, Sept 2021
Details: Conforms. Emergency Response Training Scenario Outcome Table captures drills/training from Dec 2022 and associated follow up	

DWQMS Reference:	19 Internal Audits
Client Reference:	W-G-11 Internal Audit Procedure
Details: Conforms. Reviewed records for 2,3 Nov 2022 Internal audit – 3 OFIs raised. 1 NC from 2021 Internal audit followed up, reviewed part of 2022 Management review	

DWQMS Reference:	20 Management Review
Client Reference:	W-G-12 Management Review Procedure
Details: Conforms. Reviewed Management Review meeting minutes for meeting held on October 21, 2022, Reviewed the minutes with Alan Smith, QMR as part of virtual meeting on 8 June 2023.	

DWQMS Reference:	21 Continual Improvement
Client Reference:	Sec 21 - Operational Plan For the Kingston and Cana Drinking Water Systems, W-OP-01, ver8, Sept 2021

Audit Report

Details: Conforms. Many improvements e.g. Management Review Meeting Minutes captures action items and associated follow ups.

Adverse condition from 11 Aug 2021, AWQIs, CCL deviations, audit results and associated follow up.

Emergency Response Training Scenario Outcome Table captures drills/training from Dec 2022 and associated follow up

Details regarding the personnel interviewed and objective evidence reviewed are maintained on file at Intertek - SAI Global.

This report was prepared by:

Ragu

Intertek - SAI Global Management Systems Auditor

The audit report is distributed as follows:

- Intertek - SAI Global
- Operating Authority
- Owner
- MOECC

Notes

Copies of this report distributed outside the organization must include all pages.



DRINKING WATER
QUALITY MANAGEMENT SYSTEM
POLICIES

DOCUMENT: QUALITY MANAGEMENT SYSTEM POLICY FOR THE CITY OF KINGSTON'S DRINKING WATER SUPPLY SYSTEMS	DOCUMENT NO: W-P-01
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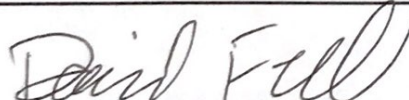
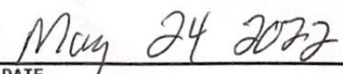
Utilities Kingston is a community based corporation dedicated to the responsible management of safe and reliable integrated services. Our mission is to manage, operate and maintain community infrastructure to deliver safe, reliable services and a personal customer experience, guided by our values of safety, integrity, innovation and reliability. Our vision is to advance the unique multi-utility model to benefit our customers and build better communities.

Utilities Kingston, acting as the Operating Authority for the water treatment and distribution facilities owned by the City of Kingston, is committed to providing a safe and reliable supply of drinking water to our customers.

Through the development, implementation, maintenance, and continual improvement of a Quality Management System, the management and staff of Utilities Kingston will ensure the continued safety and security of our community's drinking water by meeting or exceeding the requirements of all relevant legislation and regulations, and the Drinking Water Quality Management Standard.

Uncontrolled Copy

APPROVAL

 DAVID FELL, PRESIDENT AND CEO, UTILITIES KINGSTON	 DATE
--	--

Document: Owner and Top Management Endorsement of the Operational Plan for Kingston's Drinking Water Supply Systems	Document No: W-P-02
--	--------------------------------------

The City of Kingston and Utilities Kingston support the implementation, maintenance, and continual improvement of a Quality Management System for the drinking water systems owned by the City of Kingston and operated by Utilities Kingston as documented in the Kingston and Cana Drinking Water Systems Operational Plan.

This endorsement of the Operational Plan by the Owner's representatives and by the Operating Authority's top management acknowledges their commitment to fulfill the responsibilities, duties, and authorities as defined in the Operational Plans, the Drinking Water Quality Management Standard, and the Safe Drinking Water Act.

Endorsement

_____	_____
Bryan Paterson Mayor, City of Kingston	Date
_____	_____
Janet Jaynes City Clerk, City of Kingston	Date
_____	_____
David Fell President and CEO, Utilities Kingston	Date
_____	_____
Heather Roberts Director of Water & Wastewater Services, Utilities Kingston	Date
_____	_____
Julie Runions Director of Utilities Engineering, Utilities Kingston	Date
_____	_____
Phil Emon Acting Manager of Water & Wastewater Treatment, Utilities Kingston	Date
_____	_____
Chris Leeman Manager of Water & Wastewater System Operations, Utilities Kingston	Date

Operational Plan

for the

Kingston and Cana Drinking Water Systems



Prepared by Utilities Kingston
(1425445 Ontario Limited)
for
The City of Kingston

Approval

Heather Roberts, Director, Water/Wastewater

Date:

UTILITIES KINGSTON DRINKING WATER QUALITY MANAGEMENT SYSTEM

Document: Operational Plan For the Kingston and Cana Drinking Water Systems	Document No: W-OP-01
--	---------------------------------------

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UTILITIES KINGSTON DRINKING WATER QUALITY MANAGEMENT SYSTEM

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UTILITIES KINGSTON DRINKING WATER QUALITY MANAGEMENT SYSTEM

Document:

Operational Plan For the Kingston and Cana Drinking Water Systems

Document No:

W-OP-01

Definitions

Accredited Operating Authority – a person or entity that is given responsibility by the owner for the management, operation, maintenance, or alteration of a drinking water system and has been accredited after demonstrating conformance to the requirements of the Drinking Water Quality Management Standard to the satisfaction of the accreditation body authorized by the Ministry of Environment.

Action Item - a deficiency of the QMS identified through management review which requires corrective action.

Annually - a period of one year beginning and ending with the dates conventionally accepted as marking the beginning and end of a year (January 1st to December 31st).

Audit – a systematic and documented verification process that involves objectively obtaining and evaluating documents and processes to determine whether a quality management system conforms to the requirements of the Drinking Water Quality Management Standard.

Authority – official permission or approval to carry out tasks and make decisions regarding the drinking water system.

Calendar Year - A period of one year beginning and ending with the dates conventionally accepted as marking the beginning and end of a year (January 1st to December 31st).

Competence – the combination of observable and measurable knowledge, skills and abilities which are required for a person to carry out assigned duties.

Compliance – the fulfillment of a regulatory requirement.

Conformance – the fulfillment of a Drinking Water Quality Management Standard requirement.

Customer – the drinking water end user.

Control Measure – includes any processes, physical steps, or other contingencies that have been put in place to prevent or reduce a hazard.

Control Point (CP) – a step in the drinking water system process where primary control is applied to prevent or reduce the likely occurrence of a hazardous event with associated drinking water health hazards.

Corrective Action – 1) action to eliminate the cause of a detected non-conformity with the Drinking Water Quality Management Standard, Quality Management System, or other undesirable situations 2) action taken in response to reported adverse water quality identified under Schedule 16 of Ontario Regulation 170/03 to immediately restore proper drinking water disinfection or treatment including any actions taken as directed by the Medical Officer of Health.

Critical Control Limit (CCL) – the point at which a critical control point response procedure is initiated.

Critical Control Point (CCP) – an essential step in the drinking water system process where primary control measures can be applied, and the results measured to ensure the safety of drinking water delivered to the customer by preventing or eliminating a drinking water health hazard or reducing the hazard to an acceptable level.

Document – information recorded or stored by means of any device which is revised to remain current. For the Drinking Water Quality Management System, they include policies, operational plans, procedures, GIS/network drawings, legislation, regulations, and standards, but not records. (See Records)

Drinking Water Emergency – a situation or service interruption that may result in the loss of the ability to maintain a supply of safe drinking water to consumers.

Drinking Water System – the system of connected works, excluding plumbing, which is established for the purpose of providing users of the system with drinking water.

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Duty – an authorized task or decision regarding the drinking water system that is required to fulfill responsibilities identified in the Operational Plan and associated procedures.

DWQMS – Drinking Water Quality Management Standard.

Emergency – a situation which requires immediate action to protect and preserve the health, safety and welfare of persons and to limit or prevent damage and destruction of property, infrastructure and the environment.

Emergency Response – the effort to mitigate the impact of an emergency on customers.

Hazard – a source of danger or a property that may cause drinking water to be unsafe for human consumption. The hazard may be biological, chemical, physical, or radiological in nature.

Hazardous Event – an incident or situation that can lead to the presence of a hazard.

Infrastructure – the set of interconnected structural elements that provide the framework for supporting the operation of the drinking water system, including buildings, workspace, process equipment, hardware and software, and supporting services, such as transportation or communication.

Major Drinking Water Emergency – an emergency which is adversely affecting or will adversely affect the supply of safe drinking water to a significant portion of the system or to critical facilities such as hospitals, nursing homes and medical clinics.

Minimum Critical Control Point (Minimum CCP) – an essential step in the drinking water system process where control measures must be applied to meet minimum treatment requirements for primary and secondary disinfection, as outlined in the Procedure for Disinfection of Water in Ontario.

MECP – Ministry of Environment, Conservation and Parks.

Monitoring – checks or systems that are available to detect hazards or the potential for hazards.

Non-compliance – the failure to fulfill a regulatory requirement.

Non-conformance – the failure to fulfill a Drinking Water Quality Management Standard or quality management system requirement.

Operating Authority – Utilities Kingston, as authorized by the owner to undertake the management, operation, maintenance or alteration of the drinking water system.

Owner – The City of Kingston.

Potential Major Drinking Water Emergency – an emergency with the potential to adversely affect the supply of safe drinking water to a significant portion of the system or to critical facilities such as hospitals, nursing homes and medical clinics.

Preventative Action – action to prevent the occurrence of non-conformity of the QMS with the requirements of the DWQMS or another undesirable situation.

Quality Management System (QMS) – a system to establish policy and objectives, achieve those objectives, and direct and control an organization with regard to quality.

Record – information recorded or stored by means of any device which provides proof of activities performed and results achieved. For the Drinking Water Quality Management System they include log books, laboratory test results, water quality data, system performance data, completed operation and maintenance forms, photographs, audio/video recordings, and “As Built”/record drawings.

Responsibility – an overarching requirement, identified in the Operational Plan, for which persons having duties and authorities impacting the safe and reliable supply of drinking water to the customer are held accountable.

Role – a management or staff position within Utilities Kingston for which responsibilities, duties, and authorities have been identified.

The Standard – the Drinking Water Quality Management Standard.

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1. Introduction to the Quality Management System

This document is the Drinking Water Quality Management System Operational Plan for the Kingston and Cana Drinking Water Systems. It has been developed in response to legislated requirements resulting from recommendations contained within the Report of the Walkerton Inquiry.

In Part Two, Report of the Walkerton Inquiry, Justice Dennis R. O’Conner recommended that municipal water providers adopt a “quality management” approach for the operation of drinking water systems in Ontario. Also recommended by Justice O’Conner was the development of a quality management standard specific to drinking water systems and the accreditation of operating agencies based on the implementation of quality management systems conforming to that standard. These recommendations have been mandated through the Safe Drinking Water Act.

The Safe Drinking Water Act requires the owner of a municipal residential drinking water system to ensure that the system is operated by an Accredited Operating Authority. To become accredited, an Operating Authority must establish and maintain a Quality Management System, documented in an Operational Plan, which meets the requirements of the Drinking Water Quality Management Standard for Ontario.

The Ministry of Environment, with assistance from water industry stakeholders, has developed the Drinking Water Quality Management Standard specifically to meet the needs of municipal residential drinking water systems in Ontario. The Drinking Water Quality Management Standard contains elements of both the International Organization for Standardization’s ISO 9001 quality management system standard and the Hazard Analysis and Critical Control Point (HACCP) standard.

The Standard specifies minimum requirements to facilitate an Operating Authority’s ability to consistently produce and deliver drinking water that meets legislative, regulatory and owner requirements, and to enhance consumer protection through the effective application and continual improvement of a Quality Management System.

The process to develop, implement and maintain the Quality Management System required by the Drinking Water Quality Management Standard is divided into three steps; PLAN/DO, CHECK, and IMPROVE. These steps are cyclic which enables the continuous evolution and improvement of the Quality Management System.

The Drinking Water Quality Management Standard is comprised of twenty one elements; eighteen PLAN/DO elements, two CHECK elements, and one IMPROVE element. PLAN/DO elements deal with the development and implementation of an Operational Plan; CHECK elements deal with reviewing the effectiveness of the Quality Management System through internal audits and management reviews; and the IMPROVE element requires an Operating Authority to strive to continually improve its Quality Management System through the use of corrective and preventative actions in addition to the review and consideration to applicable best management practices published by the Ministry of the Environment, Conservation and Parks. Each of the numbered sections in this document corresponds to a required element in the Standard.

As the Operating Authority for the drinking water systems owned by the City of Kingston, Utilities Kingston has developed this Operational Plan to meet the requirements of the Drinking Water Quality Management Standard and to ensure the continued safe and reliable supply of drinking water to the community through the efficient and effective use of resources.

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2. Quality Management System Policy

The Quality Management System Policy for the City of Kingston's Drinking Water Supply Systems – W-P-01 is reviewed and approved by Top Management.

Quality Management System Policy for the City of Kingston's Drinking Water Supply Systems

Utilities Kingston is a community based corporation dedicated to the responsible management of safe and reliable integrated services. Our mission is to manage, operate and maintain community infrastructure to deliver safe, reliable services and a personal customer experience, guided by our values of safety, integrity, innovation and reliability. Our vision is to advance the unique multi-utility model to benefit our customers and build better communities. Utilities Kingston, acting as the Operating Authority for the water treatment and distribution facilities owned by the City of Kingston, is committed to providing a safe and reliable supply of drinking water to our customers.

Through the development, implementation, maintenance, and continual improvement of a Quality Management System, the management and staff of Utilities Kingston will ensure the continued safety and security of our community's drinking water by meeting or exceeding the requirements of all relevant legislation and regulations, and the Drinking Water Quality Management Standard.

3. Commitment and Endorsement

The original draft of this Operational Plan was endorsed by Utilities Kingston Top Management and provided to Kingston City Council for their consideration at the Council Meeting of November 25, 2008. Updated versions of the Operational Plan are provided to Kingston City Council for their review and renewal of their endorsement. The Owner and Top Management Endorsement of the Operational Plan for the City of Kingston's Drinking Water Supply Systems – W-P-02 has been signed by the City of Kingston's representatives and Utilities Kingston Top Management.

Owner and Top Management Endorsement of The Operational Plan for Kingston's Drinking Water Supply Systems

The City of Kingston and Utilities Kingston support the implementation, maintenance, and continual improvement of a Quality Management System for the drinking water systems owned by the City of Kingston and operated by Utilities Kingston as documented in the Kingston and Cana Drinking Water Systems Operational Plan.

This endorsement of the Operational Plan by the Owner's representatives and by the Operating Authority's top management acknowledges their commitment to fulfill the responsibilities, duties, and authorities as defined in the Operational Plans, the Drinking Water Quality Management Standard, and the Safe Drinking Water Act.

4. Quality Management System Representative

A Quality Management System Representative(s) and an alternate are appointed and authorized by Top Management to administer the Drinking Water Quality Management System. The responsibilities of the QMS Representatives are:

- ensuring that processes and procedures for the Drinking Water QMS are established and maintained,
- reporting to Top Management on the performance of the Drinking Water QMS and any need for improvement,
- promoting awareness of the Drinking Water QMS throughout the Operating Authority,

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- ensuring that current versions of documents required by the Drinking Water QMS are being used at all times,
- at least annually, reviewing the Drinking Water QMS policies to ensure that they remain current and appropriate for the QMS and the subject system, and recommending any required changes to the QMS policies to Top Management for approval,
- ensuring that the Operational Plans and associated procedures are reviewed at least annually to verify that they remain consistent with current legislation, regulations, and operational conditions and processes,
- ensuring that new and revised QMS controlled documents are reviewed by personnel most familiar with the affected processes prior to recommending approval,
- review and recommend approval of revisions to the Operational Plan and associated procedures to the Director of Engineering, Human Resources and Treatment Operations, and the Director, Operations,
- ensuring that annual internal audits are completed as described in this operational plan,
- preparing an annual report which includes all information required for annual Management Reviews of the Drinking Water QMS,
- external audit liaison

The Alternate QMS Representative provides assistance to meet these responsibilities and performs all duties of the QMS Representative(s) should the QMS Representative be unavailable.

The designated QMS Representative(s) and Alternate QMS Representative have acknowledged their responsibilities, duties, and authorities as described in this Operational Plan by signing the Quality Management System Representative Acknowledgement of Responsibilities – W-P-03.

5. Document and Records Control

5.1 Documents

Documents provide the foundation for the development and ongoing maintenance of the quality management system. They include QMS policies, operational plans, procedures, GIS/network drawings, legislation, regulations, standards, and records. Documents other than records must be revised to reflect current legislation, regulations, and operational conditions and processes. Consistent control ensures that documents remain current and accurate and are available and accessible for use when and where required.

The Document Control Procedure – W-G-01 describes the methods used to control the creation, approval, distribution, and revision of internal and external documents related to the Drinking Water QMS.

5.2 Records

Records are documents which provide proof of activities performed and results achieved. Unlike other documents which must be revised to reflect current conditions, records provide historical evidence and must not be changed. They include log books, laboratory test results, water quality data, system performance data, completed operation and maintenance forms, photographs, audio/video recordings, and “As Built”/record drawings.

The Records Control Procedure – W-G-02 describes the methods used to ensure that records are sufficiently maintained to demonstrate compliance with legislative, regulatory, and Drinking Water Quality Management Standard requirements, Drinking Water QMS requirements and to provide historical information that is accessible for operational and planning purposes.

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6. Drinking Water System Description

6.1 Kingston Drinking Water System

6.1.1 General

The Kingston Drinking Water System, depicted by Figure 1 – Kingston Drinking Water System Map, is owned by the City of Kingston and operated by Utilities Kingston and provides safe drinking water to people living and working within the urban area of the City of Kingston. The area serviced by the system stretches along Lake Ontario and the St. Lawrence River from Coronation Boulevard in the west, easterly for approximately twenty kilometers to Milton Subdivision in the east, and generally south of Highway 401.

Drinking water is distributed to the serviced area by the Class 4 Kingston Drinking Water Distribution System. The distribution system is comprised of over 590km of water mains, 3 ground level reservoir/pumping stations, 5 water towers (4 elevated storage tanks and 1 standpipe), 3 booster stations, over 5,495 main line valves, and over 3,560 fire hydrants and their associated isolation valves.

Drinking water is supplied to the distribution system by two Class 3 water treatment plants. The Point Pleasant Water Treatment Plant is located at 80 Sunny Acres Road and supplies potable water primarily to Distribution Area 1. The King Street Water Treatment Plant is located at 302 King Street West and supplies potable water primarily to Distribution Areas 2 and 3. The raw water source for both treatment facilities is Lake Ontario.

To enable efficient system monitoring and maintenance, three 'Distribution Areas' have been identified. Distribution Area 1 (West) is the area west of the Little Cataraqui Creek. Distribution Area 2 (Central) is the area east of the Little Cataraqui Creek and west of the Cataraqui River. Distribution Area 3 (East) is the area east of the Cataraqui River.

Distribution Areas 1 and 2 are connected through a 300mm main on Bath Road west of Armstrong Road and a 300mm main on Princess Street at the CN Rail line. The valves controlling these connections are operated as required for efficient system operation. Water may flow in either direction, between Areas 1 or 2 through these connections.

Distribution Areas 2 and 3 are connected through two water mains (400mm and 471mm) which cross under the Cataraqui River. Water flows through these connections from Area 2 to Area 3.

6.1.2 Source Water Overview

The raw water source for both the Point Pleasant and King Street Water Treatment Plants is Lake Ontario at the mouth of the St. Lawrence River. Raw water for the Point Pleasant Water Treatment Plant is drawn from a location approximately 500 metres south of the plant at a depth of approximately eighteen metres. Raw water for the King Street Water treatment Plant is drawn from a location approximately one kilometre south of this plant and four metres off the lake bottom at a depth of approximately eighteen metres.

The raw water drawn from these locations is typically low in dissolved solids, organic carbon, and alkalinity. The water is slightly basic with an average pH of approximately 8.0 and marginally hard with an average hardness of approximately 120mg/l as CaCO₃. With the exception of occasional turbidity spikes, raw water turbidity levels are typically less than 0.5 NTU.

Seasonal raw water temperature fluctuations are significant. Raw water temperatures at the Point Pleasant Water Treatment Plant have ranged from as low as 0.3°C during the winter months to as high as 28°C during the summer. Raw water temperatures at the King Street Water Treatment Plant have ranged from as low as 0.7°C during the winter months to as high as 22°C during the summer.

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Chemical, physical, and bacteriological raw water quality data indicates a raw water source of good quality.

6.1.2.1 Events

Seasonal changes in raw water temperatures cause vertical turnover of the lake water during spring and fall. Turnover typically takes place over a relatively short duration of approximately 2 to 7 days. During that period, settled solids from the lakebed are re-suspended resulting in increased raw water turbidity. Operators must be prepared to make appropriate plant adjustments to treat the elevated levels of turbidity experienced during turnover events.

Changes in water temperature will also impact treatment process performance (settling and disinfection). Optimal treatment requires timely adjustments to treatment chemical dosages (disinfectants and coagulants) in response to temperature fluctuations.

6.1.2.2 Threats

The locations of the source water intakes at the eastern end of Lake Ontario are downstream of a drainage basin, the Great Lakes, which is inhabited by over thirty million people. Lake Ontario, and the entire drainage basin, receives direct discharges from wastewater treatment facilities, storm water outfalls, and industries, as well as indirect discharges from agricultural runoff. The lakes are also subject to seasonal commercial marine shipping and recreational traffic which are potential sources of contamination through spills or illegal discharges.

Locally, the City of Kingston has a number of storm water outfalls along the shoreline of the lake and the Cataraqui Bay Wastewater Treatment Plant discharges into the lake approximately 7.3 kilometres upstream of the King Street Water Treatment Plant.

While the risk of source water contamination through spills and discharges is ever present, the immediate risk of contamination of the drinking water system as a result is considered to be minimal due to the following factors:

- Lake Ontario, due to its size, has a significant assimilative capacity for contaminant discharges
- Ongoing monitoring of raw water quality
- Continuously monitored water treatment processes

The potential for toxin producing cyanobacteria algae blooms is present in lakes with high phosphorus and nitrogen levels and warming water temperatures that can increase their frequency and size. As a result, a Harmful Algal Bloom monitoring, reporting, and sampling plan has been implemented.

6.1.2.3 Intake Protection Zones

The Cataraqui Source Protection Plan has identified Intake Protection Zones for the Point Pleasant and King Street Water Treatment Plants. An intake protection zone (IPZ) shows where surface water is coming from to supply a municipal intake at a water treatment plant and how fast it is travelling toward the intake. The size and shape of each zone represents either a set distance around the intake, or the length of time water that could be carrying a contaminant would take to reach the intake over land or water: IPZ 1 is a set area, generally a one-kilometre radius around the intake; IPZ 2 is defined by the movement of water and is sized to encompass a two-hour time of travel for a contaminant to reach the intake. The Intake Protection Zones are shown in Figure 2 – Intake Protection Zones.

6.1.2.4 Operational Challenges

Lake Ontario provides high quality source water which is, for the most part, consistently low in bacteriological contamination and turbidity. Seasonally, during turbidity and temperature fluctuations,

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operational changes are required for optimal coagulant dosages to ensure adequate turbidity removal while maintaining filter performance and minimizing aluminum residual carryover.

During summer months, algae blooms and water fleas can create operational challenges requiring deviations from normal operations. With these seasonal events, the operator may be required to increase the frequency of traveling screen cycles and increase the frequency and/or duration of filter backwashes to reduce screen and filter clogging.

6.1.3 Multiple Barrier Approach

A multiple barrier approach to preventing drinking water contamination is employed by Utilities Kingston to ensure that drinking water supplied by the system is both safe and of high quality. Barriers employed within the supply system include source water treatment by chemically assisted filtration and disinfection through chlorination (primary disinfection), continuous monitoring and automated control of treatment processes and distribution system facilities, monitoring and maintenance of sufficient chlorine residuals throughout the distribution system (secondary disinfection), and the utilization of system redundancies and standby equipment.

6.1.4 Critical Upstream and Downstream Processes

Utilities Kingston does not currently rely upon any critical processes upstream of the drinking water systems to ensure the provision of safe drinking water.

The Cross Connection Control Program is a critical downstream process, used to ensure the continued safety of the drinking water provided to customers. The program, which targets industrial, commercial, and institutional customers, requires the installation, maintenance, and testing of approved backflow prevention devices to achieve premise isolation from the distribution system to ensure that water does not flow from customer facilities into the distribution system.

6.1.5 Connections to Other Drinking Water Systems

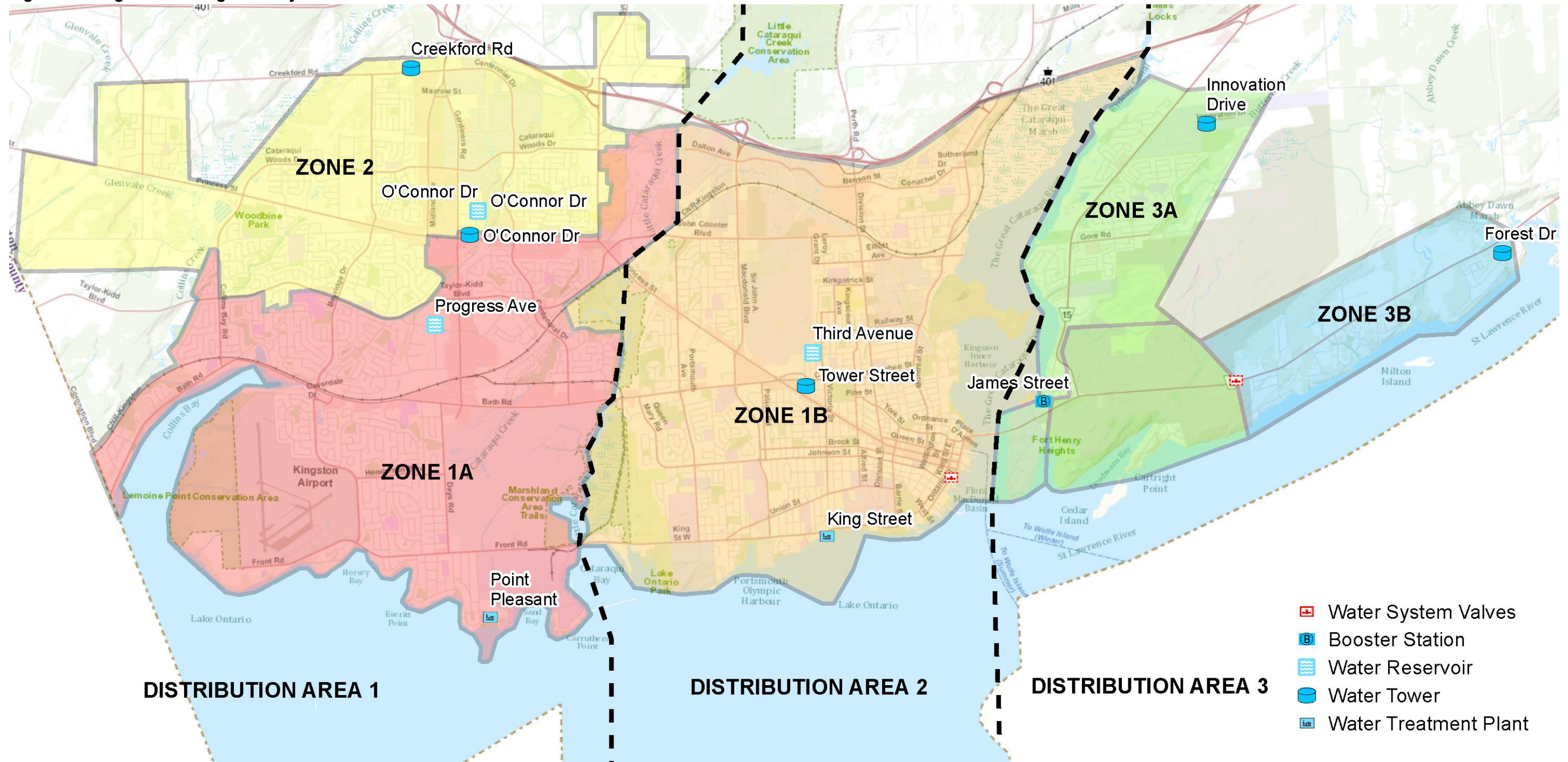
The Kingston Drinking Water System is connected to the Fairfield Water Distribution System, owned and operated by Loyalist Township, at the western limits of the system on Bath Road just west of Coronation Boulevard. The valve at this connection is closed and no water flows between the connected systems. Figure 1 – Kingston Drinking Water System Map






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Figure 1 – Kingston Drinking Water System



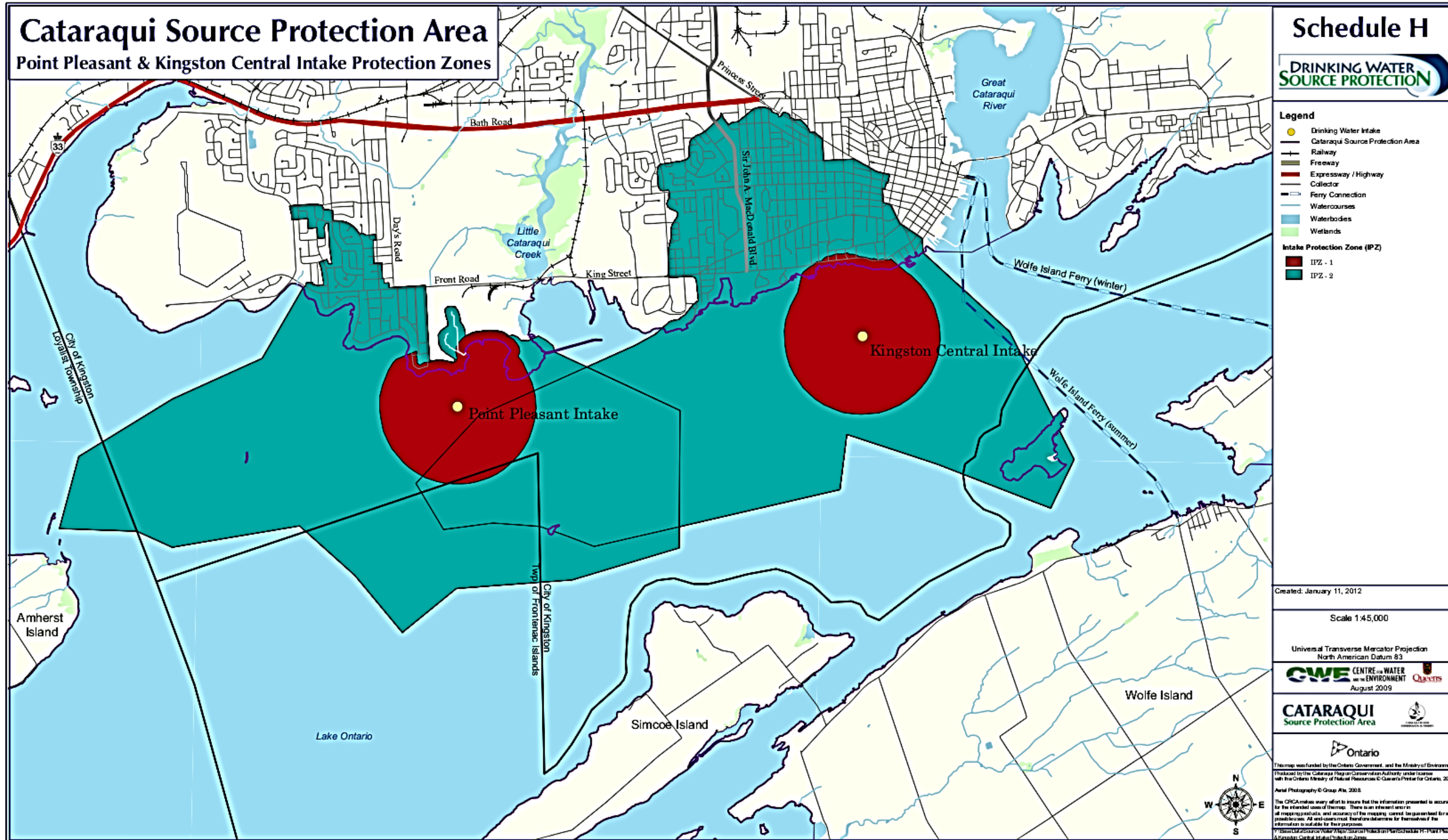
-  Water System Valves
-  Booster Station
-  Water Reservoir
-  Water Tower
-  Water Treatment Plant

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Figure 2 – Kingston Drinking Water System Intake Protection Zones



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Water Treatment Facilities

6.1.5.1 Point Pleasant Water Treatment Plant

The Point Pleasant Water Treatment Plant, located at 80 Sunny Acres Road, supplies water to Distribution Area 1. This is an automated eight filter, chemically assisted, direct filtration water treatment plant with an approved capacity of 80,000m³/day. Average flow to the distribution system is approximately 20,000m³/day.

Raw Water Source

The raw water source is Lake Ontario at the mouth of the St. Lawrence River. The intake is located about 520m south of the treatment plant at a depth of approximately 18m. Water flows by gravity from the lake through a 1220mm intake pipe to the low lift suction well located in the Low Lift Pumping Station.

Pre-Chlorination / Zebra Mussel Control

Two chlorine solution lines are provided to facilitate chlorine solution injection to the raw water intake at the intake crib. This protects the intake from becoming encrusted with zebra mussels, which would restrict the flow of water through the intake.

Screening

The common intake well is equipped with both a manual screen and an automatically controlled mechanical bar screen. The manual screen is installed upstream of the mechanical screen and is used when the mechanical bar screen is out of service. The raw water discharge of the mechanical bar screen feeds the two low lift pump wells through manual gates installed at the inlet of each well.

Low Lift Pumping

Four low lift pumps draw water from the suction wells and lift that water from lake level through a common discharge header and then through two separated headers (750mm and 900mm) to the process building. The four pumps are comprised of three electric variable frequency drive pumps and one dual drive electric/diesel pump. The discharge headers carry the raw water to the raw water conduit in the process building.

Coagulation / Flocculation

A liquid coagulant, Polyaluminum Chloride (PACl), is dosed to the raw water in the common low lift discharge header in the low lift building. As a coagulant, PACl promotes flocculation (the clumping together of very fine particles and their subsequent grouping to form larger particles). The formation of these 'floc' masses improves the plant's filtration process.

After receiving the coagulant, water from the common low lift discharge header, flows through the separated headers to the raw water conduit and into five rapid mixing tanks. Each mixing tank is equipped with an electrically driven rapid mixer to ensure proper mixing of the PACl with the water. From the mixing tanks, the water then flows into one of eight dual chamber flocculation tanks where the floc begins to form and settle out. Each chamber of the flocculation tanks is equipped with an electrically driven variable speed mixer (flocculator) to assist the flocculation process.

Filtration

Flocculation tank effluent flows into the flocculated water conduit and then to eight 'rapid sand' filters with Granular Activated Carbon (GAC) which remove particulate impurities. The GAC also removes compounds that may cause tastes and odours. Water flowing on top of the filters travels down through

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the filter media layers and is collected by an underdrain system at the bottom of the filter. The turbidity of the water exiting each filter is measured continuously to monitor the effectiveness of the filtration process. The flow rate of filtered water exiting each filter is continuously monitored as it flows to one of four clear wells.

Filters are backwashed regularly to remove the particulates they have collected. The filter is air scoured to break up any large particles, and clean water from the clear well is pumped backwards through the filter media to wash it.

Process Waste Management

Effluent from the filter backwash process is directed to three backwash wastewater holding tanks. The decanted wastewater is directed back to Lake Ontario, using a Calcium Thiosulphate chemical injection system as a chlorine residual quenching system. Settled waste from the filters in the backwash waste system is pumped to the sanitary sewer system.

Disinfection / Post Chlorination

Filtered water from the clear wells flows through two headers (750mm and 900mm) to the chlorine contact tank. Chlorine solution from the gas chlorinators is dosed to the water in the two headers upstream of the contact tank. The chlorinated water flows through the baffled contact tank to the two treated water reservoirs. Free chlorine residuals are continuously monitored at the water entry and exit points of the contact tank. Minimum chlorine residual levels are provided to ensure in-plant chemical disinfection CT values are equal to or greater than the required level determined by the 'Procedure for Disinfection of Water in Ontario'.

Additionally, post-chlorination is provided in the high lift suction well, to provide additional chlorination if required, based on the measured high lift suction well chlorine residual.

High Lift Pumping

Water from the treated water reservoirs flows to the high lift suction well and is then pumped to the distribution system through two distribution system discharge headers by five high lift pumps. The five pumps consist of four variable frequency drive electric pumps and one diesel driven backup pump.

The flow rate, turbidity, and free chlorine residual of treated water pumped to the distribution system are continuously monitored.

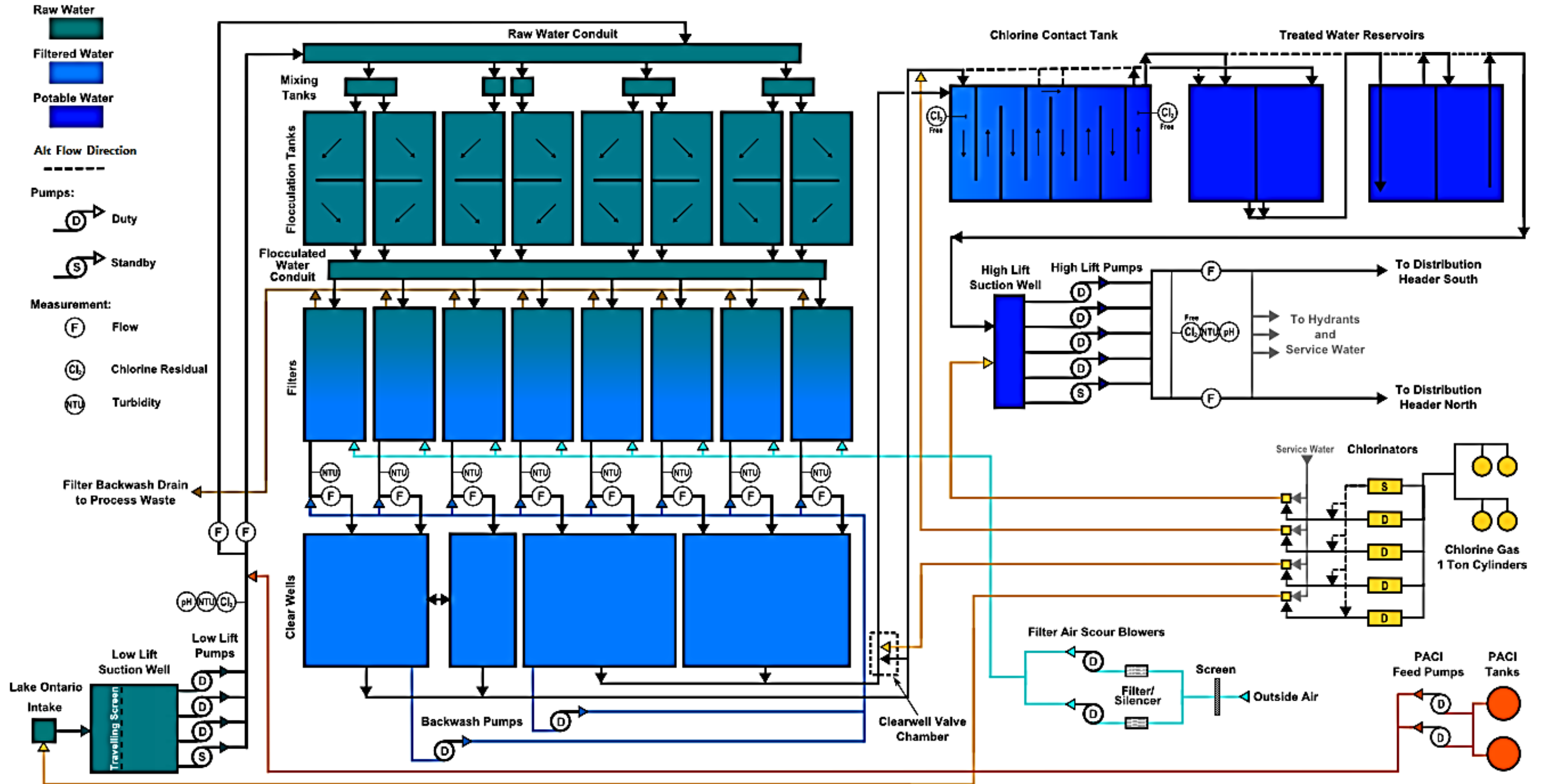
Standby Equipment

A 2500 kW diesel generator provides electricity to run the treatment plant during a power outage. In addition, diesel driven pumps are maintained to provide a reduced but continuous supply of water in the event that the backup generator fails. Standby equipment is also maintained for all critical processes.

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Figure 3 – Point Pleasant Water Treatment Plant Process Flow Diagram
 POINT PLEASANT WATER TREATMENT PLANT PROCESS FLOW

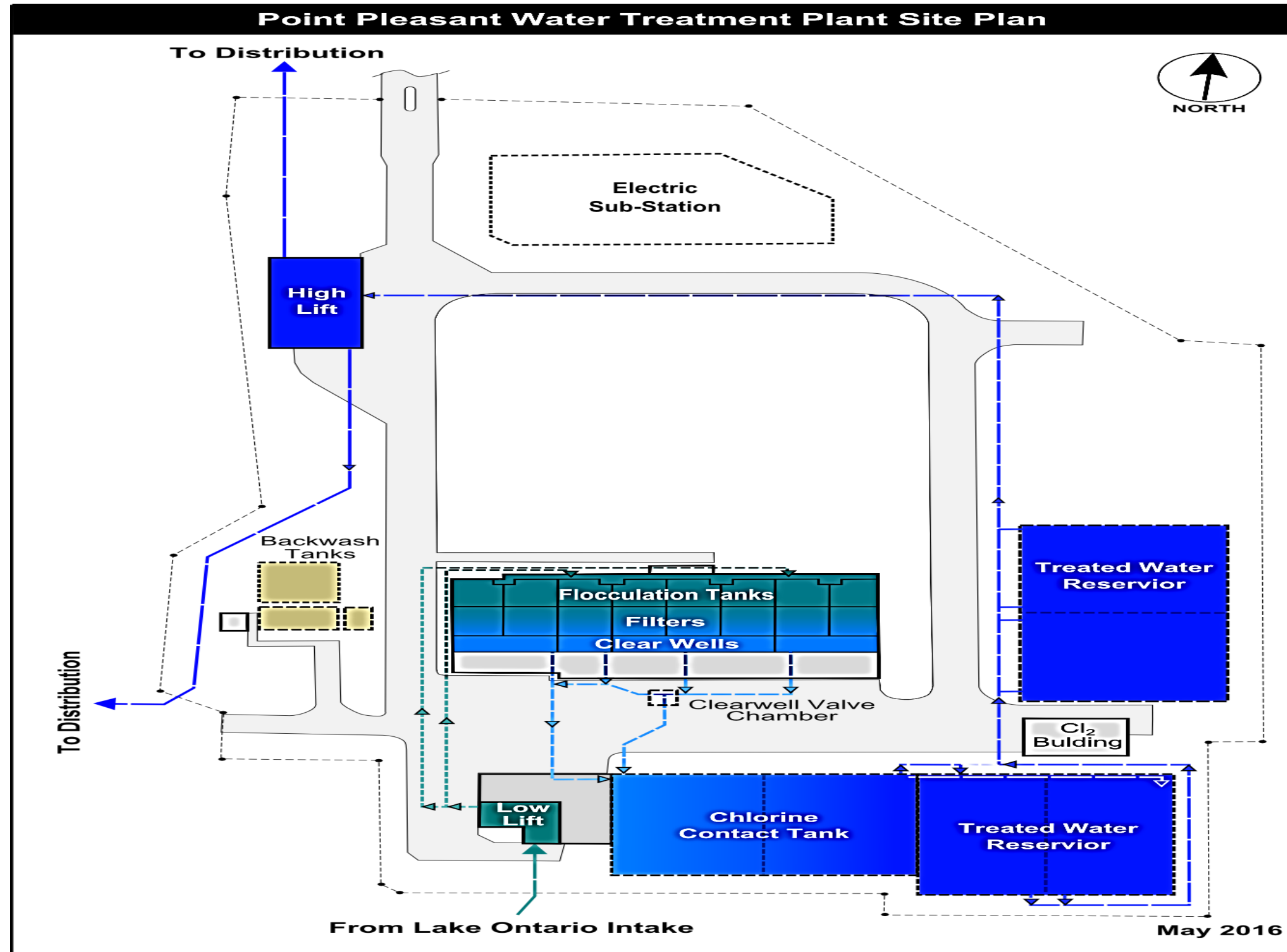


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Figure 4 – Point Pleasant Water Treatment Plant Site Plan



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6.1.5.2 King Street Water Treatment Plant

The King Street Water Treatment Plant, located at 302 King Street West, provides drinking water primarily to Distribution Areas 2 and 3. This is a six filter, chemically assisted, conventional water treatment plant with an approved capacity of 118,000m³/day. Average flow to the distribution system is approximately 50,000m³/day.

Raw Water Supply

The raw water source is Lake Ontario at the mouth of the St. Lawrence River. The intake is located 1 kilometre south of the treatment plant, 4 metres off the lake bottom, at a depth of approximately 18 metres. Water flows by gravity from the lake through 4 intake bell mouths and then through a 1200mm intake pipe and surge tank to the low lift suction well located in the in the Low Lift Pumping Station.

Disinfection / Pre-Chlorination

A Solution of 12% Sodium Hypochlorite is dosed to the raw water to begin the disinfection process. Depending on the temperature of the water, this pre-chlorination takes place either as the water enters the suction well or at the mouth of the intake pipe.

Zebra Mussel Control

Raw water temperature is monitored at the suction well. When the water temperature rises above 10 degrees Celsius (when zebra mussels become active) pre-chlorination takes place at the mouth of the intake. A small chlorine solution line runs inside the intake pipe and discharges through diffuser rings at the intake bell mouths. This protects the intake from becoming encrusted with zebra mussels, which would restrict the flow of water through the intake.

Screening

As the raw water enters the low lift suction well it passes through a traveling screen. The 1cm square mesh screen removes large objects such as weeds, fish, sticks, and other debris from the water.

Low Lift Pumping

Four low lift pumps draw water from the suction well and lift that water from lake level to the main plant through two headers (750mm and 900mm). The four pumps are comprised of two electric pumps and two dual drive electric/diesel pumps. The two low lift headers carry raw water to the mixing tanks in the main plant. The flow rate of raw water pumped through the low lift discharge headers is continuously monitored within two chambers downstream of the low lift pumps.

Coagulation/Flocculation

A liquid coagulant, Polyaluminum Chloride (PACl), is added to the water as it leaves the Low Lift Pumping Station. As a coagulant, PACl promotes flocculation (the clumping together of very fine particles and their subsequent grouping to form larger particles). The formation of these 'floc' masses improves the plant's solids-separation processes.

Water from the Low Lift Pumping Station flows into three mixing/flocculation tanks. Each mixing tank has three hydraulically connected cells. Water follows a spiral flow path as it flows through the three cell mixing chambers. This hydraulic mixing is designed to assist with flocculation.

Sedimentation

After exiting the mixing tanks, the water flows into three settling tanks. The flow velocity of the water in the settling tanks is reduced allowing the heavier floc particles to settle to the bottom.

The water at the top of the tanks is collected and directed to the filters via a common settled water conduit.

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Filtration

Six gravity sand filters, two with anthracite, and four with Granular Activated Carbon (GAC) remove particulate impurities. The GAC also removes compounds that may cause tastes and odours. Water flowing on top of the filters travels down through the filter layers and is collected in underdrains located at the bottom of the filter. The turbidity of the water exiting each filter is measured continuously to monitor the effectiveness of the filtration process. The flow rate of filtered water exiting each filter is continuously monitored as it flows to the two clear wells.

Filters are backwashed regularly to remove the collected particulates. Clean water from the clearwells is pumped backwards through the filter and the top layer of the filter is agitated to break up any large particles.

Process Waste Management

Effluent from the filter backwash process, and sludge from the settling process, is directed to a process waste facility. The effluent is directed to the two equalization tanks at the head of the process. A polymer is added to the water as a coagulant and the water then passes through plate settlers where sludge builds up on the plates, sloughs off, and collects at the bottom of the tanks with the sludge produced during the process. It is then pumped to the sanitary sewer system for further treatment at the Ravensview Wastewater Treatment Plant. The supernatant or clarified water from the process is chemically de-chlorinated and discharged to Lake Ontario.

Disinfection / Post Chlorination

Sodium Hypochlorite is added to the filtered water in a pre-clearwell mixing tank prior to entering the clearwells. The two baffled clearwells store approximately 5,000m³ of water and are used to provide filtered water disinfection. Minimum chlorine residual levels are provided to ensure in-plant chemical disinfection CT values are equal to or greater than the required level determined by the Procedure for Disinfection of Water in Ontario.

High Lift Pumping

Water is pumped from the clearwells of the King Street Water Treatment Plant to the distribution system by seven pumps in the treatment plant's High Lift Pumping Station. The seven pumps consist of four electric pumps, one dual drive electric/diesel pump, and two diesel pumps.

The flow rate of treated water pumped to the distribution system is continuously monitored in three chambers downstream of the high lift pumps.

Standby Equipment

Diesel driven pumps are maintained to provide a continuous supply of water during power failures. These provide enough capacity to meet fire-fighting requirements as well as normal flows during power outages. A diesel generator provides electricity to run metering equipment and lighting in the water plant. Standby equipment is maintained for all critical processes.

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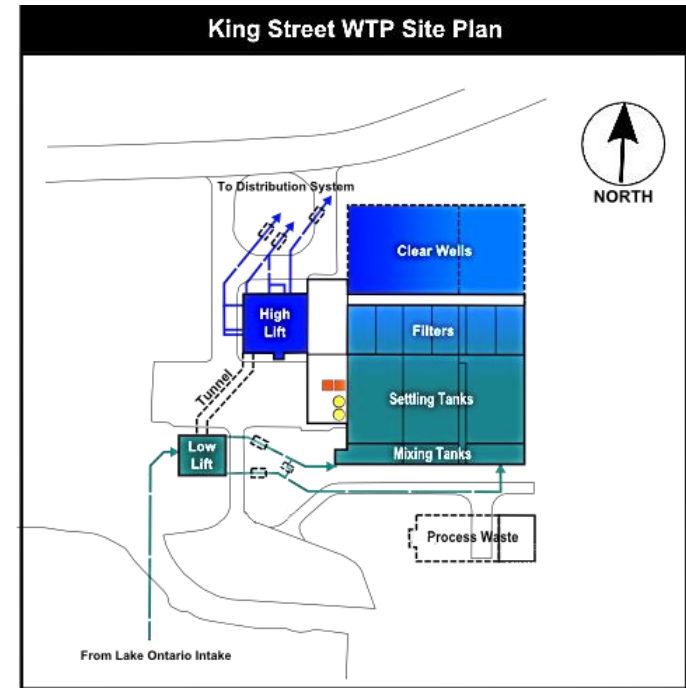
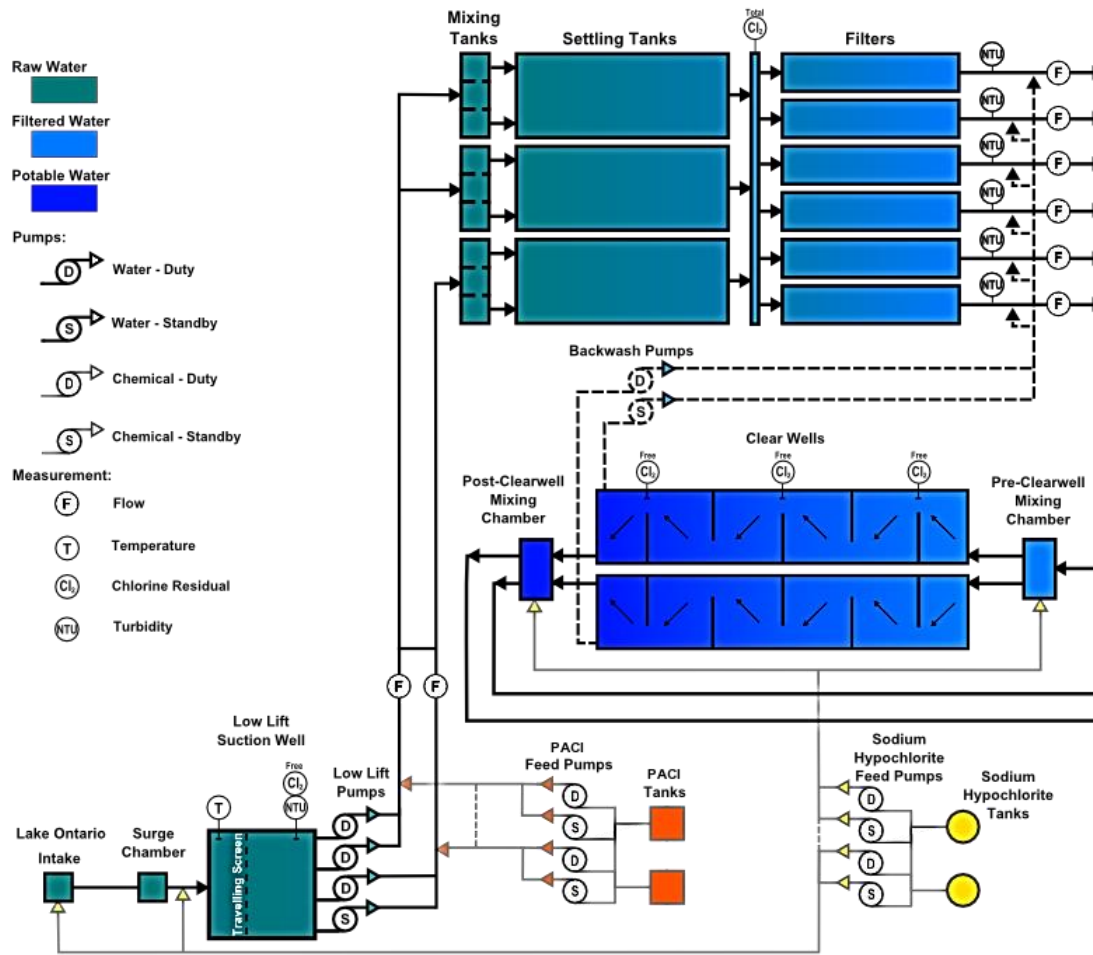
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Figure 5 – King Street Water Treatment Plant Process Flow Diagram

KING STREET WATER TREATMENT PLANT PROCESS FLOW



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6.1.6 Distribution System**6.1.6.1 Distribution Area 1**

Distribution Area 1 is that area west of the Little Cataraqui Creek, south of Highway 401 and east of Coronation Boulevard, and north of Highway 401 along Sydenham Road northward to Mildred Street and eastward from Sydenham Road along Sunnyside Road for approximately 1.2 kilometres.

Distribution Area 1 is comprised of approximately 270km of water mains, 2 ground level reservoir/pumping stations, 2 elevated storage tanks, 2 booster stations, over 2,100 main line valves, and over 1,600 fire hydrants and their associated isolation valves.

There are 2 pressure zones within the area: Zone 1 and Zone 2.

The Point Pleasant Water Treatment Plant provides water to Pressure Zone 1. The O'Connor Drive Elevated Storage Tank and the Progress Avenue Reservoir are located within this pressure zone.

Water is supplied to Pressure Zone 2 from Pressure Zone 1 through the O'Connor Drive Reservoir and Booster Station. The Creekford Road Elevated Storage Tank is located within this zone.

Distribution Piping & Valves

Water main pipe typically ranges in size from 100mm to 1200mm and is of varied materials. Types of pipe typically found in the system are cast iron, ductile iron, asbestos cement, concrete pressure, and polyvinyl chloride (PVC). These same materials are found where service lines are 100mm or larger.

Small service piping materials, less than 100mm, that may be found in the system are copper, cross linked polyethylene (PEX) and polyethylene (PE).

Main line water valves, hydrant isolation valves, and service valves 100mm and larger typically turn clockwise to open, although there are valves found in the system that turn counter clockwise to open. Both gate valves and butterfly valves are used in the system. Gate valves found in the system range in size from 100mm to 400mm and butterfly valves range from 400mm to 1200mm.

Progress Avenue Reservoir

The Progress Avenue Reservoir, located at 730 Progress Avenue, is an in ground reservoir with a capacity of 6,600m³. Two electric pumps and one diesel pump are available to pump water from the reservoir into the distribution system. The reservoir provides drinking water storage for pressure Zone 1. Free chlorine residuals are continuously monitored to ensure adequacy.

O'Connor Drive Elevated Storage Tank

The O'Connor Drive Elevated Storage Tank is located at 508 O'Connor Drive on the north side of Princess Street east of Gardiners Road. This tank has a total volume of 1,100m³. The tank provides storage and system pressure stabilization for Pressure Zone 1. During normal system operation, the water level in this tank provides the primary control of pump operations at the Point Pleasant Water Treatment Plant and the Progress Avenue Reservoir. Free chlorine residuals are continuously monitored to ensure adequacy.

O'Connor Drive Reservoir

The O'Connor Drive Reservoir, located at 590 O'Connor Drive, is an above ground reservoir with a capacity of 8,044 m³. Three electric pumps are available to pump water from Pressure Zone 1 into Pressure Zone 2, or from the reservoir tank into Pressure Zone 2. The reservoir and booster station provides drinking water pumping and storage for Pressure Zone 2.

Standby diesel generators with capacity to run two of the three booster pumps are provided at this station. Free chlorine residuals are continuously monitored to ensure adequacy.

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Creekford Road Elevated Storage Tank

The Creekford Road Elevated Storage Tank is located at 2754 Creekford Road. This tank has a total volume of 6,800m³. The tank provides storage and system pressure stabilization for Pressure Zone 2. During normal system operation, the water level in this tank provides the primary control of pump operations at the O'Connor Drive Reservoir Booster Station. Free chlorine residuals are continuously monitored to ensure adequacy.

6.1.6.2 Distribution Area 2

Distribution Area 2 is that area which is east of the Little Cataraqui Creek, west of the Cataraqui River, and south of Highway 401. A small area on the east side of the Cataraqui River upstream of the pumps at the James Street Booster Station is part of the Area 2 pressure zone. In addition, Collins Bay Institution, which is west of the Little Cataraqui Creek on Bath Road, is supplied with water from this area and from Area 1.

Distribution Area 2 is comprised of over 270km of water mains, one ground level reservoir/pumping station, one elevated storage tank, over 2,600 main line valves, and over 1,300 fire hydrants and their associated isolation valves.

There is one pressure zone within the area: Zone 1b.

The King Street Water Treatment Plant provides water to Pressure Zone 1b. The Tower Street Elevated Storage Tank and the Third Avenue Reservoir are located within this pressure zone.

Distribution Piping & Valves

Water main pipe typically ranges in size from 100mm to 750mm and is of varied materials. Types of pipe found in the system are cast iron, ductile iron, concrete pressure, polyvinyl chloride (PVC), and high density polyethylene (HDPE). These same materials may be found where service lines are 100mm or larger.

Small service piping of less than 100mm is also of varied material. Small service piping materials that may be found in the system include copper, cross-linked polyethylene (PEX), polyethylene (PE), lead, galvanized iron, and cast iron.

Main line water valves, hydrant isolation valves, and service valves 100mm and larger typically turn clockwise to open, although there are valves found in the system that turn counter clockwise to open. Both gate valves and butterfly valves are used in the system. Gate valves found in the system range in size from 100mm to 500mm and butterfly valves range from 400mm to 750mm.

Third Avenue Reservoir

The Third Avenue Reservoir, located at 119 Third Avenue, is an in ground reservoir with a capacity of 22,700m³. Two electric pumps and one diesel pump are available to pump water from the reservoir into the distribution system. The reservoir provides drinking water storage for pressure Zone 1b. Free chlorine residuals are continuously monitored to ensure adequacy.

Tower Street Elevated Storage Tank

The Tower Street Elevated Storage Tank is located at 27 Tower Street. This tank has a total volume of 3,400m³. The tank provides storage and system pressure stabilization for pressure Zone 1b. During normal system operation, the water level in this tank provides the primary control of pump operations at the King Street Water Treatment Plant and control of the filling and pumping operations at the Third Avenue Reservoir. Free chlorine residuals are continuously monitored to ensure adequacy.

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6.1.6.3 Distribution Area 3

Distribution Area 3 is that area which is east of the Cataraqui River.

Distribution Area 3 is comprised of over 80km of water mains, one water booster station, three elevated storage facilities, over 600 main line valves, and over 300 fire hydrants and their associated isolation valves.

Under normal operating conditions there are two pressure zones within the area: Zones 3a, and 3b.

Water is supplied to Pressure Zone 3a from Pressure Zone 1b through the James Street Booster Station.

Water Zone 3A includes a Motorized Control Valve and the Innovation Drive Elevated Storage Tank.

Water is supplied to Pressure Zone 3b from Pressure Zone 3a through the Highway 2 Motorized Control Valve. The Forest Drive Standpipe is located within this pressure zone.

Distribution Piping & Valves

Water main pipe typically ranges in size from 150mm to 400mm and is of varied materials. Types of pipe found in the system are cast iron, ductile iron, concrete pressure, and polyvinyl chloride (PVC). These same materials may be found where service lines are 100mm or larger.

Small service piping of less than 100mm is also of varied material. Small service piping materials that may be found in the system include copper, cross-linked polyethylene (PEX), and polyethylene (PE).

Main line water valves, hydrant isolation valves, and service valves 100mm and larger typically turn clockwise to open although there are valves found in the system that turn counter clockwise to open. Gate valves that are found in the system range in size from 100mm to 400mm.

James Street Booster Station

The James Street Booster Station is located at 229 James Street in Barriefield village. This station is supplied by a 400mm cast iron water main and a 471mm HDPE water main, both running under the Cataraqui River from just south of the River Street Sewage Pumping Station on the west side of the river to James Street on the east side. Three electric pumps are available at this station to pump water into Distribution Area 3. Primary control of this station is provided by the water level in the Innovation Drive Elevated Storage Tank

Re-chlorination is completed at this facility, through the addition of sodium hypochlorite, to ensure adequate free chlorine residuals in this part of the distribution system.

A standby diesel generator with the capacity to run the chemical feed pumps, instrumentation, and two of the three booster pumps is provided at this station.

Distribution System Motorized Control Valves

A motorized control valves are used in Distribution Area 3 to control the flow of water to and from Pressure Zones 3A and 3B. Depending on the position of this valve, the area may be operating as one, or two, pressure zones. The motorized control valve on the north side of Highway 2 just east of CFB Kingston.

Innovation Drive Elevated Storage Tank

The Innovation Drive Elevated Storage Tank is located at 1000 Innovation Drive. This tank has a total volume of 6,464m³. During normal system operation, the tank provides storage and system pressure stabilization for Pressure Zone 3A which is downstream from the Highway 15 motorized control valve. The water level in the tank is controlled by the James St Booster Station. Free chlorine residuals are continuously monitored to ensure adequacy.

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Forest Drive Standpipe (Formerly Milton Standpipe)

The Forest Drive Standpipe is located at 26 Forest Drive in Milton subdivision. This standpipe has a total volume of 1,770m³. The usable volume which does not include the bottom 15.6m of water depth, as below this level the minimum system pressure of 150kPa is not maintained, is 1,280m³. During normal system operation the standpipe provides storage and system pressure stabilization for Pressure Zone 3B which is downstream of the Highway 2 motorized control valve. The water level in the standpipe is controlled by the automatic operation of the Highway 2 motorized control valve.

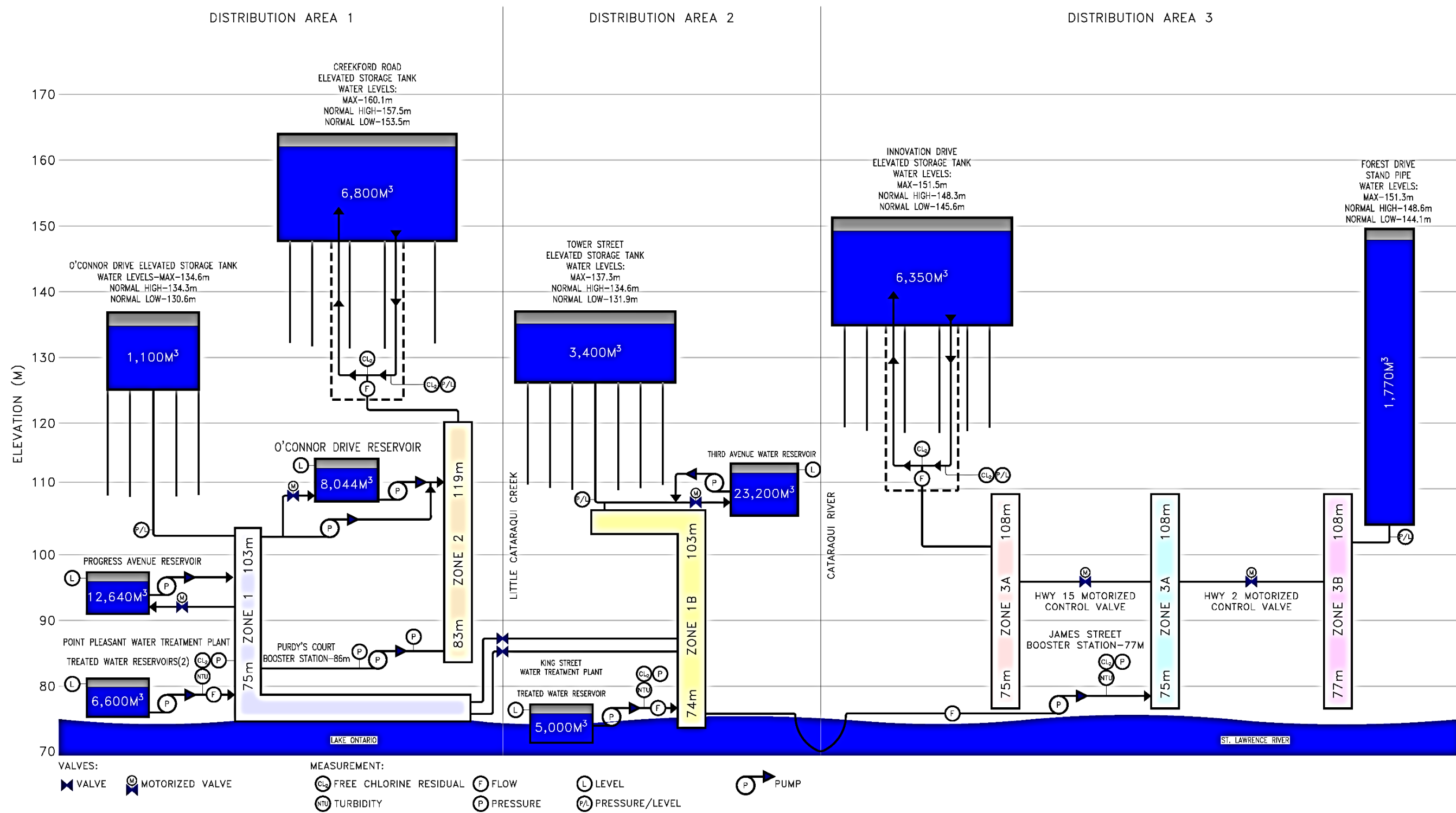
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Figure 6 – Kingston Distribution System Process Flow Diagram

KINGSTON DRINKING WATER SYSTEM—DISTRIBUTION PROCESS FLOW



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6.2 Cana Drinking Water System

6.2.1 General

The Cana Drinking Water System, owned by the City of Kingston and operated by Utilities Kingston, provides safe drinking water to the Cana subdivision which is located west of Highway 15, east of Kingston Mills Locks, and just north of Kingston Mills Road. The area serviced by the system includes Marian Crescent, Cana Boulevard, and Rochdale Crescent.

6.2.2 Source Water Overview

The Cana Well System obtains its raw water from a 150mm diameter by 18.6m deep drilled groundwater well located 45 meters south of Rochdale Crescent located within the Cana subdivision.

The chemistry of the water makes it suitable as a source for drinking water with all parameters below the Ontario Drinking Water Quality Standards. Because of the depth and structure of the aquifer the water temperature is relatively consistent around 10°Celsius during the summer and winter months, the hydraulic conductivity is high, turbidity is low and pH is considered normal (typically 7.50) for groundwater systems.

6.2.2.1 Events

Data collected since well commissioning indicates that the water source is stable and consistent in terms of both quality and quantity and therefore we do not anticipate seasonal or operational events to occur.

6.2.2.2 Threats

While the risk of source water contamination through spills is ever present, the immediate risk of contamination of the drinking water system as a result is considered to be minimal due to the following factors:

- Ongoing monitoring of raw water quality
- Continuously monitored water treatment processes

6.2.2.3 Well Head Protection Area

The Cataraqui Source Protection Plan has identified Wellhead Protection Zones for the Cana Water treatment Plant. A wellhead protection area (WHPA) shows where groundwater is coming from to supply a municipal well and how fast it is travelling horizontally through the aquifer toward the well. A WHPA consists of different sized and spherical shaped zones around the municipal well: WHPA-A is a 100m radius around the wellhead; WHPA-B is the area within which the time of travel to the well is less than or equal to two years, but excluding WHPA-A; WHPA-C is the area within which the time of travel to the well is less than or equal to five years, but greater than two years; WHPA-D is the area within which the time of travel to the well is less than or equal to twenty-five years, but greater than five years; WHPA-E accounts for situations where the groundwater is under the direct influence of surface water. The Wellhead Protection Zones is shown in Figure 9 – Cana Wellhead Protection Zone.

6.2.2.4 Operational Challenges

The groundwater well at the Cana Well System provides quality source water which is consistently low in bacteriological contamination and turbidity. Iron and manganese are present, but not in sufficient quantity to warrant chemically assisted filtration.

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6.2.3 Multiple Barrier Approach

A multiple barrier approach to preventing drinking water contamination is employed by Utilities Kingston to ensure that drinking water supplied by the system is both safe and of high quality. Barriers employed within the supply system include source water treatment by disinfection through chlorination (primary disinfection), continuous monitoring and automated control of treatment processes, monitoring and maintenance of sufficient chlorine residuals throughout the distribution system (secondary disinfection), and the utilization of system redundancies and standby equipment.

6.2.4 Critical Upstream and Downstream Processes

Utilities Kingston does not currently rely upon any critical processes upstream or downstream of the Cana Drinking Water System to ensure the provision of safe drinking water.

6.2.5 Connections to Other Drinking Water Systems

The Cana Drinking Water System is not connected to any other drinking water systems.

6.2.6 Water Treatment Facility**6.2.6.1 Cana Water Treatment Plant**

Drinking water is supplied to the distribution system by the Cana Water Treatment Plant which is a Class 1 water treatment facility with a rated capacity of 118m³/day.

Raw Water Source and Low Lift Pumping

The raw water source is ground water pumped from a 150mm diameter by 18.6m deep well. A submersible pump, capable of pumping 75L/min, discharges raw water, via a 75mm well pump header, through the pump house and into the chlorine contact tank. Well pump run cycles are controlled by the contact tank storage level transmitter. The raw water discharge line is equipped with a magnetic flow meter, conductivity/temperature sensor and a turbidimeter for capacity and quality measurement. A pressure transmitter located at the base of the well provides for monitoring of groundwater aquifer level for determination of draw down and recharge rates.

Primary Disinfection

Sodium hypochlorite is dosed to the raw water flowing through the well pump discharge line upstream of a 45,000L in ground reservoir (contact tank). The sodium hypochlorite solution used is diluted down to a 2-3% Cl₂ solution with de-ionized water. Two peristaltic pumps are used for hypochlorite delivery. Chlorinated water flows through the baffled contact tank with high lift pump operation. The level transmitter located within the tank provides for the determination of actual storage volumes and control of the raw water well pump.

Contact tank inlet and outlet free Cl₂ residuals and pH levels are continuously monitored. Control of the chlorination system is accomplished through the monitoring of chlorine contact tank inlet Cl₂ residuals and raw water flow measurement through a PID (Process/ Integral/ Derivative) control loop. This is to ensure in-plant chemical disinfection CT values are equal to or greater than the required level determined by the 'Procedure for Disinfection of Water in Ontario'.

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High Lift Pumping and Distribution System Pressure Maintenance

Two submersible pumps, capable of pumping 92L/min each, discharge treated water from the outlet of the chlorine contact tank to the distribution system. The discharge of the two high lift pumps is routed back inside the pump house where it is filtered through two cartridge filters (one lead, one standby) that are 5 microns in pore size. Two 450L pressure tanks are located directly downstream of the cartridge filters and maintain system pressure while the high lift pumps are off. High lift pump operation is controlled in a duty/standby rotation through a pressure transmitter that regulates high lift discharge pressure between 40 and 60psi. The treated water discharge line is equipped with a magnetic flow meter, turbidimeter and two free chlorine/pH analyzers (one designated as contact tank outlet Cl₂ and one as treated water Cl₂).

Secondary Disinfection (Trim Chlorination)

Sodium hypochlorite is used as a secondary disinfectant. Two peristaltic pumps draw hypochlorite solution from an adjacent tank and deliver it to the treated water discharge line. This system only operates if the contact tank outlet Cl₂ residual is below an operator adjustable set point. Control of the trim chlorination system is accomplished through the monitoring of chlorine contact tank outlet Cl₂ residuals and treated water flow measurement through a PID (Process/ Integral/ Derivative) control loop to ensure adequate distribution system free chlorine residuals.

Control System

Supervisory Control and Data Acquisition (SCADA) is the method of control implemented at the Cana Well System. All analyzing, monitoring and control module equipment information is routed through the SCADA system for operator monitoring and control. Control of equipment can be accomplished locally at the SCADA panel in the pump house or remotely at the King Street Water Treatment Plant. Alarm capability and set point adjustment along with trend monitoring are also available through SCADA system controls.

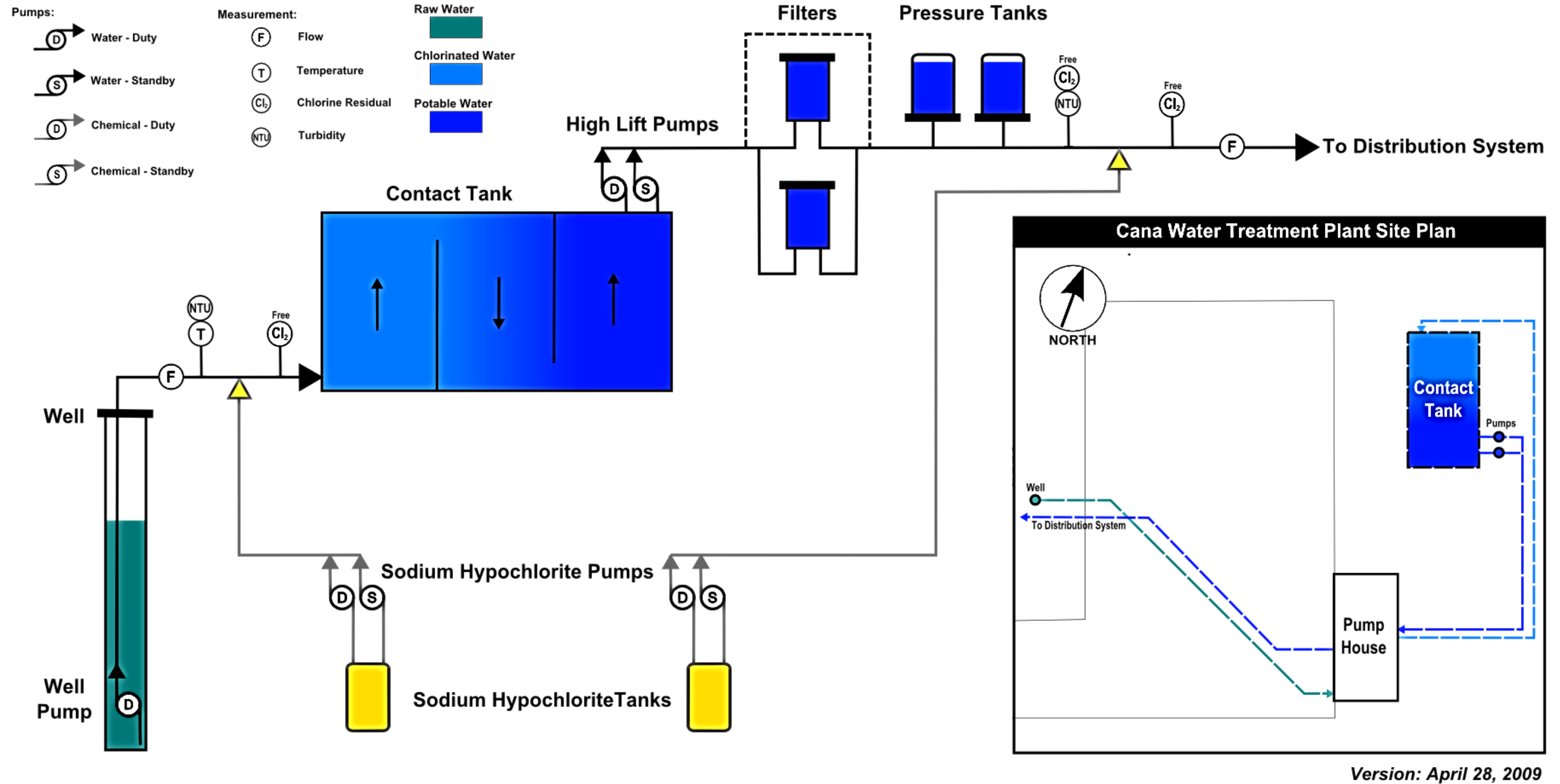
Standby Equipment

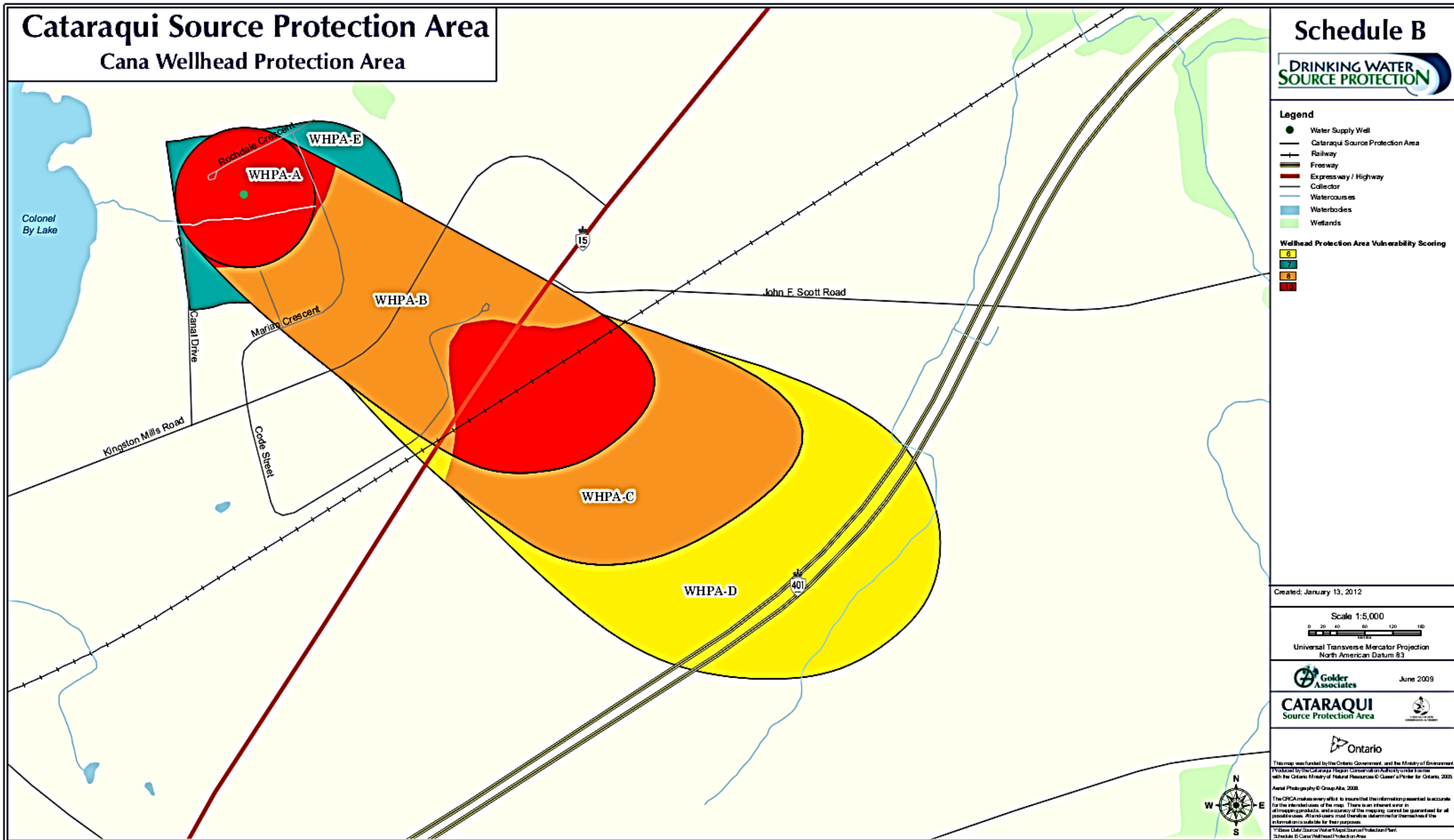
Normally, power is supplied to the Cana WTP through the Hydro One distribution system. A 570kW natural gas generator maintained at the CANA WWTP provides a backup electrical supply in case of power outages. This generator is capable of fully powering all necessary pumps, and all the instrumentation and control equipment required to automatically operate the system. The backup generator is routinely tested under load to ensure reliability and continuity of effective operations during a power outage.

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Figure 7—Cana Water Treatment Plant Process Flow Diagram

CANA WATER TREATMENT PLANT PROCESS FLOW





8—Cana Wellhead Protection Area

Figure

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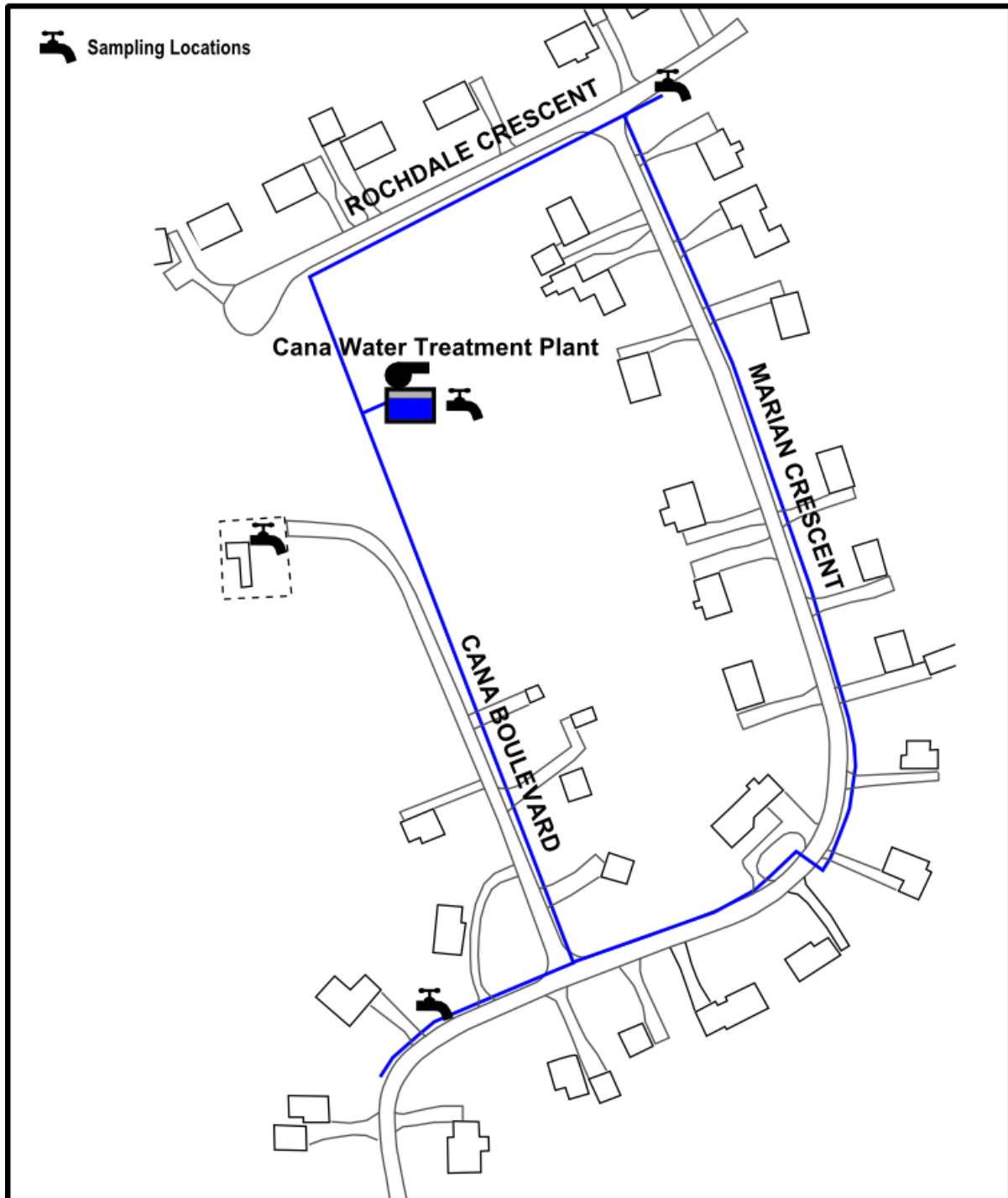
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6.2.6.2 Distribution System

Drinking water is distributed to the Cana Drinking Water System through a distribution system comprised of approximately 780m of 150mm diameter polyvinyl chloride (PVC) water mains. Distribution system pressure maintenance and stabilization is accomplished through the combined operation of high lift pumps and use of two 450L pressure tanks at the Cana Water Treatment Plant.

Figure 9 – Cana Drinking Water System Map
 CANA DRINKING WATER SUPPLY SYSTEM



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7. Risk Assessment

Utilities Kingston has developed the Risk Assessment Procedure – W-G-03 to ensure that potential hazardous events and the resulting drinking water health hazards are identified, and that appropriate monitoring, control, and response measures are developed to mitigate the risks associated with the hazards. This is achieved through a process of identifying potential hazardous events and associated drinking water health hazards, assessing the risks associated with those hazards by assigning values for probability, consequence and detectability, identifying and assessing existing control and response measures, identifying Critical Control Points, establishing Critical Control Limits, and ensuring that monitoring and response processes and procedures are in place to respond to deviations from those limits. Potential risks and hazardous events identified for deliberation by the MECP must also be considered while completing a risk assessment. The results of the risk assessments are documented in the following section.

8. Risk Assessment Outcomes

The identification of hazardous events associated drinking water health hazards, and the assessment of the associated risks for the Kingston and Cana Drinking Water Systems is completed on a three-year cycle. The risk assessment team include experienced drinking water operators and supervisory personnel.

The risk assessment findings for the identified events are documented in W-L-11 Kingston Risk Assessment Outcomes and W-L-11c Cana Risk Assessment Outcomes. Events/hazards are listed by event classification in descending order of assessed controlled risk. The controlled risk value represents the relative risk of each event/hazard, considering the control measures in place and the response measures available, when compared to the range of values for all events/hazards assessed for the system.

Each event/hazard combination has been classified in the following categories:

- Event Classification – Events have been classified as either controlled or uncontrolled based on the availability of primary control measures to prevent or reduce the probability of the hazardous event. Each event is further classified as high, moderate, or low risk according to the risk value found during the assessment, the assigned consequence value, and the controlled risk value.
- Controlled Risk Classification – The controlled risk for each event/hazard has been classified as high, moderate, or low based on the risk level after considering the available control and response measures and the potential consequence of the event.
- Control Point Classification – Control Points and Critical Control Points (CCP) are identified based on whether the process step is essential to ensure the safety of the drinking water supplied to the customer, requirements outlined in the Procedure for Disinfection of Water in Ontario (minimum CCP), if primary controls can be applied and if the results of the applied controls can be measured.

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8.1 Critical Control Limit Monitoring and Response

As a result of the risk assessment results, the following Critical Control Limits have been identified and associated response procedures developed, for the Kingston and Cana Drinking Water Systems, with the assistance of qualified Utilities Kingston Drinking Water Operators. Each section identifies the Critical Control Limit and describes how the measured parameters are monitored and the considerations and rationale used to determine the limit. The Critical Control Limit Response Procedures referenced describe the response and reporting requirements for measured parameter alarms and exceedance of critical control limits.

8.1.1 Kingston Drinking Water System

8.1.1.1 Coagulation Critical Control Limit

Raw water coagulation ensures proper suspended solids removal through floc formation and agglomeration. Correct floc formation is important for adequate sedimentation/filtration of raw water that has the potential for microbiological contamination. Duty and standby chemical metering pumps equipped with an automatic switchover system and flow sensing switches, are used to deliver coagulant to the application point at both the King Street and Point Pleasant Water Treatment Plants.

The Procedure for Disinfection of Drinking Water in Ontario requires that a chemical coagulant be used at all times when a treatment plant that uses conventional or direct filtration is in operation. The dosing of coagulant is directly monitored by confirmation of equipment functionality through the SCADA system which generates an alarm should a coagulant pump fail. The Critical Control Limit for Coagulation is the generation of a coagulant pump failure alarm. Prompt investigation of this alarm condition is required to ensure the continued dosing of coagulant. The Kingston Drinking Water System Coagulation Critical Control Limit Response Procedure – W-CC-01 describes the response to a coagulant pump failure alarm.

The effectiveness of coagulant dosing is monitored through the continuous measurement of filter effluent turbidities. Filter effluent turbidities are monitored on a continuous basis to ensure filter effluent quality meets the regulatory requirements for drinking water. Filter effluent turbidity alarms may indicate a problem associated with the coagulation process. The investigation of coagulant dosages and coagulation equipment operation is included as part of the Kingston Drinking Water System Filter Effluent Turbidity Critical Control Limit Response Procedure W-CC-02.

8.1.1.2 Filter Effluent Turbidity Critical Control Limit

Filtration processes provide for the removal of suspended solids and floc particles that are created through coagulant addition. The Kingston Drinking Water Supply System water treatment facilities use gravity fed filters with granular activated carbon or anthracite as the installed filter media. This allows for the adsorption of extremely small particles suspended within the water prior to the primary disinfection process. Filtration performance at these facilities is monitored continuously through filter effluent turbidimeters installed on each filter effluent line. Samples are collected weekly and calibrations performed to ensure effluent turbidimeters are reading accurately. Trending through SCADA systems allows for operator interpretation and alarm response capability.

Regulatory limits on filter effluent turbidities have two specific values of concern. Schedule 16 of Ontario Regulation 170/03 specifies that filter effluent turbidity exceeding 1.0 NTU for longer than 15 consecutive minutes is an adverse condition and must be reported as such. The Procedure for the Disinfection of Water in Ontario specifies that the filtration process must meet the performance criterion for filtered water turbidity of less than or equal to 0.3 NTU in 95% of the measurements each month in order to claim the facility specific log removal credits used in disinfection CT calculations.

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The alarm set point of 0.3 NTU allows for operator response to elevated turbidity levels well before reaching the regulatory limit of 1.0 NTU and ensures only limited periods of turbidity levels above 0.3 NTU to meet the performance criterion for filtered water turbidity of less than or equal to 0.3 NTU in 95% of the measurements each month.

Operators at the Point Pleasant and King Street Water Treatment Plants have the ability to remotely initiate a filter backwash through the SCADA system for all of the treatment facilities operated by Utilities Kingston. Continuous operator coverage at the King Street Water Treatment Plant and the availability of standby operators ensures a very timely response to an alarm and initiation of the corrective action process.

With consideration of these factors a critical control limit of 0.3 NTU for no longer than 30 minutes can be established. This limit allows for short term filter effluent turbidity spikes above 0.3 NTU, due to operational conditions, which do not pose a threat and enables the identification of more persistent or severe operational conditions which could adversely affect drinking water quality.

The Kingston Drinking Water System Filter Effluent Critical Control Limit Response Procedure

W-CC-01 describes the response to a filter effluent turbidity alarm and possible exceedance of the critical control limit.

8.1.1.3 Primary Disinfection Critical Control Limit

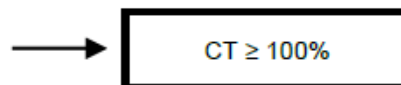
The use of chlorination for primary (post) disinfection ensures adequate inactivation of pathogens potentially present in the source water that have not been removed by filtration. The application of chlorine is accomplished through one of two different methods. Gas chlorination, the application of chlorine using chlorine gas chlorinators, is used at the Point Pleasant Water Treatment Plant and hypo-chlorination, the application of chlorine using sodium hypochlorite delivery pumps, is used at the King Street Water Treatment Plant.

The following parameters together are used in determining disinfectant CT and are trended on SCADA programs.

- Temperature is monitored continuously at contact tank exit locations with a temperature sensor. Temperature is a parameter that changes based on seasonal variations and cannot be controlled through operational process.
- pH is monitored continuously at contact tank exit locations with a pH probe. pH is a parameter that changes with variations in water quality on a seasonal basis and is not controlled through operational process.
- Contact Tank Volume is monitored continuously with ultra-sonic or water pressure measuring devices which give level values. Contact tank volumes vary as changes to influent and effluent flow rates alter clearwell levels, resulting in stored volume changes.
- High Lift Flow is monitored continuously at plant discharge using magnetic or venturi flow meters. The high lift flow varies continually based on the distribution system demand.
- Free Chlorine Residual is monitored continuously at contact tank outlets using Cl₂ analyzers. Free residual varies slightly at the contact tank exit location as dosages and chlorine demand of the water changes.

Achieved CT must be at least 100% of the required CT, which varies with water quality.

- Temperature
- pH
- Contact Tank Volume
- High Lift Flow
- Free Cl₂ Residual



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Document No:

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All of these parameters vary on an instantaneous basis. If one or any combination of these parameters indicates that the resulting achieved CT value may reach less than 100% of the required CT, proper corrective actions must be implemented. Alarm set points for the monitored parameters are set at levels which indicate conditions, outside of normal operational variance, with the potential to negatively affect the disinfection process. This allows sufficient time for operators to adjust controllable variables or restart disrupted processes to ensure that drinking water quality is not adversely affected.

Operators at the Point Pleasant and King Street Water Treatment Plants have the ability to remotely monitor disinfection processes through the SCADA system for all of the treatment facilities operated by Utilities Kingston. Continuous operator coverage at the King Street Water Treatment Plant and the availability of standby operators ensures a very timely response to an alarm and initiation of the corrective action process.

The critical control limit must be established at a level which allows sufficient time for operators to identify and respond to events or conditions which are having an unfavorable effect on the disinfection process. This is to ensure effective disinfection is maintained and adverse water quality is avoided. With consideration of these factors, the critical control limit for primary disinfection has been established at 150% of the required CT.

The Kingston Drinking Water System Primary Disinfection Critical Control Limit Response Procedure – W-CC-03 describes the response to measured parameter alarms and possible exceedance of the critical control limit.

8.1.1.4 Secondary Disinfection Critical Control Limit

Secondary disinfection ensures an adequate disinfectant residual within all areas of the distribution system. Chlorination is the method employed in the Kingston Drinking Water Supply System for the maintenance of secondary disinfection residuals. Chlorine dosage rates and the resulting Cl_2 residuals at water treatment facilities are monitored and adjusted to ensure that adequate free Cl_2 residuals are maintained at the furthest points from the water treatment plant discharge. In addition, distribution system re-chlorination facilities are employed to ensure that adequate free Cl_2 residuals are maintained. The ongoing effectiveness of chlorine dosage rates is monitored through the collection and testing of distribution system samples described by the Sampling, Testing, and Monitoring Procedure – W-G-09.

Secondary disinfection is monitored continuously through free Cl_2 residual analyzers installed at various locations throughout the distribution systems and confirmed through distribution system grab samples collected on a regular basis. SCADA programs allow for the measurement, control, trending and alarming of distribution system free Cl_2 residual values.

Alarm set points for free Cl_2 residuals at water treatment and distribution facilities are set at levels which indicate conditions, outside of normal operational variance, with the potential to negatively affect secondary disinfection effectiveness. This allows sufficient time for operators to carry out flushing, adjust chlorine dosages, or restart disrupted processes to ensure that drinking water safety is not adversely affected.

Operators at the Point Pleasant and King Street Water Treatment Plants have the ability to remotely monitor treated water free Cl_2 residuals at both treatment facilities and at distribution system analyzers through the SCADA system. Continuous operator coverage at the King Street Water Treatment Plant and the availability of standby operators ensures a very timely response to an alarm and initiation of the corrective action process.

With consideration of these factors, the critical control limit for distribution system free Cl_2 residual can be established at no less than 0.20mg/L. This level allows sufficient time for operators to undertake corrective action to ensure that adverse water quality is avoided.

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The Kingston Drinking Water System Secondary Disinfection Critical Control Limit Response Procedure – W-CC-04 describes the response to measured parameter alarms and possible exceedance of the critical control limit.

8.1.2 Cana Drinking Water System

8.1.2.1 Primary Disinfection Critical Control Limit

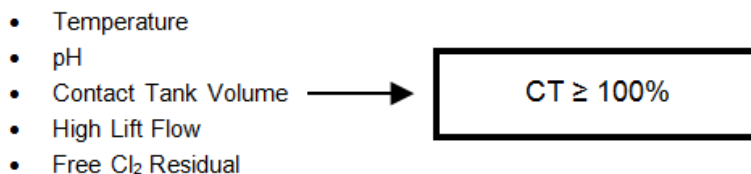
The use of chlorination for primary (post) disinfection ensures adequate inactivation of pathogens potentially present in the source water. Chlorination is achieved through the application of chlorine using sodium hypochlorite delivery pumps.

The following parameters together are used in determining disinfectant CT and are trended on SCADA programs.

The following parameters together are used in determining disinfectant CT and are trended on SCADA programs.

- Temperature is monitored continuously at contact tank exit locations with a temperature sensor. Temperature is a parameter that changes based on seasonal variations and cannot be controlled through operational process.
- pH is monitored continuously at contact tank exit locations with a pH probe. pH is a parameter that changes with variations in water quality on a seasonal basis and is not controlled through operational process.
- Contact Tank Volume is monitored continuously with ultra-sonic or water pressure measuring devices which give level values. Contact tank volumes vary as changes to influent and effluent flow rates alter clearwell levels, resulting in stored volume changes.
- High Lift Flow is monitored continuously at plant discharge using magnetic or venturi flow meters. The high lift flow varies continually based on distribution system demand.
- Free Chlorine Residual is monitored continuously at contact tank outlets using Cl₂ analyzers. Free residual varies slightly at the contact tank exit location as dosages and chlorine demand of the water changes.

Achieved CT must be at least 100% of the required CT, which varies with water quality.



All of these parameters vary on an instantaneous basis. If one or any combination of these parameters indicates that the resulting achieved CT value may reach less than 100% of the required CT, proper corrective actions must be implemented. Alarm set points for the monitored parameters are set at levels which indicate conditions, outside of normal operational variance, with the potential to negatively affect the disinfection process and allow sufficient time for operators to adjust controllable variables or restart disrupted processes. This is to ensure that drinking water quality is not adversely affected. Operators at the Point Pleasant and King Street Water Treatment Plants have the ability to remotely monitor disinfection processes at the Cana Water Treatment Plant through the SCADA system. Continuous operator coverage at the King Street Water Treatment Plants and the availability of standby operators ensures a very timely response to an alarm and initiation of the corrective action process. Control of equipment can also be accomplished locally at the SCADA panel in the pump house.

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The critical control limit must be established at a level which allows sufficient time for operators to identify and respond to events or conditions which are having an unfavorable effect on the disinfection process. This is to ensure effective disinfection is maintained and adverse water quality is avoided. With consideration of these factors, the critical control limit for primary disinfection has been established at 150% of the required CT.

The Cana Drinking Water System Primary Disinfection Critical Control Limit Response Procedure – W-CC-05 describes the response to measured parameter alarms and possible exceedance of the critical control limit.

8.1.2.2 Secondary Disinfection Critical Control Limit

Secondary disinfection ensures an adequate disinfectant residual within all areas of the distribution system. Chlorination is the method employed in the Cana Drinking Water System for the maintenance of secondary disinfection residuals. Chlorine dosage rates and the resulting Cl₂ residuals at the Cana Water Treatment Plant are monitored and adjusted to ensure that adequate free Cl₂ residuals are maintained at the furthest points from the pump house discharge. The ongoing effectiveness of chlorine dosage rates is monitored through the collection and testing of distribution system samples described by the Sampling, Testing, and Monitoring Procedure – W-G-09.

Alarm set points for free Cl₂ residuals at the Cana Water Treatment Plant are set at levels which indicate conditions, outside of normal operational variance, with the potential to negatively affect secondary disinfection effectiveness. This allows sufficient time for operators to carry out flushing, adjust chlorine dosages, or restart disrupted processes to ensure that drinking water safety is not adversely affected.

Operators at the Point Pleasant and King Street Water Treatment Plants have the ability to remotely monitor the treated water free Cl₂ residual through the SCADA system for the Cana Water Treatment Plant. Continuous operator coverage at the King Street Water Treatment Plant and the availability of standby operators ensures a very timely response to an alarm and initiation of the corrective action process.

With consideration of these factors, the critical control limit for distribution system free Cl₂ residual can be established at no less than 0.20mg/L. This level allows sufficient time for operators to undertake corrective action to ensure that adverse water quality is avoided.

The Cana Drinking Water System Secondary Disinfection Critical Control Limit Response Procedure – W-CC-06 describes the response to measured parameter alarms and possible exceedance of the critical control limit.

9. Organizational Structure, Roles, Responsibilities, and Authorities

9.1 Organizational Structure and Roles

The City of Kingston is the sole shareholder of the Ontario Business Corporation 1425445 Ontario Limited, operating as Utilities Kingston. Utilities Kingston currently provides five different utility services to its customers; water, wastewater, electric, natural gas, and a fibre optic network.

W-L-13 – Kingston And Cana Organizational Structure, Roles, Responsibilities, Authorities, and Competencies provides a summary view of Utilities Kingston's organizational structure. Roles which are displayed in the chart within a blue coloured cell have duties and authorities which impact the safe and reliable supply of drinking water to the customer. The uncoloured cells do not have duties and authorities which directly impact the safe and reliable supply of drinking water but may provide services which support those accountable.

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9.2 Responsibilities

There are four overarching responsibilities under this Operational Plan for which persons having duties and authorities impacting the safe and reliable supply of drinking water to the customer must be held accountable. Those responsibilities are:

- The provision of a safe and secure supply of drinking water
- The identification, obtainment and provision of sufficient resources to ensure the continued safe and secure supply of drinking water
- Ensuring regulatory compliance with regard to drinking water system operations
- Supporting the development, implementation, and continual improvement of a Quality Management System for the drinking water system

9.3 Duties and Authorities

W-L-13 – Kingston And Cana Organizational Structure, Roles, Responsibilities, And Authorities describes the duties and authorities of those persons or groups accountable for the safe and reliable supply of drinking water to the customer.

10. Competencies

This section describes the competencies, certification, and training requirements for personnel performing duties directly affecting drinking water quality by monitoring, maintaining, and adjusting drinking water system processes, directing changes and adjustments to drinking water system processes, or having duties related to the design, construction, and inspection of drinking water system infrastructure. W-L-13 – Kingston And Cana Organizational Structure, Roles, Responsibilities, Authorities, and Competencies identifies the current required competencies, certification, and training for Utilities Kingston personnel charged with these duties as well as some specific desired competencies.

The required drinking water certifications for the Director(s), and Manager(s), are not identified by the table; desired certifications are identified. Utilities Kingston does ensure that sufficient certifications are held and maintained by management personnel to ensure effective oversight of drinking water system operation that meets regulatory requirements.

W-L-13 – Kingston And Cana Organizational Structure, Roles, Responsibilities, Authorities, and Competencies identifies the following levels of competency.

- **Competency level 1** indicates that a basic technical proficiency and/or basic knowledge and understanding of a skill or subject area are required. Level 1 competency can be obtained through a combination of education, theoretical and practical instruction, and participation in specialty courses and workshops.
- **Competency level 2** indicates that a good technical proficiency and working knowledge and understanding of a skill or subject area are required. Level 2 competency can be obtained through a combination of education, theoretical and practical instruction, participation in specialty workshops and courses, and work experience.
- **Competency level 3** indicates that an advanced technical proficiency and theoretical and working knowledge and understanding of a particular skill or subject area are required. Level 3 competencies can be achieved through various combinations of education in engineering, science, or other related fields, directly related training, extensive work experience, and regular participation at specialty workshops and courses.

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10.1 Meeting and Maintaining Competencies

The Operator Training Procedure – W-G-04 describes how Drinking Water Operators are provided with sufficient training to comply with legislated requirements and to meet and maintain the competency and certification requirements identified in this Operational Plan.

Utilities Kingston encourages Operators to attain competencies and certifications above the minimum requirements. Operators that have met the required competencies and certifications are given the opportunity to receive Competency Enhancement Training as described in the Operator Training Program. These training opportunities are provided to allow Operators to acquire enhanced knowledge and skills and to assist in meeting the education requirements for upgrading Drinking Water Operator Certificates beyond the required levels identified.

Proof of training records are maintained in the personnel files maintained by Human Resources and information regarding training for all operators is tracked electronically in the City Of Kingston's Human Resources Management System (People Soft HRMS). Training information tracked by this system includes course/training descriptions, training providers, training scheduled and completed, total hours of training completed, and total hours of Director approved training completed.

11. Personnel Coverage

11.1 General

The Personnel Coverage Procedure – W-G-05 describes how Utilities Kingston ensures that sufficient personnel are available to provide a safe and reliable supply of drinking water to the customer. The procedure deals primarily with the processes and protocols used to ensure that sufficient qualified and competent Water Treatment and Water Distribution System Operators are available and that Overall Responsible Operators and Operators in Charge are designated.

Utilities Kingston employs certified operators to operate and maintain the Kingston and Cana Drinking Water Systems. All personnel employed within Utilities Kingston Water Operations, in a role identified in the Competencies Table, must meet the minimum competency and certification requirements described in the table.

The Chief Operating Officer, Director of Water and Wastewater, Manager of Water and Wastewater Treatment Operations, Manager of Water and Wastewater System Operations, Water and Wastewater Treatment Operations Supervisors, and the Water and Wastewater System Operations Supervisor form the management team responsible for coordinating and directing the activities of workers employed within the Water and Wastewater Operations Groups under the terms and conditions of a collective agreement between Utilities Kingston and the International Brotherhood of Electrical Workers.

11.2 Treatment Group

Operators within the Treatment Group are certified as Water Treatment Operators.

A Treatment System Operator is designated as Shift Operator for each shift at the King Street and Point Pleasant Water Treatment Plants. At least one Treatment System Operator is on duty at all times at the King Street Water Treatment Plant. Other Treatment System Operators on duty at the water treatment plants assist the Shift Operators and perform duties throughout the Drinking Water Systems as required. Journeyperson work throughout the drinking water systems but do not make any operational changes to the system.

The System Operations Group provides assistance in the operation and maintenance of water facilities in those instances where specific knowledge, skills, or equipment is an asset.

The operation of the King Street and Point Pleasant Water Treatment Plants and distribution system storage facilities and booster stations is continuously monitored through SCADA systems. The SCADA

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system allows for remote monitoring and operation of all treatment, pumping, and storage facilities from both the King Street and Point Pleasant Treatment Plants. Alarm conditions are forwarded to operators via cell phones. Under normal operating conditions, this system allows operators to perform duties away from the treatment plants.

Operator coverage for weekday off hours, weekends, and holidays is ensured through the use of continuous Operator coverage at the King Street Water Treatment Plant and standby and call out rotation schedules.

11.3 Underground Infrastructure Group

All operators within the Underground Infrastructure Group are required to be certified as both Water Distribution and Wastewater Collection Operators. Assistance is available from the Treatment Group in those instances where specific knowledge, skills, or equipment is an asset.

The Underground Infrastructure Group's base of operations is at the Utilities Kingston Service Centre located at 91 Lappan's Lane. Regular working hours are from 7:30am to 4:00pm, Monday through Friday. Operator coverage for weekday off hours, weekends, and holidays is ensured through the use of standby and call out rotation schedules.

12. QMS Communications

The QMS Communications Procedure – W-G-06 describes how relevant aspects of the Drinking Water QMS are communicated to and between Utilities Kingston Top Management, System Owners, Utilities Kingston personnel, the public, and providers of essential supplies and services.

Utilities Kingston Top Management communicates with the Owner with regard to drinking water system issues and the Drinking Water QMS through reports to Kingston City Council, through the Environment, Infrastructure, and Transportation Policy Committee (a committee of council), and through the Board of Directors of 1425445 Ontario Limited operating as Utilities Kingston.

13. Essential Supplies and Services

Documentation of applicable licensing, certification and accreditation ensures quality in the supplies and services employed by Utilities Kingston in the maintenance of infrastructure, and in the processes required to provide drinking water to our customers. Specifically, Utilities Kingston requires suppliers of treatment chemicals and other materials coming into contact with drinking water to provide current documentation that those products have undergone testing and have met the AWWA and ANSI standards (NSF/60, NSF/61), and CALA accreditation for those providing laboratory testing services. In addition to this, Utilities Kingston may also require other licensing, accreditation, certification and verification documentation as noted in its policies and procedures.

The Essential Supplies and Services List – W-L-06 identifies those supplies and services considered essential to the continued supply of safe drinking water to the customer and the primary and alternate suppliers.

14. Review and Provision of Infrastructure

Regular evaluation and review of the condition and capacity of drinking water systems and their components is required to ensure the continued provision of safe drinking water to the customer.

The Review and Provision of Infrastructure Procedure – W-G-07 describes the process used by Utilities Kingston to evaluate drinking water system infrastructure condition and capacity, and review available information to identify any needed rehabilitation, renewal, and improvement of existing infrastructure, provision of new infrastructure, prioritize those identified needs, and make recommendations to the system Owner based on the prioritized needs.

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Specific to the City of Kingston's Drinking Water Systems, Utilities Kingston completes annual and ongoing reviews of drinking water system condition and capacity, including relevant outcomes of the risk assessment, when determining adequacy of the infrastructure. Under the direction of the Manager of Engineering, assigned engineering personnel complete the evaluation and review in consultation with the Water and Wastewater Operations Group. The following recommendations are submitted to Kingston City Council for budgetary consideration:

- New infrastructure required due to regulatory, growth, or maintenance requirements
- Improvements to existing infrastructure required due to regulatory, growth, or maintenance requirements
- Rehabilitation and renewal of existing infrastructure based on condition assessments and maintenance requirements

15. Infrastructure Maintenance, Rehabilitation, and Renewal

The ongoing maintenance, rehabilitation, and renewal of drinking water systems and their components is required to ensure the continued provision of safe drinking water to the customer.

The Infrastructure Maintenance, Rehabilitation, and Renewal Procedure W-G-08 describes the maintenance activities performed by Utilities Kingston for drinking water systems and the processes followed to monitor and review the effectiveness of those activities.

Maintenance activities may be either preventative in nature, planned maintenance, or reactive unplanned maintenance. Planned maintenance includes activities such as fire hydrant inspection and flushing, valve inspection and maintenance, scheduled calibration of measurement and recording equipment, scheduled replacement of GAC in gravity filters, and routine inspection of equipment condition and operation during rounds at facilities. Unplanned maintenance includes activities such as broken water main and service leak repair, response to various equipment failures, and investigating customer complaints.

Maintenance activities, whether planned or unplanned, are recorded in facility and system log books, work orders, service orders, and other applicable reports and forms. At least annually, these records are reviewed to identify trends that could indicate the need for infrastructure rehabilitation or renewal.

Major capital works to renew or rehabilitate existing infrastructure or to construct new infrastructure is coordinated by Utilities Engineering. Recommendations from the Drinking Water Master Plan, facility condition assessments, distribution system assessments, and staff are prioritized and integrated into a long term capital plan upon which capital budget submissions are based.

Where possible, these works are scheduled and completed in coordination with other utility or transportation infrastructure work to increase efficiency and minimize service and transportation disruptions.

Operational capital works such as facility equipment renewal/improvement and distribution system appurtenance renewal such as fire hydrant replacements, are coordinated by Water and Wastewater Operations.

Water and Wastewater Operations and Utilities Engineering work closely together to plan and oversee these capital works to completion.

16. Sampling, Testing, and Monitoring

Measuring and recording the various parameters used in process control and in the application of treatment chemicals and the sampling and testing of drinking water from various system locations is essential to the provision of quality drinking water to the customers of Utilities Kingston. The sampling,

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testing, and monitoring completed for the Kingston and Cana Drinking Water System meets and exceeds regulatory requirements. These are standalone systems and no relevant sampling upstream of the systems' raw water intakes is undertaken.

The Sampling, Testing, and Monitoring Procedure – W-G-09 describes the sampling, testing and monitoring activities undertaken by Utilities Kingston to ensure optimal drinking water treatment process control and the safety of the drinking water provided to our customers.

17. Measurement and Recording Equipment Calibration & Maintenance

Accuracy in measuring and recording the various parameters used in process control and in the application of treatment chemicals is essential to the provision of quality drinking water to the customers of Utilities Kingston. The Measurement and Recording Equipment Calibration and Maintenance Procedure – W-G-10 describes when and how the calibration of equipment used to make and record measurements critical to the operation of the drinking water system is completed and documented to ensure process efficiency and accuracy, and to meet and maintain regulatory requirements and internal water goals.

18. Emergency Management

The term 'Emergency' is typically used to describe a situation which requires immediate action to protect and preserve the health, safety and welfare of persons and limit or prevent damage and destruction of property, infrastructure and the environment. Drinking water emergencies are those situations that may result in the loss of the ability to maintain a supply of safe drinking water to the users of the drinking water system. A potential major drinking water emergency has the potential to adversely affect the supply of safe drinking water to a significant portion of the system or to critical facilities such as hospitals, nursing homes and medical clinics. A major drinking water emergency is adversely affecting or will adversely affect the supply of safe drinking water to a significant portion of the system or to critical facilities.

The Emergency Response and Recovery Procedure – W-E-01 describes the general response and recovery processes to be followed when dealing with a drinking water emergency and evaluating the effectiveness of completed response and recovery operations. The procedure also identifies the requirements for and the processes used to identify potential future drinking water emergencies, develop contingencies to respond to potential emergencies, and evaluate the effectiveness of those contingencies.

Utilities Kingston has an Emergency Plan which is supplementary to the City of Kingston Emergency Plan. These plans identify Utilities Kingston's overall role during municipal emergencies and the internal mechanisms to fulfill that role. Specific to drinking water emergencies, the Utilities Kingston Emergency Plan contains a response plan for drinking water system critical infrastructure failure which outlines the response and recovery actions, considerations, and corporate/agency level responsibilities for major drinking water emergencies.

19. Internal Audits

Internal QMS audits are conducted to evaluate conformity of the Quality Management System with the requirements of the Drinking Water Quality Management Standard. Internal audits must be completed at least once a calendar year. The Internal Audit Procedure – W-G-11 describes how internal QMS audits are completed by Utilities Kingston.

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20. Management Review

At least once per calendar year, a management review committee is required to review the performance of the Drinking Water QMS and identify any deficiencies which require corrective action. The review is intended to ensure the continuing suitability, adequacy and effectiveness of the Drinking Water QMS. The Management Review Procedure – W-G-12 describes how the review is to be completed and the results communicated. Best management practices published by the Ministry of Environment, Conservation, and Parks will also be reviewed and considered during the Management Review.

21. Continual Improvement of the Quality Management System

Utilities Kingston will strive to continually improve the Quality Management System through the use of preventative actions to eliminate the cause of potential non-conformities and through corrective actions undertaken to address non-conformances identified through internal audits, and management reviews, and by implementing improvements identified and suggested by staff and management including best management practices.

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Appendix A – Schedule “C” Subject System Description Form for the Kinston Drinking Water System

Schedule "C"

Subject System Description Form

Municipal Residential Drinking Water System

[Print Form](#)

Owner of Municipal Residential Drinking Water System:

Name of Municipal Residential Drinking Water System:²

Name of Operational Subsystems (if Applicable)	Name of Operating Authority ⁵	DWS Number(s) ⁶
<input checked="" type="checkbox"/> Check here if the Municipal Residential Drinking Water System is operated by one operating authority. Enter the name of the operating authority in adjacent column. ⁴	1425445 Ontario Limited	220001860, 220001851
Operational Subsystem 1:		
Operational Subsystem 2:		
Operational Subsystem 3:		
Operational Subsystem 4:		

Add attachments if there are additional 'Operational Subsystems'

Contact Information ⁷		
Name	Title	Phone Number e-mail address
Jim Miller	Director, Water and Wastewater Treatment Operations	613-546-1181 X 2475 jmillier@utiltieskingston.com
Julie Runions	Manager, Water and Wastewater Treatment Operations	613-546-1182 X2172 jrunions@utiltieskingston.com

Utilities Kingston Drinking Water Quality Management System

Document

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Appendix B – Schedule “C” Subject System Description Form for the Cana Drinking Water System

Schedule "C"

Subject System Description Form

Municipal Residential Drinking Water System

[Print Form](#)

Owner of Municipal Residential Drinking Water System:¹

Name of Municipal Residential Drinking Water System:²

Name of Operational Subsystems (if Applicable) ³	Name of Operating Authority ⁵	DWS Number(s) ⁶
<input checked="" type="checkbox"/> Check here if the Municipal Residential Drinking Water System is operated by one operating authority. Enter the name of the operating authority in adjacent column ⁴	<input type="text" value="1425445 Ontario Limited"/>	<input type="text" value="220006053"/>
Operational Subsystem 1:	<input type="text"/>	<input type="text"/>
Operational Subsystem 2:	<input type="text"/>	<input type="text"/>
Operational Subsystem 3:	<input type="text"/>	<input type="text"/>
Operational Subsystem 4:	<input type="text"/>	<input type="text"/>

Add attachments if there are additional 'Operational Subsystems'

Contact Information ⁷			
Name	Title	Phone Number	e-mail address
<input type="text" value="Jim Miller"/>	<input type="text" value="Director, Water and Wastewater Treatment Operations"/>	<input type="text" value="613-546-1181 X 2475"/>	<input type="text" value="jmillier@utilitieskingston.com"/>
<input type="text" value="Julie Runions"/>	<input type="text" value="Manager, Water and Wastewater Treatment Operations"/>	<input type="text" value="613-546-1182 X2172"/>	<input type="text" value="jrunions@utilitieskingston.com"/>



**City of Kingston
Report to Council
Report Number 24-144**

To: Mayor and Members of Council
From: Brad Joyce, Commissioner, Infrastructure, Transportation & Emergency Services
Resource Staff: Karen Santucci, Director, Public Works & Solid Waste
Date of Meeting: October 1, 2024
Subject: Weather-Based Parking Ban

Council Strategic Plan Alignment:

Theme: Council requests

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

Executive Summary:

In response to a motion of Council in February 2022, staff recommended Council permit a pilot program that would see the continuance of an on-street overnight parking ban during the months of January and February but allow for a weather-based overnight parking ban for the shoulder months of December and March. Staff implemented this Council-approved pilot between March 1, 2022 and March 31, 2024.

The pilot was executed for the weather-based program for five months: March and December 2022, March and December 2023, and March 2024. During this time, several communication techniques advertising the weather-based parking ban were deployed and refined. In addition, enforcement was gradually increased throughout the pilot to gain compliance with the program.

Over the course of the pilot, during the shoulder months of December and March, overnight parking was allowed more than 65% of the nights. In contrast, for the months of January and February, winter maintenance occurred on 79% of the nights and was as high as 92% in one given month. These statistics indicate that continuation of the weather-based parking ban during the shoulder months could be allowed, providing additional on-street parking in December and March, but would have only marginal effect if enacted during January and February.

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Community engagement suggests residents are in favour of continuing the weather-based parking program in the months of December and March. More than 96% of surveyed respondents were aware of the ban and over 60% said it had a positive impact on their household. It appeared most residents understood the weather-based restrictions for the shoulder months and that a full restriction was in place for January and February.

The following challenges exist with the program:

- increased enforcement and associated staffing and towing requirements
- improving communications to both residents and visitors regarding the bans
- determining and communicating the length of the ban

While having an overnight parking ban established from December 1 through to the end of March is operationally desirable for obvious reasons, and despite the identified challenges noted above, the benefits to residents and visitors of a weather-based ban during December and March brings staff to recommend making this a permanent approach.

Recommendation:

That Council make permanent a weather-based winter overnight parking ban during the months of December and March each year, while maintaining the current full parking ban overnight during the months of January and February; and

That the by-law attached to Report Number 24-144 as Exhibit A, "A By-Law to Amend By-Law Number 2010-128, A By-Law to Regulate Parking, as Amended" be presented to Council for all three readings; and

That Council delegate authority to the Director of Public Works & Solid Waste, or their designate, to enact and end a "Declared Weather Event" during the months of March and December of each year; and

That the by-law attached to Report Number 24-144 as Exhibit B, "A By-Law to Amend By-Law Number 2016-189, "A By-Law to Consolidate the Delegation of Powers and Duties, as amended", be presented to Council for all three readings.

October 1, 2024

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Authorizing Signatures:

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:

Paige Agnew, Commissioner, Growth & Development Services

Jennifer Campbell, Commissioner, Community Services

Not required

Neil Carbone, Commissioner, Corporate Services

David Fell, President & CEO, Utilities Kingston

Not required

Peter Huigenbos, Commissioner, Major Projects & Strategic Initiatives

Not required

Desirée Kennedy, Chief Financial Officer & City Treasurer

Not required

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Options/Discussion:

At its meeting on February 1, 2022, City Council adopted the following recommendations presented in [Report Number 22-044](#), Weather-Based Parking Ban – Pilot Project:

That Council adopt a pilot program which allows for a weather-based winter parking ban starting in the month of March 2022, and in effect for December 2022 and March 2023, while maintaining the current full parking ban during specified nighttime hours on the streets during January and February of 2023, upon the terms and conditions outlined in Report Number 22-044; and

That the by-law attached to Report Number 22-044 as Exhibit B, being “A By-Law to Amend By-Law Number 2010, A By-Law to Regulate Parking, as Amended” be presented to Council for all three readings.

On November 7, 2023, the following recommendations were approved by Council:

That Council continue the pilot program which allows for a weather-based winter parking ban for the months of December 2023 and March 2024, while maintaining the current full parking ban during specified nighttime hours during January and February of 2024, upon the terms and conditions outlined in [Report Number 23-256](#); and

That the by-law attached to Report Number 23-256 as Exhibit A, being “A By-Law to Amend By-Law Number 2010-128, A By-Law to Regulate Parking, as Amended” be presented to Council for all three readings; and

That staff report back to Council prior to December 2024 with an assessment of the pilot program and a recommendation as to the future status of the overnight weather-based parking for the shoulder season months.

Background

Overnight parking restrictions are a key component of planning and managing winter maintenance operations in the urban area of the city. These restrictions are intended to provide Public Works with a six-hour window to operate on unobstructed roadways to allow more efficient winter snowplowing and removal operations and meet Council’s approved service levels as set out in the Winter Maintenance Policy, as well as requirements under provincial Regulation 239/02 Minimum Maintenance Standards.

Prior to March 2022, on-street parking was prohibited any time between 1 a.m. and 7 a.m., from December 1 until March 31, on most streets citywide. The pilot that was introduced in March 2022 maintained the overnight prohibition for January and February when snowfall is typically heavier, while shifting to a weather-based program for the ‘shoulder’ months of December and March. The shoulder season pilot program was set to expire on March 31, 2023, however staff recommended that the pilot program continue for the 2023/2024 winter season.

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Under the pilot, the Director of Public Works was authorized to enact a “Declared Weather Event” if the forecast was indicating freezing rain or snow precipitation of five or more centimetres, and at any other time as deemed necessary to perform winter maintenance operations. This then triggered the overnight parking ban for the duration of the declared weather event.

While the ban was in effect, on-street parking was prohibited from:

- 1 a.m. to 7 a.m. citywide, except for;
- 12 a.m. to 7 a.m. on the streets that surround Kingston General Hospital, which include: George Street from Stuart Street to King Street West, O’Kill Street from Barrie Street to George Street and Stuart Street from Barrie Street to University Avenue.

This approach recognized there are typically fewer winter events during the shoulder months and was intended to allow the overnight parking prohibition to be in place only when it was required for winter maintenance. For each declaration and for when the overnight parking ban was then in effect, the City notified residents typically by 4 p.m. or earlier, through the following communication channels:

- Social media (Facebook, X (formerly known as Twitter), Instagram)
- Email notifications via City news releases
- The City’s website via the “Winter Parking” webpage
- Electronic signboards on high-traffic roads

The weather-based parking pilot was in place for five months. Below is a summary of the number of nights an overnight parking ban was put in place for each pilot month:

- March 2022: 18 nights
- December 2022: 21 nights
- March 2023: 15 nights
- December 2023: 0 nights
- March 2024: 2 nights

Analysis

Month by Month

March 2022:

The pilot began in March of 2022, with the first month having 58% of the nights with a ban enacted. As had happened in previous years, few tickets were issued during March, as it was the end of the parking ban season. This first month of the pilot focused on awareness, achieved through news interviews, social media, educational video and website updates. During this month, staff observed a substantial increase in vehicles parked on the streets at night, however this was dampened by warmer weather that helped to clear streets during the longer and warmer days.

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December 2022:

Two early snowfalls, followed by the blizzard around Christmas, resulted in the parking ban being in place for a total of 50% of the nights. In late December, By-law Enforcement Officers began ticketing vehicles parked overnight during the Declared Weather Event over Christmas. During this significant snowstorm period, there were substantial challenges with plowing operations because of the number of vehicles parked on the roads blocking the plow access. Within a few days, more than 200 residents had reported concerns with plowing, most of which were the result of snowplows being prevented from reaching their road due to parked vehicles.

January and February 2023:

Both snowy months with 75% of the nights during January and February requiring winter control activities.

March 2023:

There was a heavy, wet snowfall early in the month that took a significant amount of time to clean up due to the heavy snow weight. The weather-based parking restrictions were in place for 48% of the month resulting in 16 days of on-street parking in the second half of March.

December 2023:

The weather-based parking ban was never enacted, allowing vehicles to park overnight on the street for the entire month.

January and February 2024:

Based on the weather experienced during these months, declared weather events would have been enacted 78% of the nights. Although there was not significant snowfall, conditions were favourable for black ice on many nights thereby requiring appropriate surface treatments by crews. Responses from the community engagement survey suggests there will always be a percentage of people who will chance parking on the road at night. If residents did not have to find alternate parking arrangements in January/February 2024, the result would likely be more vehicles on the roadway.

March 2024:

A winter-based parking ban was only required for 6% of the nights.

Enforcement Impact

Enforcement, including ticketing and towing, had a measurable impact on the effectiveness of this program during the 2023 and 2024 seasons. The number of tickets for violations of winter parking and the weather-based parking by-law increased from 300 a year in 2022 to more than 8,000 a year in 2023. During the 2023/2024 winter season, vehicles were towed for overnight parking for the first time for reasons other than snow removal, and these actions resulted in significantly fewer vehicles on the streets, particularly after the first month of enforcement. Enforcement is limited by the number of by-law enforcement officers available, and the time associated with towing a vehicle and availability of towing resources. Staff have

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been able to determine that there are sufficient enforcement officer resources to support the permanent establishment of the winter control program.

Role of Communications

The weather-based parking ban faces a few challenges which include:

- Ensuring residents and visitors to the city receive notification of the ban.
- Communicating that the ban remains in place for the time required to clean up after a snow event which is normally two to three subsequent overnights.

During the pilot, several communication techniques advertising the weather-based parking ban were deployed and refined. These methods included social media, email notifications, the City's website, Curbex signs, and electronic sign boards. In addition to this, the program drew the attention of local radio and television stations who interviewed City staff about the program. Additional work will be conducted to ensure the City's partner organizations are also engaged in sharing information about these weather bans.

Summary

The goal of winter control is to ensure roads within the city are clear and free of ice and snow and safe for vehicles and pedestrians. The Province legislates Minimum Maintenance Standards which ensures safety of roadways and addresses City liability issues provided the City meets the standards. Having vehicles parked off-street at night is the only way to ensure the entire roadway can be cleared in the timeframes necessary. The weather-based parking ban works effectively during the months of December and March, being typically warmer and with more frequent freeze-thaw cycles, (which can assist in improving driving conditions). During the months of December and March for the past three years, a weather-based parking ban was required a total of 35% of the time.

For a snowfall greater than 10 centimetres, it will take the City, depending on the timing of the snow, up to three nights to properly clear all roads, intersections, and cul-de-sacs. It can then take up to an additional five nights to complete snow removal in areas of the city that are congested or tight. This activity involves large snow blowers reaching the edge of the roadway to remove snowbanks to address the hazard these present to pedestrian travel and that restrict daytime parking spots. For smaller snow falls under 10 centimetres, it typically takes staff up to two nights to complete snow removal. This results in a weather-based parking ban often being put in place for multiple nights after a weather event, not just a single night.

More than 90% of snow removal is completed during the months of January and February thereby supporting keeping the existing overnight parking ban in place during these months.

Public Engagement

Public engagement about the pilot project occurred on the Inform, Consult and Involve Levels of the IAP2 Spectrum of Public Participation. At the Inform and Consult Levels, staff conducted

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awareness campaigns throughout the pilot and engagement periods. At the Inform Level of the spectrum, staff designed a survey that sought to understand the impacts of the pilot and that feedback is reflected in the recommendation presented to Council.

A public survey was hosted on Get Involved Kingston from June 24 to July 12. The community was provided opportunities to engage online, by phone or by email. The Get Involved Kingston project page also asked for ideas to manage winter parking in Kingston. Ideas were also received by phone or email.

The Get Involved Kingston project page received 2,600 visits. Of those visitors, there were 708 completed surveys, and 15 ideas contributed. Respondents represent a wide range of areas across Kingston and beyond. They are broken down into the following:

District Name	Number of Respondents
District 1: Countryside	13
District 2: Loyalist-Cataraqui	76
District 3: Collins-Bayridge	46
District 4: Lakeside	49
District 5: Portsmouth	71
District 6: Trillium	73
District 7: Kingscourt-Rideau	46
District 8: Meadowbrook-Strathcona	31
District 9: Williamsville	48
District 10: Sydenham	51
District 11: King's Town	75
District 12: Pittsburgh	106

Of the 708 surveys submitted, 685 participants lived within Kingston, and 23 participants were from outside of Kingston.

The following is a sample of the survey questions and results. The full survey results and verbatim responses can be found as Exhibit C.

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Q1: Are you aware of the current winter weather-based parking ban in Kingston?

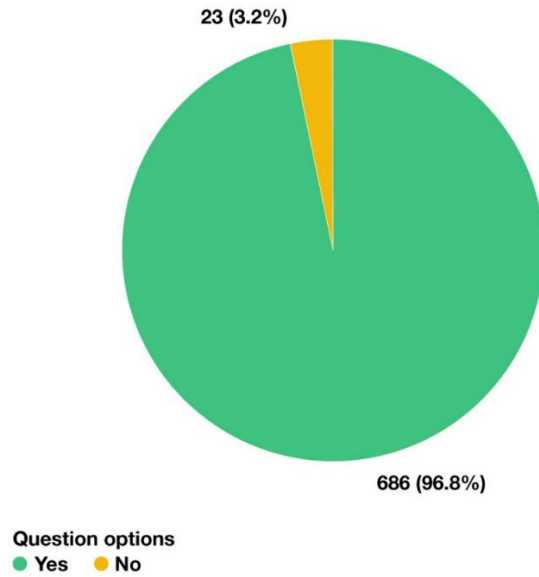


Figure 1

Of the respondents, 686 (96.8%) were aware of the parking ban pilot project.

Q2: What kind of impact has the winter weather-based parking ban had on your household since the pilot began in March 2022?

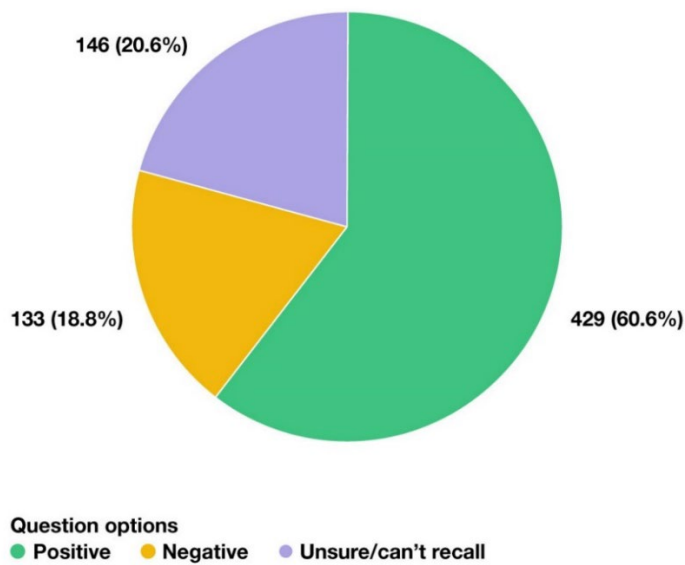


Figure 2

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Of the respondents:

- 429 (60.6%) felt the parking ban had a positive impact on their household
- 133 (18.8%) felt the parking ban had a negative impact on their household
- 146 (20.6%) were unsure or could not recall the impact it had

Q2a: If the restrictions have impacted you negatively, please explain how it has affected you. (Note: The survey question employed Skip Logic, which meant only respondents who selected “Negative” in the previous question were asked to elaborate on the negative impact the parking restrictions had.)

There were 129 responses to this question, categorized into the following themes:

- Compromised plowing operations concerns
- Enforcement concerns
- Insufficient parking options
- Safety concerns

Q3: Over the past two winters, did a vehicle parked on the road overnight prevent a snowplow from plowing a street and result in an impact on your neighbourhood?

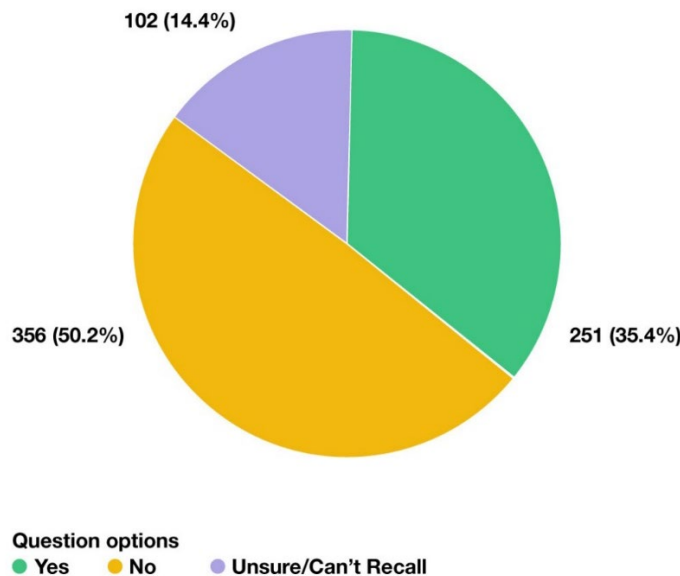


Figure 3

Of the respondents:

- 356 (50.2%) said No
- 251 (35.4%) said Yes
- 102 (14.4%) said Unsure/Could not Recall

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Q4: Are you in favour of continuing a weather-based overnight parking ban during December and March of each year?

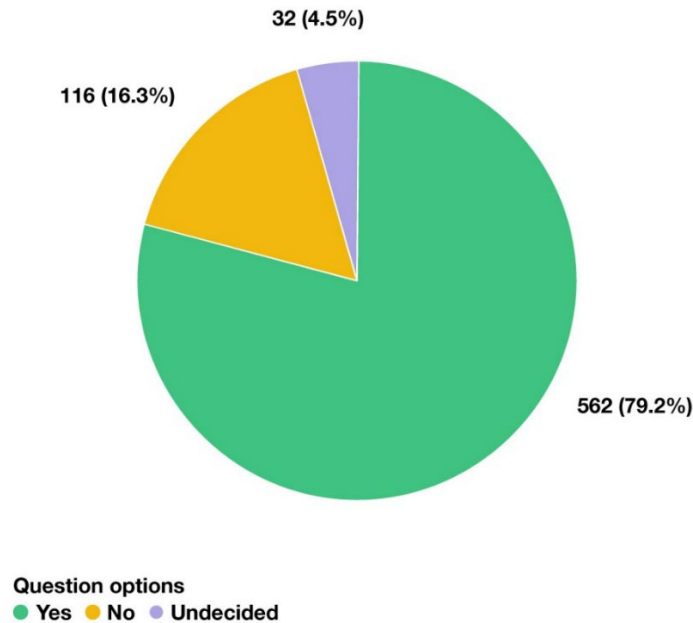


Figure 4

Of the respondents:

- 562 (79.2%) said Yes
- 116 (16.3%) said No
- 32 (4.5%) said Undecided

Climate Risk Considerations

It is not expected that this program will have any impacts on Climate Risk, however it may be affected by climate change over time. Lower temperatures could result in additional snowfall, and increased ice conditions. However, changing climate conditions could also lead to shorter winter control seasons. With that potential, full adoption of the weather-based parking program for December and March makes sense.

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

The ability to quickly clear walkways and remove snow from congested areas is critical to ensure sidewalks are accessible to all residents. Vehicles remaining on the streets during a weather-based parking ban can limit the ability to reach the edge of the road and clear parking spaces. When parking spaces are not cleared, especially accessible spaces, it can leave ice accumulation around the area which is difficult to remove and can accumulate.

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In areas that have significant on-street parking, vehicles parked along the side of the roads can also result in the inability to remove snowbanks in intersections and from sidewalks and the sides of the parking area. This can impede travel by those utilizing the sidewalks, and those with mobility issues.

Existing Policy/By-Law

By-law Number 2010-128, A By-law to Regulate Parking

Financial Considerations

The total amount needed for the Winter Parking Ban enforcement is estimated at \$128,160. This cost can be recouped through the Parking Reserve, which serves as a funding source. Further details on cost recovery and any necessary adjustments will be captured in the 2025 Enforcement Services budget presentation.

It is not expected that the continuation of this program will result in any significant additional cost associated with winter maintenance activities or communication plans.

Contacts:

Karen Santucci – Director Public Works and Solid Waste, 613-546-4291 extension 1856

Kyle Compeau – Manager, Enforcement, Enforcement

Other City of Kingston Staff Consulted:

Ian Semple, Director, Transportation & Transit

Matt Kussin, Manager, Transportation Policy & Programs

Kyle Compeau – Manager, Enforcement, Licensing & Enforcement

Jenna Morley, Director, Legal Services & City Solicitor

Greg McLean, Policy and Program Coordinator, Transportation & Transit

Adam McDonald, Operations Manager, Public Works

Troy Stubinski, Operations Manager, Public Works

Kelsey Pye – Communications Officer, Communications and Public Engagement

Exhibits Attached:

Exhibit A – A By-law to Amend By-law Number 2010-128, “A By-Law to Regulate Parking”

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Exhibit B – A By-Law to Amend By-Law Number 2016-189, “A By-Law to Consolidate the Delegation of Powers and Duties, as amended”

Exhibit C – Winter Weather-Based Parking Engagement

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) Section 6.3 is deleted in its entirety and replaced with the following thereto:

6.3 Despite sections 6.1, 6.2, and 6.19, no person shall park a vehicle on a street at any time between 1:00 a.m. and 7:00 a.m.:

(a) from January 1 to February 28 (or 29 each leap year)

By-Law to Amend By-Law 2010–128

inclusive, of each year; and

(b) from December 1 to December 31, and from March 1 to March 31, of each year, during which a Declared Weather Event is in effect.

(b) Add the following new sub-section 6.3.1 thereto:

6.3.1 The City's Director of Public Works and Solid Waste, or their designate, is authorized to enact a Declared Weather Event when, in their opinion:

- (a) ice cover on streets or snow accumulation of five (5) centimetres or more in depth is forecast for the City of Kingston; or
- (b) at any other time that is deemed necessary to perform winter operations requiring extensive snow removal, snow plowing or salting operations.

A Declared Weather Event will come into effect at 1:00 a.m. on the day that it is enacted and will remain in effect until the City's Director of Public Works and Solid Waste, or their designate, authorizes the ending of the Declared Weather Event.

(c) Schedule G-3, Overnight Parking Prohibitions, is hereby amended by deleting the following therefrom:

Schedule G-3 Overnight Parking Prohibitions

Street	Side	From	Day(s)	Times
George Street	Both	Stuart Street to King Street West	Dec 1 to Mar 31	12:00 am to 7:00 am
O'Kill Street	Both	Barrie Street to George Street	Dec 1 to Mar 31	12:00 am to 7:00 am
Stuart Street	Both	Barrie Street to University Avenue	Dec 1 to Mar 31	12:00 am to 7:00 am

By-Law to Amend By-Law 2010–128

- (d) Schedule G-3, Overnight Parking Prohibitions, is hereby amended by adding the following thereto:

Schedule G-3 Overnight Parking Prohibitions

Street	Side	From	Day(s)	Times
George Street	Both	Stuart Street to King Street West	Jan 1 to Feb 29	12:00 am to 7:00 am
George Street	Both	Stuart Street to King Street West	Mar 1 to Mar 31 and Dec 1 to Dec 31 during which a Declared Weather Event is in effect	12:00 am to 7:00 am
O’Kill Street	Both	Barrie Street to George Street	Jan 1 to Feb 29	12:00 am to 7:00 am
O’Kill Street	Both	Barrie Street to George Street	Mar 1 to Mar 31 and Dec 1 to Dec 31 during which a Declared Weather Event is in effect	12:00 am to 7:00 am
Stuart Street	Both	Barrie Street to University Avenue	Jan 1 to Feb 29	12:00 am to 7:00 am
Stuart Street	Both	Barrie Street to University Avenue	Mar 1 to Mar 31 and Dec 1 to Dec 31 during which a Declared Weather Event is in effect	12:00 am to 7:00 am

By-Law to Amend By-Law 2010–128

2. Coming into Force

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

1st Reading date

2nd Reading date

3rd Reading date

Passed date

Janet Jaynes
City Clerk

Bryan Paterson
Mayor

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, council for the *City* (“**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 as follows:

(a) By adding the following delegated authority to Schedule A:

Delegate	Delegated Authority Description	Enabling By-Law or Council Motion/Resolution
Director of Public Works and Solid	authorized to enact a “Declared Weather Event”	By-Law Number 24-xxx

By-Law to Amend By-Law 2016–189

Waste, or their Designate	when, in their opinion, ice cover on streets or snow accumulation of five (5) centimetres or more in depth is forecast for the City of Kingston, or any other time that is deemed necessary to perform winter operations requiring extensive snow removal, snow plowing or salting operations; and authorized to end a Declared Weather Event	
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2. Coming into Force

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

By-Law to Amend By-Law 2016–189

1st Reading date

2nd Reading date

3rd Reading date

Passed date

Janet Jaynes
City Clerk

Bryan Paterson
Mayor

Winter Weather-Based Parking Engagement

About this project

The City of Kingston uses overnight on-street parking restrictions to respond quickly to winter weather. Plows are large vehicles, and it is safer, easier and more efficient to clear streets without vehicles parked on them.

In March 2022, City Council approved a pilot project that would see the City implement a winter weather-based parking bylaw. This by-law introduced a weather-based approach to parking on Kingston's streets during the winter:

- During the months of December and March, overnight on-street parking is permitted, so long as a parking ban is not called in advance of winter weather.
- During the months of January and February, a blanket ban is in effect and overnight on-street parking is not permitted.

How we engaged

Following two full winters of the pilot project, City staff gathered feedback from the public to inform recommendations for the future of overnight winter weather-based parking regulations in Kingston.

A survey was hosted on Get Involved Kingston from June 24 to July 12. The community was provided opportunities to engage online, by phone or by email. The Get Involved Kingston project page also asked for ideas to manage winter parking. Ideas were also received by phone or email.

Engagement opportunities were communicated through social media, a news release and the Get Involved Kingston email newsletter. The survey was also promoted by external partners to their audiences. Social media posts had approximately 31,700 impressions and the newsletters were distributed to approximately 18,000 subscribers.

Who we heard from

Get Involved Kingston statistics:

- 2,600 total page visits
- 708 participants who engaged with us
 - 708 completed surveys
 - 15 ideas contributed

Respondents represent a wide range of areas across Kingston and beyond. They are broken down into the following:

District name	Number of respondents
District 1: Countryside	13
District 2: Loyalist-Cataraqui	76
District 3: Collins-Bayridge	46
District 4: Lakeside	49
District 5: Portsmouth	71
District 6: Trillium	73
District 7: Kingscourt-Rideau	46
District 8: Meadowbrook-Strathcona	31
District 9: Williamsville	48
District 10: Sydenham	51
District 11: King's Town	75
District 12: Pittsburgh	106

Of the 708 surveys submitted, 685 participants lived within Kingston and 23 participants were from outside of Kingston.

Next steps

Engagement results will inform staff's recommendation to Council regarding the future of overnight winter weather-based parking regulations in Kingston.

What we heard

The following are the results of the survey questions. Feedback that did not follow the City of Kingston's Guidelines for Participation were omitted. Staff have also identified emerging themes in the feedback, the highlights and summaries provided below.

Q1: Are you aware of the current winter weather-based parking ban in Kingston?

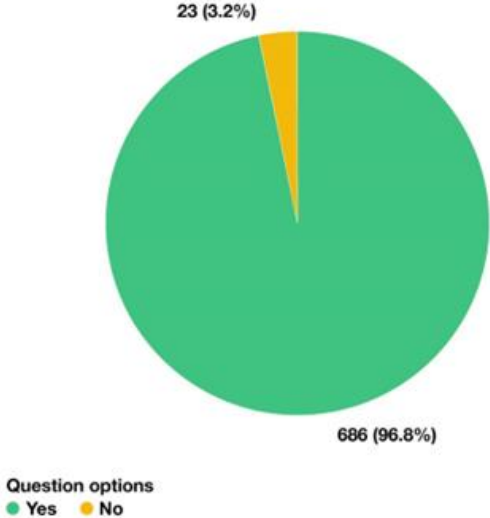


Figure 1

Of the respondents, 686 (96.8%) were aware of the parking ban pilot project.

Q2: What kind of impact has the winter weather-based parking ban had on your household since the pilot began in March 2022?

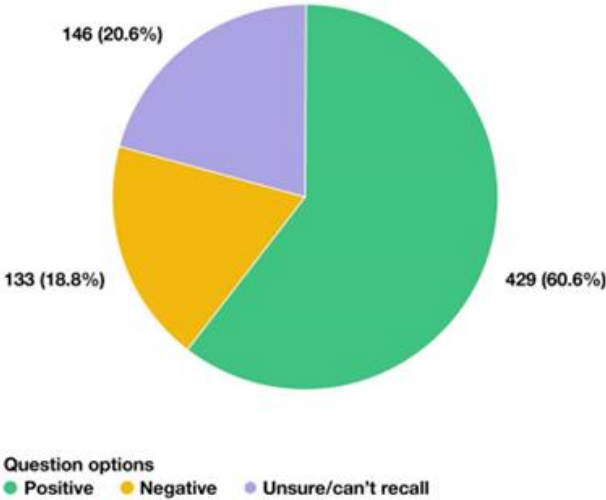


Figure 2

Of the respondents:

- 429 (60.6%) felt the parking ban had a positive impact on their household
- 133 (18.8%) felt the parking ban had a negative impact on their household
- 146 (20.6%) were unsure or could not recall the impact it had

Q2a: If the restrictions have impacted you negatively, please explain how it has affected you. (Note: The survey question employed Skip Logic, which meant only respondents who selected “Negative” in the previous question were asked to elaborate on the negative impact the parking restrictions had.)

There were 129 responses to this question. Verbatim answers follow the full survey results at the bottom of this report. Responses provided fall into the following themes:

- Compromised plowing operations concerns
 - Vehicles parked on the street reduce the effectiveness of snow removal and lead to snowbanks, as plows need to swerve to move around illegally parked vehicles
 - People continue to park their vehicles on roads, impacting snow removal and leading to unsafe walking and driving conditions
 - Roads are slower to get plowed because of so many parked vehicles
 - The City should consider a 24-hour parking ban after a snowfall, or bans only in neighbourhoods that will be cleared
 - Plows don't always come through streets overnight
 - If some streets are cleared earlier than others, they should be allowed to resume street parking
- Enforcement concerns
 - People take their chances and park vehicles on the street regardless of bans, or would rather pay the fine than find alternate parking
 - Current ticketing isn't enough of a deterrent
 - There is no enforcement at all and as a result, people ignore the ban
 - There don't seem to be enough Bylaw officers to properly enforce parking and it emboldens a lack of respect for the laws
 - Vehicles shouldn't be allowed to park on any City streets from December to March due to people not following restrictions. This would also mean people don't need to check for restrictions before parking
 - Some people don't understand the system or don't check for restrictions
 - Plow operators should be able to give tickets
 - People have received tickets or been towed when there was no snowfall
- Insufficient parking options
 - Many houses and apartments don't have off-street parking, or don't have enough parking to accommodate all occupants or visitors
 - Nowhere safe to park off-street
 - Night-shift workers are impacted
 - The City should consider a weather-based system from December to March

- The City should consider alternating side of the streets for parking. It is irresponsible for the City to implement restrictions and not provide the community with alternatives
- Safety concerns
 - Vehicles left on the road can create problems for emergency vehicles
 - Snow accumulation leads to reduced sightlines
 - With vehicles on the road and snowbanks, it is difficult to see and drive down roads safely
 - Illegally parked cars and snow accumulation narrow roadways and make it difficult to drive in one lane

Q3: Over the past two winters, did a vehicle parked on the road overnight prevent a snowplow from plowing a street and result in an impact on your neighbourhood?

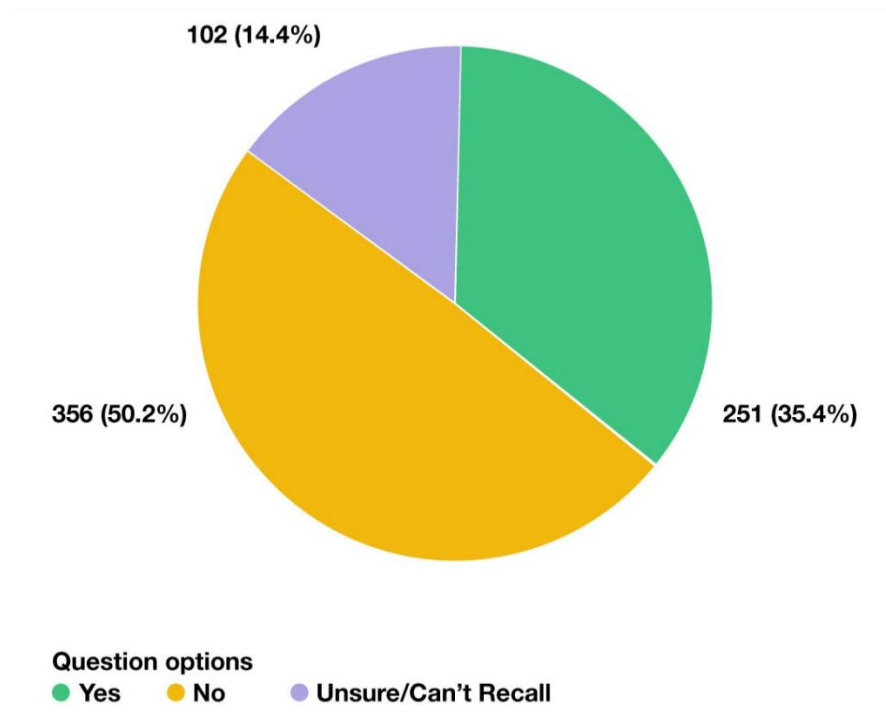


Figure 3

Of the respondents:

- 356 (50.2%) said No
- 251 (35.4%) said Yes
- 102 (14.4%) said Unsure/Couldn't Recall

Q3a: If a vehicle parked on the road overnight did prevent a plow from getting through, during which time periods did you experience an impact? Select all that apply. (Note: The survey question employed Skip Logic, which meant only respondents who selected “Yes” in the previous question were asked to elaborate on when a plow was prevented from completing its operations.)

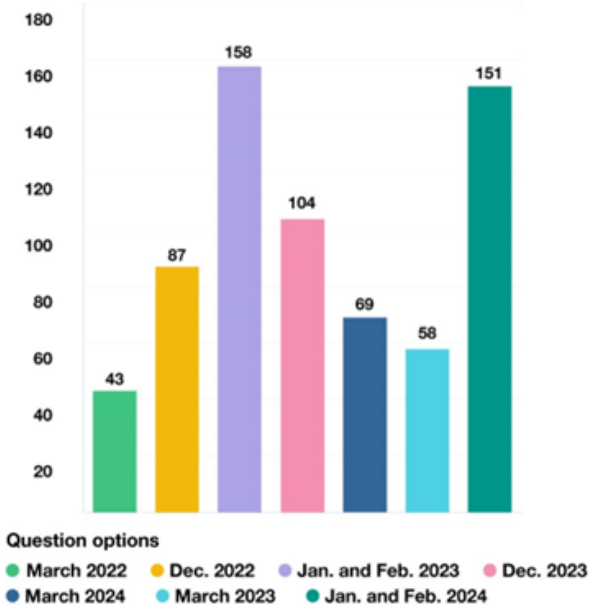


Figure 4

Q4: Over the past two winters, do you remember learning about the weather-based parking ban in any of the following ways? Select all that apply.



Figure 5

Of the respondents:

- 319 learn about parking bans through social media
- 263 learn about parking bans on the City’s website
- 253 learn about parking bans on the news

Q5: How many vehicles does your household have?

The breakdown of respondents is as follows:

Number of vehicles	Respondents
0	11
1	254
2	313
3	84
4	21
5	10
6	2

Q6: Do you have access to off-street parking?

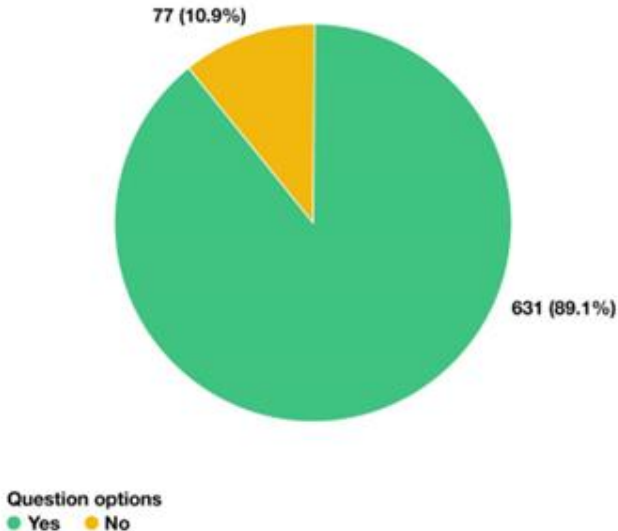


Figure 6

Of the respondents, 631 (89.1%) have access to off-street parking, and 77 (10.9%) do not have access to off-street parking.

Q7: Where do you usually park your vehicles?

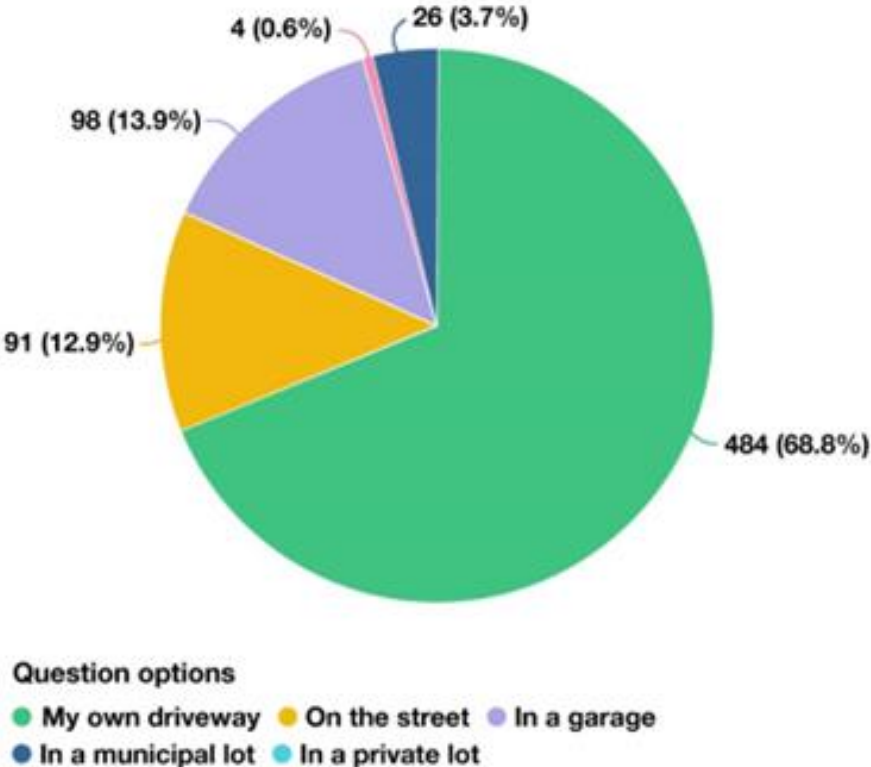


Figure 7

Of the respondents:

- 484 (68.8%) park their vehicles in their own driveways
- 98 (13.9%) park their vehicles in a garage
- 91 (12.9%) park their vehicles on the street.

Q7a: If on-street parking is not available due to the weather-based parking ban, what options do you explore for parking? (Note: The survey question employed Skip Logic, which meant only respondents who selected “On-street” in the previous question were asked where they park their vehicle during a parking ban.)



Figure 8

Of the respondents:

- 41 park in their own residence’s driveway or parking lot
- 28 take their chances and park on the road
- 21 use another residence space (rental)

Q8: Are you in favour of continuing a weather-based overnight parking ban during December and March of each year?

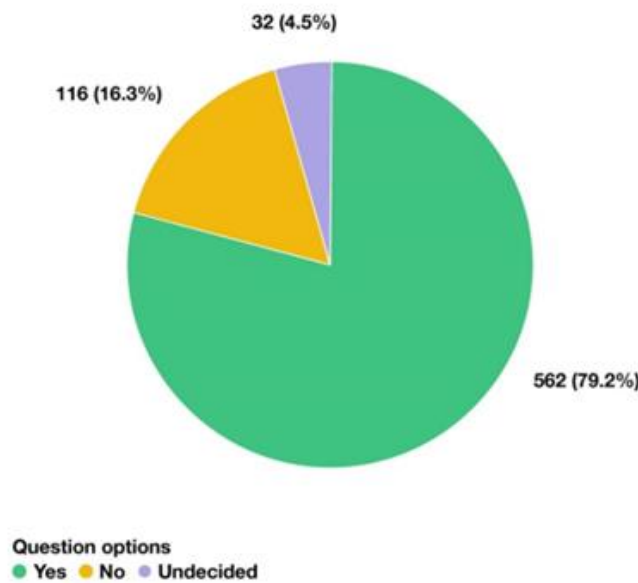


Figure 9

Of the respondents, 562 (79.2%) are in favour of continuing a weather-based overnight parking ban during December and March, 116 (16.3%) are not in favour, and 32 (4.5%) are undecided.

The following are comments submitted by registered Get Involved Kingston participants through the Ideas tool. Feedback that did not follow the City of Kingston’s Guidelines for Participation were omitted.

What solutions or alternatives would you suggest for managing parking in Kingston during winter weather?

There were 15 responses to this question. Verbatim answers follow the verbatim survey responses at the bottom of this report. Responses provided fall into the following themes:

- Alternate parking restrictions
 - Have a weather-based winter parking ban throughout the entire winter (December to March)
 - Alternate parking on one side of the street
 - Have a consistent, defined parking ban to avoid confusion
- Increased enforcement
- Improved/additional communication
- Promoting alternatives to driving

Winter weather-based parking survey: verbatim answers

The below are verbatim responses to Question 2A in the winter weather-based parking engagement survey. Note that some responses may appear in multiple sections if they raise more than one concern.

Question: If the restrictions have impacted you negatively, please explain how it has affected you.

Compromised plowing operations concerns:

1. Two cars in my neighbourhood parked on the street all winter often leaving the cars unmoved for multiple days, this impacted snow removal on both roads and streets ([REDACTED]) making for unsafe walking and driving conditions
2. People continue to park in the street when advised not to. The snow ploughs then have to go around the vehicles leaving snow in the streets. People do not listen.
3. Being ticketed on nights that the roads are cleared and the banks have been removed / have completely melted away. I am a snow plow operator myself, and I feel bylaw should be observing and using common sense when issuing tickets. If the roads/ areas are clear, tickets shouldn't be issued. I wouldn't have / be parking on the roadway if they weren't clear. Over 30 tickets this year. No parking spot at private residence. Park blocks away in private lot when roads require plowing or clearing, when they do not I park, and should be able to park on the road. The blank ban on parking doesn't work. Some streets are power and cleared much before others, and these streets should be able to resume back to street parking.
4. There are cars parked on [REDACTED] all winter in all weather that are NEVER moved or parked off the street regardless of the weather, regardless of the parking ban or bylaw. No one from the city ever follows through from what the snow plow driver could very well report in a quick call to bylaw. The flagrant disrespect for the bylaw is quite obvious and needs to be addressed of the bylaw becomes useless.
5. Cars park on street with frozen snowbanks narrows the road way substantially putting more risk of accidents many roads in my area have homes with secondary units and people park on street to avoid juggling cars in driveways or park cars on small city boulevard driveway sections that barely fit a car. Causing sidewalk and snow plows risk of damaging vehicle and snow plow.
6. I live beside [REDACTED] but they have too many employees with cars for the size of the home. They end up parking in front of my house. After it snows, the snow plough can't get near the curb. Then I have about 10-20 extra cubic meters of snow to shift the next morning to get my car out. There are people/organizations who decide they would just rather pay the fine and take the risk of a ticket or tow than do

the right thing. The new relaxed trial scheme has allowed them to be even more cavalier with the road in front of my house (and indirectly my sore back from shovelling snow).

7. Cars on street reduce effectiveness of snow removal in small accumulations leaving small banks.
8. More streets not plowed well enough, because of cars parked on street, due to poor enforcement, when there is a storm.
9. Hard to drive down a street when cars are not on driveways and snow banks narrow the road ways. Driveways and garages are meant for vehicles. Roads are meant for driving on, not parking
10. Students on our street are less inclined to make arrangements for overnight parking and to simply stay on the street and take their chances on ticketing. If there is snow, the plows must go around them, creating difficult snow piles for others.
11. To be clear, this was the only way to get a free write box, I am in favor of extending the parking ban to run from December through March. It has been nothing but a problem allowing on-street parking during the winter. I live in a medium/high density neighborhood and the street is so busy, the plow can NEVER actually move snow on our street. Please go back to what every other municipality does and ban on-street parking overnight ALL winter!!!
12. The city should consider a 24hr parking ban after a snowfall - like most major cities. Or, consider a parking ban in certain neighborhoods ONLY if plows are scheduled to clear the roads / snowbanks. Having a blanket parking ban for an entire month is very frustrating for shift workers at KGH. It makes it difficult to park downtown... and seems very ridiculous when there is no snow on the ground. Please consider a 24-48 hr parking ban for snow removal AFTER a major snowfall.
13. People do not abide by restrictions and park on street when it snows blocking street from being plowed properly. Makes it unsafe for my family.
14. Parked cars on the road when snow clearing is supposed to happen
15. My neighbours park on the road during Dec and March and do not move for the plows. I live in a culdasic and our road does not get plowed properly because the plow cannot get around
16. Cars parked on the side of the street instead of banned has made it harder for me to clear snow around the entrance of my driveway, resulting in more snow getting dumped in my drive after I have cleared it. Or the plow can't get in close and I have a few feet of extra snow at the end. My neighbours also park hanging out of their driveway and blocking the sidewalk so my sidewalk never gets cleared by the plow and gets dumped in my driveway when they have to go around. I'm not against the

pilot, I just think there needs to be more enforcement by the city and not neighbours tattling on each other

17. The NON enforcement of the ban, cars not moved off the street causing the snow plow to go around ,then on the clean up extra snow being pushed into the drive ways, being disabled this causes twice the work to get me out in case of f a medical problem
18. Even in December and March when it snows and we have to shovel it is difficult at times because of cars parked on the street. People also do t always realize the ban has been called and park on the street anyways
19. When it snows cars are supposed to be off the streets. This never happens. Cars stay on the streets overnight, they are not towed, they are not ticketed. The snow plows come by and are unable to clear the streets properly and it leaves suburban streets chaotic with snow everywhere, cars on the road buried in snow. It actually makes it quite dangerous as well.
20. People park absolutely ridiculously on our cul-de-sac, and they continue to do so all winter long. It's a pain how they park to begin with, but when the snow plows come or the street sweepers, big piles are in the middle of the road or in front of people's driveways because of people parking on the road.
21. It has been my experience that cars violating the parking ban are ticketed and not towed. I live on a cul de sac and cars parked in front of my house cause the snow plows to (obviously) steer around them. This means a fair bit of extra shovelling at the end of my driveway. Also, some cars park in the middle of the cul-de-sac which makes it difficult for snow plow operators to do as good a job of clearing the roads as possible.
22. Vehicle parked on street overnight preventing proper plowing on the curves of the street thereby making for dangerous driving
23. Cars owned by students don't move off the streets at all over the winter, plows can't do required job.
24. Our roads barely get cleared enough as it is, when cars are left parked on the streets it only makes it more difficult for clearing and space left to drive.
25. Having a wishy washy parking ban only if there is a heavy snowfall has not been effective. A parking ban on streets needs to be 100% in effect for all vehicles for snow removal which takes place during the night or early in the morning. There were mounds of snow left around cars these last two winters as naturally the snow plough drivers could not clear the snow effectively and have to keep a distance from parked vehicles.

26. Snowplow leaves excess snow across our driveway as they avoid parked car - often parked illegally
27. When cars are parked on the street and previous snow removal hasn't been done then traffic is down to 1 lane in the middle. Especially on streets with bus routes and multiple dwelling homes with many cars.
28. Parked cars during the day time have impacted plow operations, leaving many ridges on the street. During winter/snow months people should park in their driveways to allow 24/7 access for plows to do their job.
29. If cars are parked on the street the snow plows go around them and the snow is not removed
30. Roads are slower to get plowed in the winter because there are so many cars parked on the streets. Kingston is an older city and has narrower streets. I have been on buses that have had to detour from their routes causing riders to walk thru the snow.
31. Vehicle parked overnight prevented snow plow from plowing area of street.
32. Streets not plowed well
33. The end of my driveway and sidewalk are rarely plowed due to excess parking on street and lawns encroaching on street and sidewalk access because there are too many vehicles per property and without driveways.
34. The restrictions are poorly followed. people are creatures of habit and do not change habits easily. people who park on streets do not take their cars off the street when they are supposed to. As a result, when it snows, city plows are not able to plow street properly leaving large amounts of snow on the street, making it difficult to drive on the street. this happened numerous times last two winters. In other words the ban is not working and cars should not be able to park on any city streets December, January February and March each year
35. Car owners are not aware of the policy. Consequently regardless of the weather they park overnight on the streets. This leads to a very poor plowing job making it difficult to navigate the city streets following day(s).
36. Cars in the neighborhood do not move them when a storm warning is in place. If it snows the snow plow has to go around the cars. The street is full of snow at times.
37. With snowbanks and vehicles on the street 24/7 it's next to impossible to have 2 lanes on a street. Fire trucks and ambulances have not been able to get down my street in the daytime due to parking then, and it's even worse at night with poor visibility. The overnight parking allowed means people have been parked under my window in trucks, all night long. People are sleeping in their vehicles all night and my

house is beset by diesel and gas fumes. I can't plow my driveway because there's cars on the street. I can't shovel my walkway because there's a car at the end of it.

38. Street not plowed or not properly plowed due to people not adhering to the existing by-law
39. While the ban is in effect, it is not enforced...people still leave their cars on the street and are not towed...the plow goes around them leaving a larger plow pile in front of my driveway. ENFORCE the parking ban please! I am in favour of a total parking ban overnight from Dec through March as before.
40. The owners of the cars do not abide by the "moving if inclement weather is coming" snow plows have to go around the cars, then leaves extra snow in front of our house to shovel, as the roads are not plowed properly. It would be helpful if our street was only parking on 1 side (preferably not the sidewalk side) and if the plow drivers were able to give parking tickets. One year, the plow couldn't get by, sat and honked the horn and still no one moved, if they were given the ability to write tickets would save time money and maybe people would learn. Calling bylaw is not conducive to anyone's work day when you are working long hours trying to get the streets cleaned, ask any of the drivers, it's not "with the call" but giving tickets would give them power to make sure the roads were cleared and help them do their job.
41. I have hired someone to clear my driveway in winter as I am a senior and on street parking interferes
42. We live on [REDACTED] in the midst of a number of multi-unit apartment buildings with underground parking. Instead of paying for parking (underground and surface), the tenants for these buildings parks on the street, regardless of the parking restrictions, all year round, day and night. It is cheaper for them to pay for tickets that they get infrequently than it is to pay their landlord for parking. Parking on [REDACTED] during the months of December to March interfered with snow clearing. Question 5 asks when this happened which is stretching my memory and encouraging me to guess. All I can say is that although plows were not prevented from getting through they were regularly prevented from plowing [REDACTED] properly. Question 10 asks if I am in favour of continuing with the current restrictions - I would have to say "No" unless all cars parked on the street during the banned period are ticketed and those with frequent violations are towed. Why is this the only question for comments? Very frustrating.
43. Snow accumulation on the curbs already makes it difficult to see past when backing out of my driveway. Then I have to contend with a car parked next to the snowbank, making it extra hard. Also, the street becomes one-way traffic because the snowbanks push out into the road and then cars park on both sides of the street. That doesn't leave enough room for two-way traffic on the street.

44. There are ALWAYS people who don't move, leaving entire streets to suffer the consequences when a plow has to drive around them. (a good 20-30ft arc, since there's no turning on a dime in those beasts).
45. Street was not plowed properly because people had parked overnight and ignored the weather forecast calling for snow
46. Road not properly plowed because car sat on street for days even with tickets on the windshield. School buses go up and down our street and there's a slight hill that makes things slippery and hard to go up. Hard to get around the cars when it's parked and snow piled up around it making the street even more narrow
47. People do not pay attention to weather reports and warnings on days street parking is not allowed and leave cars on streets overnight. Then roads are not plowed properly. Blanket ban is best for all 4 months. Easy to educate and follow. This way checking every day if overnight parking is allowed in December and March is not required...many will not pay attention and leave vehicles on road when they should not.
48. People never know when they can and can not park on street. Streets do not get plowed well because of this. For disabled people this causes more issues if they get stuck
49. Small street big snow banks. make street very narrow
50. My street has turned into a parking lot and typically, even when there is a storm, there are vehicles on the street and the city plow goes around them and I am left with a mess and unplowed.
51. My apartment building does not have sufficient parking for all tenants. Street parking is essential as I need my car for work. A very important note, even when cars are cleared from the street, plows do not attempt to plow where cars would have been parked. They don't go near the side of the road leaving it filled with snow.
I think something similar to Ottawa where the ban is only if snow is expected and the ban is announced over typical outreach methods.
52. There is no enforcement. Whether during the total ban (January/February) or the discretionary ban (December/March), there is no consequence to the people that ignore the ban. Under our experience there are cars are not ticketed or towed. All that happens is that the plow goes around them creating a mess on the road.
53. I live in a downtown area where not all homes have access to parking, and the winter ban has negatively impacted my ability to park. I am happy to pay for parking - whether private or on street - but private parking is difficult to find in my neighbourhood. Other cities are able to coordinate winter parking restrictions so that different streets are able to be plowed on different days following a snow event.

Montreal comes to mind. Things work. Plowing happens on schedule, and people manage well with their cars.

54. Neighbours dont move gheir car off the road so the plows go around the car leaving a large win-row in front of our drive
55. We live on [REDACTED] which is only accessible via [REDACTED] and [REDACTED]. Putting a Ban on street parking is moot if you are NOT going to enforce those Municipal Laws. The number of cars parked on [REDACTED] during snow days whereby the snow plow had to go around those vehicles was unacceptable. There are signs posted that forbid parking, even in the warmer months there are cars parked on both sides of the street forcing people to weave as they drive down the street. The west side of [REDACTED] is especially bad with people parking on the southern inside corner essentially blocking a drivers view around the corner where the sidewalk crossing is. There is a playground on the south side 1/2 way around [REDACTED] so someday I expect to hear about a child injured or worse!
56. During December and March vehicles can park on the street, however some continue the practice of parking in “No Parking” zones, which can make it very difficult to get by if the snowbanks are not cleared.
57. People started parking on the street overnight, making it crowded and difficult to plow the sidewalk, etc. Also with the amount of some snowpiles on the landscaped areas / a small portion of the road near the curb, with vehicles parking on both sides of the street, it creates difficulty in driving with only one lane available rather than two lanes traffic.
58. Parking in front of our home and the plows can't clean the snow as well. When they try to remove the snow from where the car has parked, most of the snow goes to the end of our driveway and we have to reshovell
59. There are too many cars parking overnight on narrow streets like [REDACTED]. There are many student cars parking on the roads overnight. Apartment buildings don't have enough spots for all the tenants so they just park on the street. The plows go around these cars and the street becomes narrower and narrower as the winter progresses.
60. I live on a street that is being OVERTAKEN BY STUDENT RENTALS. The house next to me has 6 cars associated with it. They must park on the street so even in the summer it is sometimes difficult to get out of my driveway. There is only one car associated with my house. So you can imagine what it is like in the winter. They often parked on the street which meant the plow would have to move outward when passing my drive. Consequently an even a larger dump of snow was left in front of my drive. Did I mention I am old and can not clear my drive. So I see this new policy

as even worse than the old. PS, snow falls outside of your little time line that allows parking on the street.

61. Live on [REDACTED] with a blvd

Student housing and not enough parking for the student cars to park

Causing issues for the plows to complete the work and have access to the street to get plowed properly

Caller is against this ban

Enforcement concerns:

1. Cars park on St. regardless of weather
2. People tend to park even when there is a snowstorm coming in December and March. Feel it is best to go back to total ban so no confusion. Plus weather forecast may be borderline on whether it will snow.
3. Unfortunately, it aggravates an already existing issue in which a neighbour parks four vehicles on the road. As there are also a number of apartments and in the near vicinity who also park on my small side street as well it escalates the issue and there are vehicles parked close to the driveway and across from the driveway making it awkward, possibly dangerous when pulling out in icy conditions.
4. Others are not following rules and our street becomes chaotic ,single lane in spots ,with city and emergency vehicles having difficulty maneuvering
5. Because my neighbours do not follow the ban, I contact the city and nothing is ever done about it. It's very frustrating.
6. Cars are stilled parked on the streets because the bylaw is not enforced.
7. Vehicles are parked overnight even though restrictions are in place. Current ticketing doesn't seem to make a difference
8. There does not seem to be enough ByLaw officers to properly enforce parking curbside in the middle of summer let alone winter. In areas more remote from the city centre all parking curbside is abused. The main cause is lack of enforcement due to not enough ByLaw officials which emboldens a lack of respect for laws.
9. Prefer the old system
10. Some people don't understand or don't listen to the weather updates.
11. Ban starts Jan 1 at midnight which means one can't drive to a new year's eve celebration and leave your car overnight.
12. Unable to park even when there is no snow expected.

13. More people parking on the road more often jamming the road way through our neighborhood

14. There are only a handful of days that the ploughs actually come overnight. Even during the snowiest months. Losing parking in the middle of winter is very detrimental and is not always a necessary step. Giving out parking tickets /towing when no snow is forecast is infuriating and useless. The ban should be weather based throughout the winter and not just based on the month

15. Have received tickets. Parking overnight.

16. My wife is disabled and would benefit from extended winter parking.

Because the weather is becoming milder, I feel strongly that weather-based parking should be in effect throughout the winter.

In addition, the snow plowing policy is ludicrous: the plows are out scraping the hell out of bare streets when only a skiff of snow has fallen. Surely the city can find a better, less wasteful use for its workers! As it is, the plow operators are cheating the city.

Note: the city's surveys are profoundly dishonest in that they only provide the answers that the city wants.

17. Visiting family for Christmas does not know if on street parking is OK. Need serious communication to let people know when banned. Visitors do not have access to e-mail or ways of dereming on road parking ban.

18. Car ticketed for overnight. I would recommend weather based overnight parking ban throughout the winter. Not just for December and March.

19. Street parking is narrow enough on our street. It is nice to have the winter ban from Dec 1 to Mar.

20. Cars continued to park on a bend in the road whatever the month. At times we wondered if emergency vehicles could get through.

21. More cars left on the road overnight than before the change in ban making the winter streets harder to navigate.

22. I live on [REDACTED] in Kingston and quite a few of the houses are rented by rooms so most places have at least 3 or 4 cars at a time. Some driveways can't accommodate that many vehicles so people park on the street no matter if there is a ban or not. I don't know if the City puts out a notice by twitter, email, TV, Radio or other social media forums but it just doesn't matter to some individuals. My street is not frequented by By-Law Officers, only if I call so when we do get a huge snowfall the ploughs just go around the cars which makes it messy on our small street. The proughmen/women should give tickets.

23. Too many cars parked on the road with snow banks from previous storms making the roadway too narrow for safety
24. Very limited, but more people parking on the street in the winter has crowded the streets in the residential areas of my neighborhood.
25. People do not know that it is NOT allowed because it is weather based. It should be the same as before. Blanket no parking during winter period
26. In some areas of my neighbourhood, people use their garages and driveways for other than parking their vehicles. Consequently, they park from 1 and up to 3 cars on the street. This makes driving on those street hazardous in the summer months and worse in December and March. This parking easement in December and March discourages use of the garages and driveways to park vehicles safely.
27. I got a parking ticket in front of my house in a day that the weather was good, no snow, no ice
28. Forget one night to pull vehicle in driveway and even with no snowfall I get a ticket.
29. We have a new resident who has called Bylaw to ticket two vehicles while there was construction going on in the house. These cars were not in the way at all during the day when there was no snow to clean. The [REDACTED] driver did the same thing when we were cleaning snow so that vehicles can move around.

Parking availability concerns:

1. I live in a rental with no parking options. I got a parking ticket.
2. No street parking for visiting guests, and no alternatives provided or even recommended by the city. The city should do what most other cities in Ontario do, and have parking on one side of the street for the first half of the month, and switch to the other side of the street for the last half. Leaving community members without anywhere to park (most people don't have driveways) and not providing them with alternatives is a misuse of responsibility.
3. There are houses now with more vehicles than parking spots and so they are always cluttering our narrow street.
4. Losing street parking even when it's not snowing. Having to get a ticket for parking in your yard when you can't park on the road
5. Not only does it not help plowing my roads, my car got towed for no seeable reason. They towed my car, broke the front bumper in the process, and the road was no more plowed than it was when I went to bed. My housemate has to leave at 4am for work so I can't park in front of him which is never an issue aside from during the winter which is wild because our road doesn't get plowed until 3 days after a

snowstorm. Put something out saying which roads you plan on towing/removing snowbanks every day and it would make everything easier on everyone.

6. No one has off street parking. So we now have to scramble to find parking and walk blocks instead of being able to park right outside the house. There is ZERO reason to have a blanket restriction. If there is weather, cars can move. The focus needs to be on properly plowing roads, turning lanes and sidewalks
7. Too many vehicles for our driveway, have to secure overnight parking spot, also have to move cars around a lot or walk through poor weather to get home from parking.
8. Over the holidays seasons parking is impossible when visitors come over.
9. Inability to park anywhere safely
10. I am a night health care worker and not parking on street has had a financial impact on me.
11. I have a single wide driveway at my home and three cars for my household. Based on the various work schedules of members of the household on street parking is essential to being able to move cars and leave/access the driveway. The blanket ban for January and February greatly increases household stress for car parking even when there are no snow clearing operations underway.
12. It effects my parking situation
13. Not nearly enough parking
14. For the most part the parking ban doesn't impact us because we have a bigger driveway and I do like that it eliminates the maze of cars on some streets who have single lane driveways. However, when the blanket ban came into effect on Jan 1 this year there was no snow. We had friends staying over for the weekend and we had too many cars for our driveway so our only option was for someone to park on the street and risk the chance of getting a ticket. A suggestion might be to designate areas in a neighbourhood where people can park overnight. For year round, I think bylaw should allow people to widen their driveways so that they are not parked all over the streets making it difficult to get around. Most households have multiple cars these days. The street sweepers in the spring can never properly do their job either. We just need parking options to get cars off the streets.
15. Visitors have no options to park overnight downtown.
16. I have had to figure out on my own where I can park my car legally. I have had to wake up early, juggle and shift my schedule to move my vehicle form a municipal lot to the street, and have had to walk in inclement weather from parking my car in a

municipal lot to my home. It was stressful and inconvenient. I have received parking tickets when I was unable to move my car in time.

17. Even though the cost of the street parking permit is the same I now have to move my car twice a day no matter what for two months straight. I have no other options since my apartment has no parking and I need my car to get around so I have a daily hassle added to my life in an already busy time of year often completely unnecessarily.
18. I live in a high density area. The parking lot for my building is full, no spots available. For two entire months I have to park my car at a friend's house and get them to pick me up in the morning just to get my car. You need to either alternate roads or sides, have the ban be only on in case of snow like in December, or provide a place to park for people like me. I am in favour of the modified ban because it keeps the streets clear of snow and ice, but I'm not comfortable being without access to my car overnight for two months.
19. We don't have over night guests visiting us in January or February cause our driveway is only big enough for our cars
20. We own a rental property (duplex) with only one parking spot. It works fine for our tenants most of the year, but in the winter months it's a source of difficulty, especially when having overnight out-of-town guests visiting.
21. Specifically on this past new years eve, there was no snow, no chance of snow, no forecasted snow. Many people parked on the streets for new years celebrations. And they ALL got ticketed a fine. I find that incredibly disgusting that bylaw officers went out on new years eve specifically to fine as many people as they could, knowing fullwell there was no snow and therefore no need for it. And because this survey does not have an additional comments box; I'd say more than 80% of my neighborhood has more than 1 vehicle in the household, and we all have single car driveways. Which seems like an epic fail on a city planning level.
22. Putting the trailer and 2 cars in the small driveway every night the ban is in effect is foolish because much of the time there is neither fresh snow overnight or uncleared snow on the road.
23. We live downtown with two families in a single household. We only have two parking spots, but three cars. We have been unable to find paid overnight parking nearby for the winter, which means that we are constantly scrambling to find somewhere to leave the third car overnight. This is extraordinarily frustrating to have a blanket ban in January and February when the number of winter storms has only been decreasing. Why can't the city just apply the December/March policy for the whole winter???

24. We live on the side of a street where the driveway has a sidewalk passing through. We have more than two cars. We need to park a car on the street if we cannot croach into the sidewalk. So the winter parking is difficult. We have to park one car sideways across the driveway. There is no room for company to park if family visit overnight. We could park 4 cars on the driveway but we would cross the sidewalk line a bit.
25. Absolutely no snow in sight and my guests and I could not find overnight parking
26. Street parking near the [REDACTED] is impossible. Provide parking where it is needed if the city expects to have tourists and happy residents.
27. We live downtown and have elderly parents and when family comes to help us out there is not enough parking which is fine when there is snow but when no snow it makes it seem silly to not be able to park on the street.
28. We live in a home with a small driveway and 5 adults. Begging neighbors to park in their driveway was difficult and demeaning.
29. We have 6 cars - family of 6 so we would benefit parking in the streets during winter times to avoid playing Tetris with our cars or parking in the grass
We piles beneficiary to keep year long weather based parking on the streets.
30. Working at the hospital, where parking is already limited, the inability to park where needed for shift workers has significant detrimental impact on their ability to attend to their duties. There needs to be thought put into improving parking conditions for shift workers overnight for this ban to be considerate of their needs.
31. With the exception of last year....the number of months was too long...too many weeks at the beginning and end of the restriction there was NO snow. Over night guests had to park at our library or strip mall
32. I work night shifts and need to park my car on the streets sometimes but in the winter, I have to park in the parking lot that's a 15 minute walk away from workplace. the walk is not so fun after a 12 hour shift.
33. Unnecessary fees, we do not have enough parking space for our student household.
34. limited parking

Safety concerns:

1. To many vehicles left on the streets unnecessarily.
2. people do not remove their cars when a storm is coming.
3. Some people don't understand or don't listen to the weather updates.

4. More people parking on the road more often jamming the road way through our neighborhood
5. Cars continued to park on a bend in the road whatever the month. At times we wondered if emergency vehicles could get through.
6. More cars left on the road overnight than before the change in ban making the winter streets harder to navigate.
7. people do not remove their cars when a storm is coming.
8. Too many cars parked on the road with snow banks from previous storms making the roadway too narrow for safety
9. Very limited, but more people parking on the street in the winter has crowded the streets in the residential areas of my neighborhood.
10. With snowbanks on the sides of the roads and cars parked in the streets, it is difficult to drive down my street safely.
11. Residential streets that were never designed or intended to be used for overnight parking pose a greater challenge during icy conditions and/or shorter daylight hours.

Winter weather-based parking engagement – Ideas tool: verbatim answers

The below are verbatim responses to the Ideas tool as part of the winter weather-based parking engagement.

What solutions or alternatives would you suggest for managing parking in Kingston during winter weather?

Alternate parking restrictions:

1. Have a weather based parking ban through entire winter - our weather is so variable in Kingston, there is times that it feels unnecessary. To have a ban in place for the entirety of Jan and Feb. I think the pilot was overall successful enough that people would cooperate whenever a ban is in place throughout the winter and they would expect it could become more frequent in Jan and Feb depending on the weather
2. Overnight parking ban should be weather based the entire winter. Winters are getting increasingly mild, there were many times this Jan / Feb that the overnight parking ban felt completely unnecessary because there was no snow. I am a renter with only one parking space, so when a friend from out of town came to visit we had to drive around from municipal lot to crowded municipal lot, looking for a place that would allow overnight parking. Very inconvenient. The principal behind having a weather-based ban for December and March should apply for all of winter. If it works for December and March, why not January and February also?
3. Do not go to ban for any extended period.
4. Weather based Parking. Parking should be allowed on the street when the roads are bare, and no signs of major winter snow fall is in the forecast. Those that live in residential neighbourhoods, that rely on street parking, would benefit from this change. Just look at the past winter, with that lack of snow, residents could have easily parked their vehicles on the street and moved them back when a major snowfall is forecasted.
5. The survey is a good start but does not provide room for other options or comments. Please enforce only weather- based ban Dec-March. We have some cars park in driveway and some on street. Survey only permits one choice. Survey needs more detail to get true feedback.
6. Winter Weather-dependent parking should be implemented all winter long.
7. Definitive not ambiguous. I feel the current pilot project is ambiguous and subjective and leads to confusion and the need to monitor updates of both weather and its

impact on parking. Let us keep it consistent with other definitive parking limits/times in the city to avoid confusion for both residents and visitors.

8. Have parking on one side of street, on certain days ... on snow days cars must be moved off streets. No parking Tuesday, Wednesday, Friday, Sunday
9. The City should adopt a system like Toronto's, parking on alternate sides of street for first half vs. last half of the month year round. This would allow proper snow clearing and street cleaning year round. At present, the City does a lousy job at both. Snow plows come at all times of the day, not just at night, on most streets so winter snow removal is spotty at best. Street cleaning the rest of the year always misses many sections due to parked cars.
10. Just copy how it's done in Ottawa. Signs in snowbanks of streets to be cleared that night. On street parking all winter.
11. Weather-Based Parking - One Side of Street Only, Alternates. When the weather conditions allow, vehicles must park on one side of the street only. Parking on both sides of the street creating congestion even for regular vehicular traffic through the residential complex, let alone when snow plow needs to go through. The side where vehicles to be parked on should be alternated (first half of the month on one side, and second half of the month on the other side OR odd date on the odd house number side and even date on the even house number side). No double sides parking should ever be allowed on any day in the residential complex.

Increased enforcement:

1. Need to have more cars ticketed when they are informed there is no parking.

Improved/additional communication:

1. Text Notifications & Full-Time Weather Dependent Parking Plan. I LOVE the weather dependent parking system and think it should be implemented year round (obviously mainly in the winter, but I'm sure there are summer occasions where it could apply too). My only hesitation with this system is that it may be hard for the broad public to know when they're allowed/not allowed to park on the street. I'd love to see a text system where you receive a text in the evening (5/6pm) when the ban will be applicable that night so it's easier to stay up to date.
2. Did know of notification of parking ban through email. Perhaps notification can be made similar to this emailed survey?

Promoting alternatives to driving:

1. Alternatives to driving. Consider making public transit more attractive to discourage people from driving downtown, which is most affected by parking issues. This means providing bus routes that reach the far edges of the city and come by frequently. The

current routes either don't go far enough into the west end or don't come around frequently enough. What about encouraging Kingstonians to use public transit on Friday nights and weekends, by introducing routes that go far into the west end and come by frequently? There is an assumption that if you have a car you should drive everywhere you go. The city should make public transit attractive to people who have the option to drive, to reduce traffic downtown and encourage greener transit options. While it can be hard to justify investing in transit when ridership is low, making public transit more accessible and attractive can increase interest in public transit.

By-Law Number 2024-XXX

A By-Law To Amend The City Of Kingston Official Plan (Amendment Number 88, 2312 Princess Street)

Passed: [Meeting Date]

Whereas a Public Meeting was held regarding this amendment on August 11, 2022, December 7, 2023, and on September 19, 2024;

Now Therefore the Council of The Corporation of the City of Kingston, in accordance with the provisions of Section 17 of the *Planning Act*, R.S.O. 1990, c.P13, hereby enacts as follows:

1. The City of Kingston Official Plan is hereby amended by the following map change which shall constitute Amendment Number 88 to the Official Plan for the City of Kingston.
 - (a) **Amend** Schedule 'CN-1' Cataraqui North Secondary Plan, of the City of Kingston Official Plan, so as to re-designate a portion of the property located at 2312 Princess Street, as shown on Schedule 'A' to By-Law Number 2024- ____, from 'Arterial Commercial' to 'Residential'.
2. That the City of Kingston Official Plan, as amended, be further amended by adding the following new Policy as Section 10C.3.34.1:

"2312 Princess Street, Schedule CN-1

10C.3.34.1 That high density residential development may be located at the northeast corner of Princess Street and Andersen Drive (2312 Princess Street) subject to the following restrictions:

 - a. The maximum density is 210 dwelling units per net hectare of land."
3. This by-law shall come into force and take effect on the day that is the day after the last day for filing an appeal pursuant to the *Planning Act*, provided that no Notice of Appeal is filed to this by-law in accordance with the provisions of Section 17, Subsection 24 of the *Planning Act*, as amended; and where one or more appeals have been filed within the time period specified, at the conclusion of which, the By-Law shall be deemed to have come into force and take effect on the day the appeals are withdrawn or dismissed, as the case may be.

Given all Three Readings and Passed: [Meeting date]

Janet Jaynes
City Clerk


Bryan Paterson
Mayor



Schedule 'A' to By-Law Number

Address: 2312 Princess St
File Number: D35-004-2022

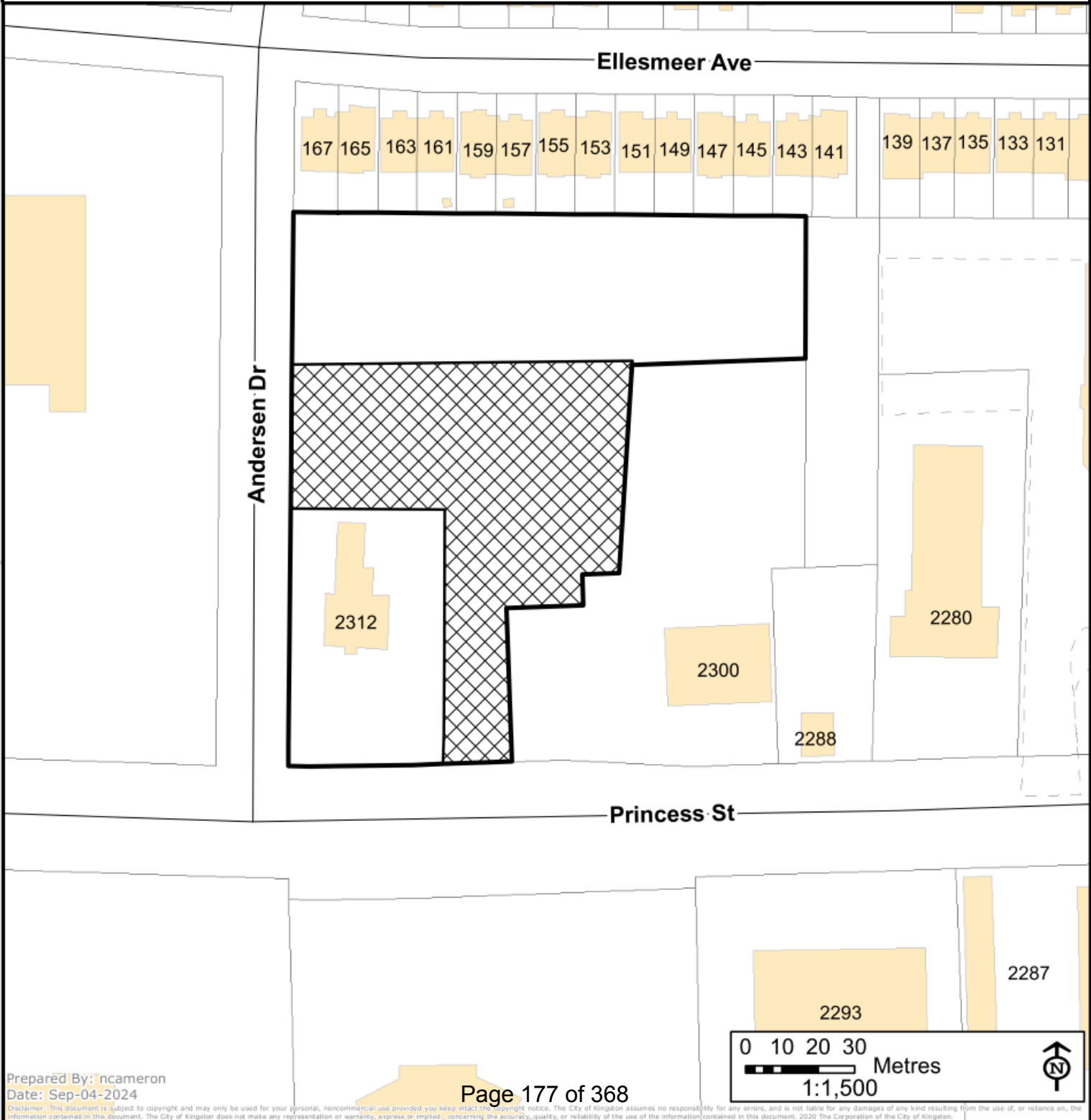
Schedule CN-1 Cataraqui North Neighbourhood Secondary Plan

 Lands to be Re-designated from
'Arterial Commercial' to 'Residential'

Certificate of Authentication

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

Mayor Clerk



By-Law Number 2024-XX

**A By-Law to Amend By-Law Number 2022-62, “The Kingston Zoning By-law”
(Transfer of Lands into Kingston Zoning By-law, Introduction of Exception
Numbers E139, and Removal of Holding Overlay H180 (2312 Princess Street))**

Passed: [Meeting Date]

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

Whereas the subject lands are identified as “Not Subject to this By-law” on Schedule 1 of the Kingston Zoning By-law; and

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

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

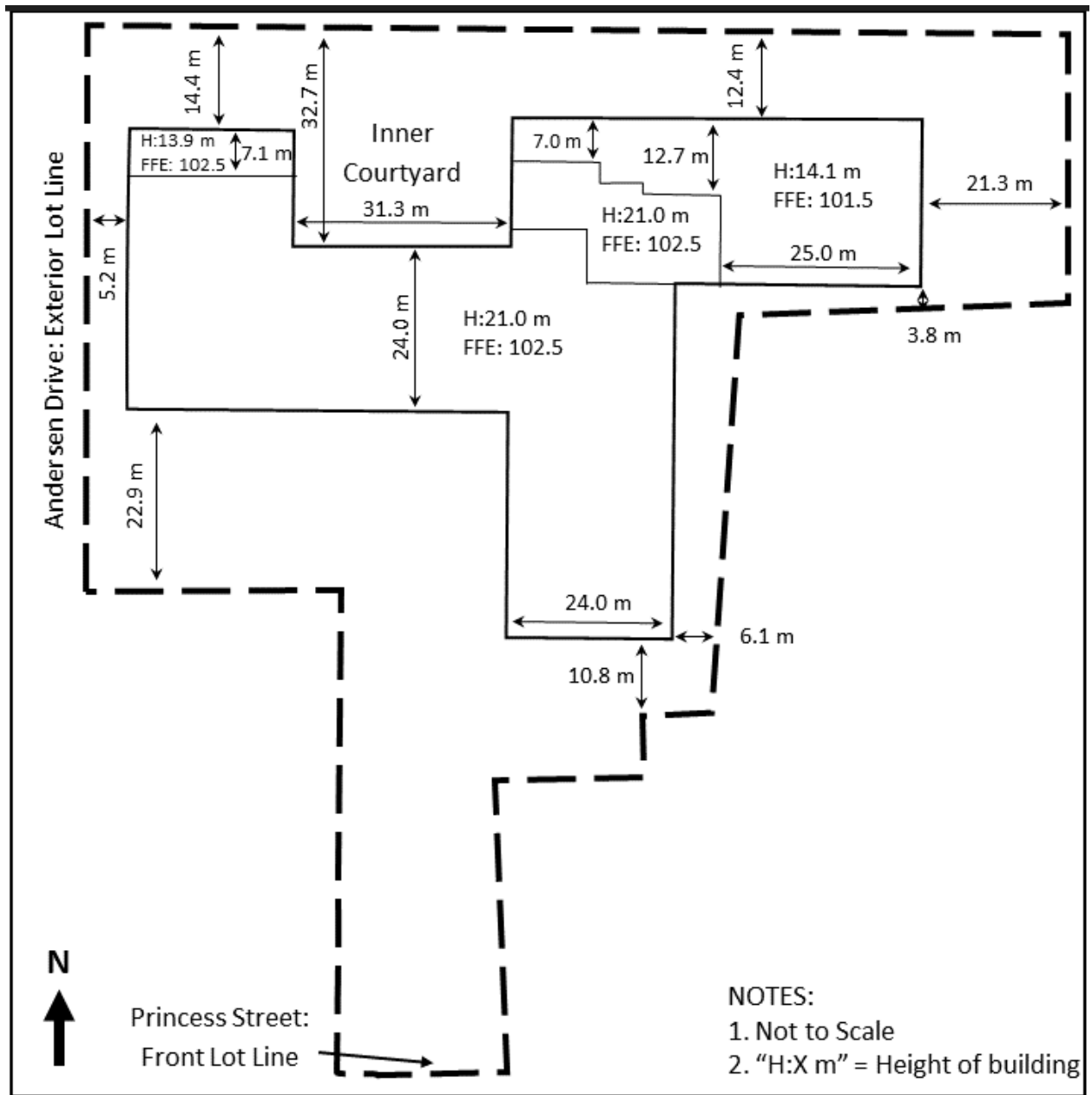
1. By-Law Number 2022-62 of The Corporation of the City of Kingston, entitled “Kingston Zoning By-law Number 2022-62”, is amended as follows:
 - 1.1. Schedule 1 – Zoning Map is amended by removing reference to “Not Subject to this By-law”, and by adding the zone symbol ‘URM2’, as shown on Schedule “A” attached to and forming part of this By-Law.
 - 1.2. Schedule E – Exception Overlay is amended by adding Exception Number E139, as shown on Schedule “B” attached to and forming part of this By-law.
 - 1.3. Schedule F – Holding Overlay is amended by removing Holding Overlay ‘H180’, as shown on Schedule “C” attached to and forming part of this By-law;
 - 1.4. By adding the following Exception Number E139 in Section 21 – Exceptions, as follows:

“**E139.** Despite anything to the contrary in this By-law, the following provisions apply to the lands subject to this Exception:

- (a) The maximum number of **dwelling units** in an **apartment building** is 302;
- (b) The **front lot line** is the **lot line** dividing the **lot** from Princess Street;
- (c) The **exterior lot line** is the **lot line** dividing the **lot** from Andersen Drive;
- (d) The maximum **building heights** are specified on Figure E139, with a maximum 0.5 metre variance on noted dimensions permitted;
- (e) The **building setbacks** are shown on Figure E139, with a maximum 5% variance on noted dimensions permitted;
- (f) The maximum percentage of a **main wall** occupied by **balconies** facing an inner courtyard is 84%, facing a **rear lot line** is 57%, and all other **main walls** is 78%;
- (g) Above the second **storey** a Juliet balcony is the only permitted form of **balcony** on a **main wall** facing a **rear lot line**;
- (h) The maximum distance that building components less than 3 metres in width may project from a **main wall** is 1 metre;
- (i) A minimum 2-metre-wide **planting strip** must be provided along the **rear lot line**;
- (j) Communal outdoor **amenity area** above the fourth **storey** must be set back a minimum of 1.2 metres from the north **main wall**;
- (k) The only defined area for providing access that is permitted within 12 metres of the **rear lot line** is a fire route and such area may not be used as a **driveway** or **drive aisle**;
- (l) The minimum **drive aisle** width is 6.0 metres;
- (m) The minimum number of **car-share spaces** is 2;
- (n) The minimum number of **visitor spaces** is 10;
- (o) A maximum of 50 **parking spaces** are permitted for small cars, with a minimum length of 4.8 metres and a minimum width of 2.4 metres, and must include signage that identifies the **parking space** as “small car parking space”;
- (p) Within an underground parking structure standard **parking spaces** may have a partial obstruction on either side of the **parking space**;
- (q) Within an underground parking structure a column may encroach into a **parking space** on one side with a maximum depth of 0.2 metres for a maximum length of 0.4 metres provided it is no greater than 1.0 metre from the end of the **parking space**;

- (r) A maximum of 50 **parking spaces** may be located within a **front setback** or **exterior setback** provided no **parking space** is closer than 9.0 metres to a **front lot line** and 15 metres from a **rear lot line**;
- (s) A minimum of 0.75 **long-term bike spaces** are required per **dwelling unit**;
- (t) **Short-term bike spaces** are not required to be weather-protected;
and
- (u) The minimum **amenity area** is 15 square metres per **dwelling unit**.

(v) Figure E139:



2. The lands shown on Schedule "A" attached to and forming part of this By-Law are incorporated into the Kingston Zoning By-law and the provisions of City of

Kingston By-Law Number 76-26, entitled "Township of Kingston Restricted Area By-Law", as amended, no longer apply to the lands.

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

Given all Three Readings and Passed: [Meeting Date]

Janet Jaynes
City Clerk


Bryan Paterson
Mayor



Schedule 'A' to By-Law Number

Address: 2312 Princess Street
File Number: D35-004-2022

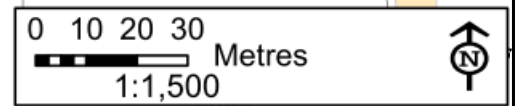
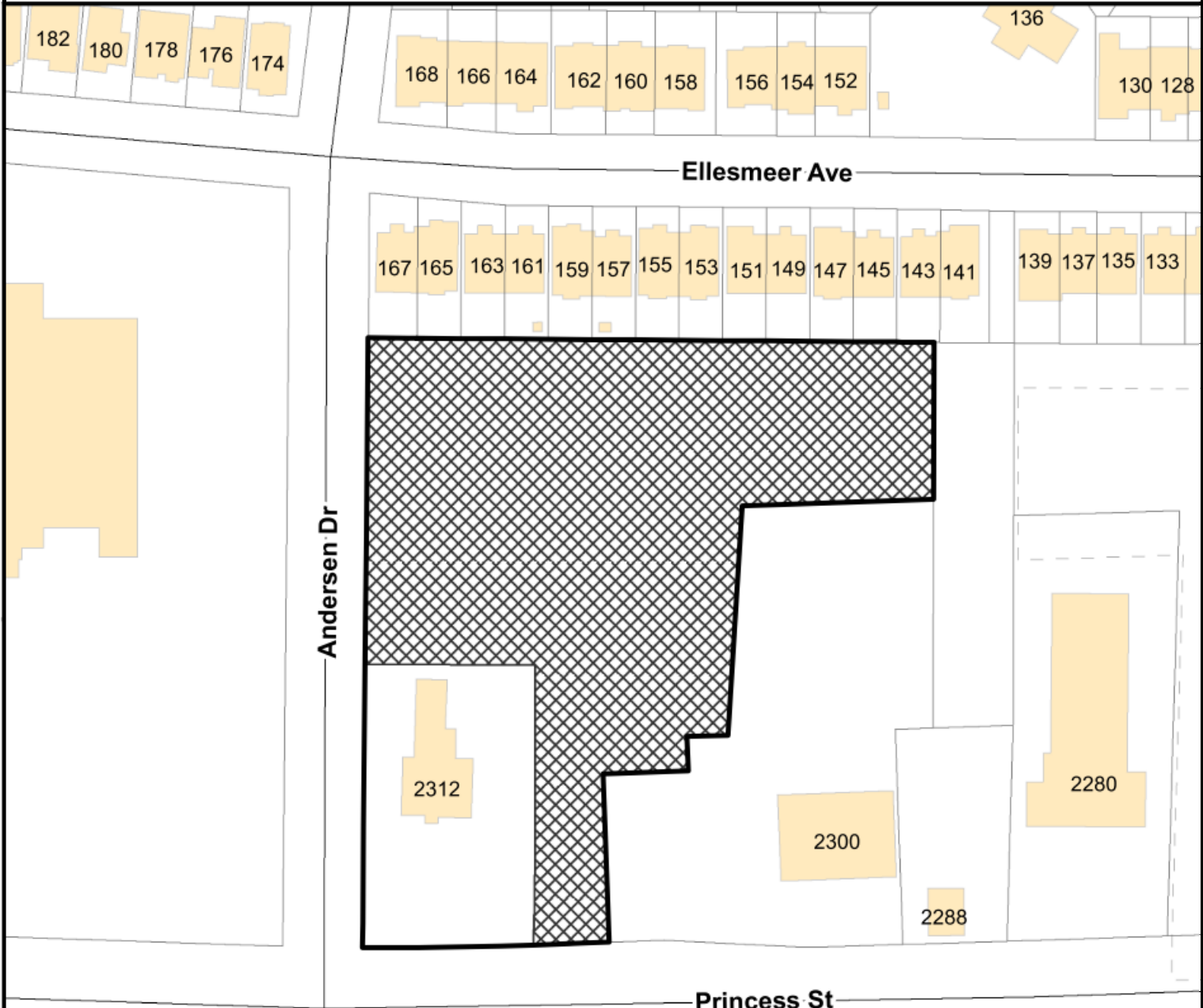
Reference Kingston Zoning By-Law Schedule 1 - Zoning Map

 Lands to be Rezoned from Not Subject to
This By-law to URM2

Certificate of Authentication

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

_____ Mayor _____ Clerk



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Planning
Services

Schedule 'B' to By-Law Number

Address: 2312 Princess Street
File Number: D35-004-2022

Reference Kingston Zoning By-Law Schedule E - Exception Overlay

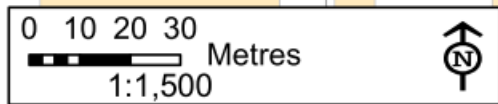
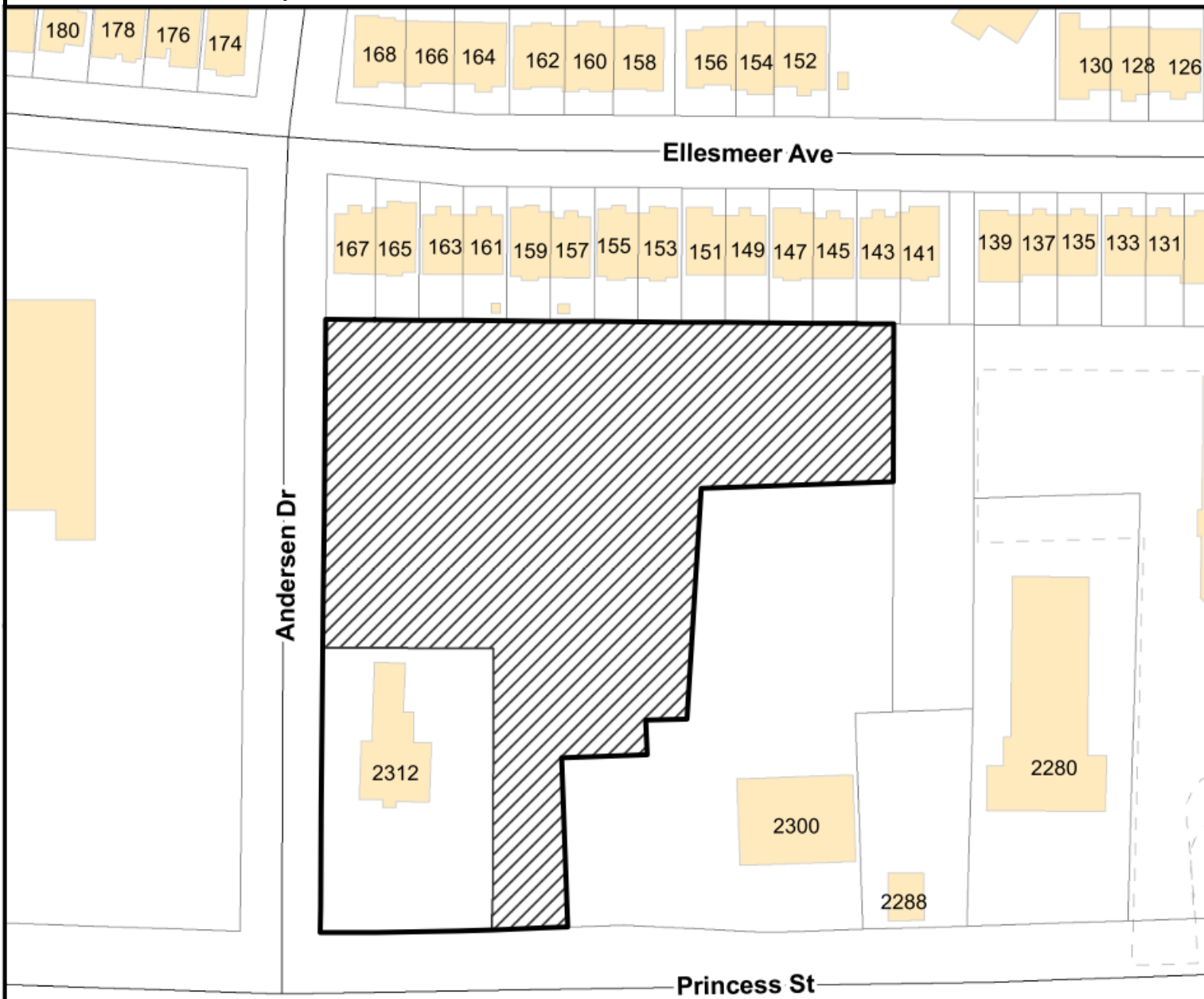
Lands to be Added as Exception Number E139

Certificate of Authentication

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

Mayor

Clerk





Planning Services

Schedule 'C' to By-Law Number

Address: 1200 Princess Street
File Number: D14-010-2020

Kingston Zoning By-Law 2022-62 Schedule F - Holding Overlay

Lands to be Removed from Holding Overlay H180

Certificate of Authentication

This is Schedule 'C' to By-Law Number _____, passed this _____ day of _____ 2024.

Mayor Clerk





City of Kingston
Report to Kingston Heritage Properties Committee
Report Number HP-24-038

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: September 18, 2024

Subject: Application for Ontario Heritage Act Approval

Address: 9 George Street (P18-459)

File Number: P18-084-2024

Council Strategic Plan Alignment:

Theme: Corporate business

Goal: See above

Executive Summary:

The subject property at 9 George Street is located on the southwest corner of the intersection of Wellington Street and George Street, in the Village of Barriefield. The property contains a one-and-a-half storey rectangular plan building with a gable roof.

An application for alteration under Section 42 of the *Ontario Heritage Act* (P18-084-2024) has been submitted to request approval to modify the existing residential building through a series of alterations and additions, including the enlargement of the existing single storey west-side addition to add an additional storey above and a carport, the construction of a covered front porch and rear deck, and the replacement of exterior features such as siding, roofing and foundation cladding and the introduction/reorganization of the fenestration. Detail floor and elevation plans and a conceptual rendering, prepared by Mikaela Hughes Architect, and a heritage impact statement, prepared by Heritage Studio, were submitted in support of this application.

September 18, 2024

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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 in Exhibit A.

Recommendation:

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

That alterations to the property at 9 George Street, be approved in accordance with details as described in the application (P18-084-2024), which was deemed complete on August 7, 2024 with said alterations to include the installation/construction of a second floor addition above an existing one storey addition, a new porch that faces Wellington Street, a new carport over the existing driveway, a new approximately 0.3 metre raised foundation clad in limestone, new windows/surrounds/trim and doors for all openings, new standing seam profile roofing with skylights, new wood siding/trim for the entire building, new window openings on the vestibule and east elevation, two new decks that face the rear yard, and the removal of the existing chimney and two first floor windows on the western elevation; and

That the approval of the application is subject to the conditions outlined in Exhibit A to Report Number HP-24-038.

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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

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Options/Discussion:**Description of Application/Background**

The subject property is situated on the corner of George and Wellington Streets in the Barriefield Heritage Conservation District (Exhibit B – Context Maps). This building is currently the first residential property observed when entering the District from Kingston Road 15. This modest home was not intended to act as a gateway feature to Barriefield; rather, the creation of the Highway 15 (now Kingston Road 15) by-pass in the early 1980s changed the “traditional gateway to the village from...along Main Street” to Wellington Street, which transformed “[t]he corner of Wellington and George Streets...from a sleepy backstreet to [the] major intersection” that exists today (Exhibit E – Heritage Impact Statement).

An application under Section 42 of the *Ontario Heritage Act* (P18-084-2024) has been submitted to gain approval for a series of alterations and new construction to the existing building. The proposed alterations include the following changes:

- A second-floor addition above the existing one storey addition. The new addition will match the height of the existing dwelling and extend the side gable roof line with a gable end pediment facing Wellington Street and the rear yard;
- A wooden carport will extend over the existing driveway, exiting onto Wellington Street;
- A wooden covered porch with balustrade on the northern facade;
- A raised foundation, clad in limestone;
- Historically influenced windows/surrounds/trim and doors for all openings, including new 2-over-2 wooden sash windows clad in aluminium;
- Standing seam profile roofing with two skylights that face the rear yard;
- Wood horizontal siding/trim;
- New window openings on the vestibule and east elevation and a reconfiguration of the window on the north elevation; and
- Two decks that face the rear yard.

Detailed floor and elevation plans and a conceptual rendering, prepared by Mikaela Hughes Architect (Exhibit D – Concept Plans), and a heritage impact statement, prepared by Heritage Studio (Exhibit E – Heritage Impact Statement), were submitted in support of this application.

A heritage pre-consultation was held at the July 17, 2024 Kingston Heritage Properties Committee meeting. Comments from the committee, staff and technical agents were considered by the owner and their team in finalizing their submission.

This application was deemed complete on August 7, 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 November 5, 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

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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 property is designated under Part V of the *Ontario Heritage Act* as part of the Barriefield Heritage Conservation District (the District). The property is classified as having “Heritage” value within the District. The Property Inventory Evaluation has been included as Exhibit C.

The property description in the related Heritage Conservation District Plan (HCD Plan) provides the following property entry and identified heritage attributes:

Property Entry:

- “This house was constructed by local builders William and Frederick Allen in the late 19th century and owned by Harry Norman. It consists of a one- and one-half storey front gable structure with a side entrance. The steep gable roof has a returned eave. Once clad in wooden siding, the house is presently covered with aluminium siding. A one storey enclosed vestibule is located at the front entrance.”

Heritage Attributes:

- Elements that define the historical value of the property include:
 - Vernacular design representative of the late 19th century construction in Barriefield Village by the Allen brothers.
- Elements that define the architectural value of the property include:
 - One and one-half storey massing
 - Front gable, rectangular plan
 - Two bay façade (second storey)
 - Returned eaves
 - Narrow horizontal cladding
- Elements that define the contextual value of the property include:
 - Close setback to the street
 - Orientation to George Street

The Heritage Impact Statement (HIS), submitted by Heritage Studio (Exhibit E), completed a “high-level review using Ontario Regulation 9/06”. It states that the dwelling does not have cultural heritage value as an individual building; however, it does contribute to the character of the District. The HIS determined that the subject property’s cultural heritage value is largely contextual in nature. The HIS determined the following physical attributes of the property contribute to the District’s heritage value:

- Two storey height with gable roof;
- Minimal setback on George Street frontage, with an appropriate side yard setback on Wellington Street;
- Simple rectangular window openings;
- Small lot size; and
- Landscaping.

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We generally concur with this determination, as much of the original detailing and fenestration has been altered and/or removed over time. Regardless, its one-and-a-half storey massing, gable roof and proximity to the roads contributes to the historic rural village atmosphere of the Barriefield Heritage Conservation District.

Cultural Heritage Analysis

Staff visited the subject property on May 31, 2024.

The property at 9 George Street is located on a corner lot at the nexus of George and Wellington Streets, in the Village of Barriefield, City of Kingston. As such, the property is part of the Barriefield Heritage Conservation District.

Best Heritage Conservation Practices

“The Standards and Guidelines for the Conservation of Historic Places in Canada” (Standards and Guidelines) provides guidance on best practices including on land patterns, spatial organization, visual relationships, circulation, landforms, built features, exterior form, roofs, exterior walls, windows/doors, entrances/porches and wood/wood products. The table below organizes the most relevant/important best practices related to this proposal into categories as well as summarizes the guidelines applicable to most categories:

Standards and Guidelines Section Number & Categories		Best Practices Detailed in the Standards and Guidelines
4.1.3, 4.1.4, 4.1.5, 4.1.6, 4.1.9, 4.1.11, 4.3.1, 4.3.3, 4.3.4, 4.3.5, 4.3.6, & 4.5.2	Applicable to Most Below Categories	<ul style="list-style-type: none"> • Understand how the form, feature, material, location, function, views, building or attribute contributes to the property or landscape; • Protect/maintain features that define or contribute to the property’s/landscape’s cultural heritage value; • Document all interventions that impact the property’s/landscape’s heritage value; • Design a new feature when required by a new use that maintains character-defining features; • Understand the design principles used or exemplified by the landscape, original designer and/or building; • Assess the condition of the building, feature, landscape and/or attribute early in the planning process; • Test proposed interventions prior to installation (i.e. reviewing samples, creating a mock-up, etc.); • Repair/retain attributes/features that contribute to the heritage value of the historic place, this may include limited like-for-like patching/consolidation/piecing-in; • Remove non-character-defining features built after the restoration period; and

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		<ul style="list-style-type: none"> • Recreate a missing feature important to heritage value that existed during the restoration period based on evidence.
4.1.3	Land Patterns	<ul style="list-style-type: none"> • Understand land patterns/topography and how they contribute to the landscape’s heritage value (i.e. location atop a hill and in a grid street system); and • Document/assess the overall landscape pattern (i.e. subdivisions) and its evolution early in the process.
4.1.4	Spatial Organization	<ul style="list-style-type: none"> • Understand spatial organization and how it contributes to the landscape’s heritage value (i.e. location close to lot lines, facing entrance of the District, etc.); • Document/assess the overall spatial organization (i.e. orientation/size/alignment) and its evolution early in the process; and • Rejuvenate deteriorated parts of a feature (i.e. principle entrance/porch) related to the spatial organization.
4.1.5	Visual Relationships	<ul style="list-style-type: none"> • Understand the planning principles of visual relationships in a designed landscapes (i.e. views down streets, hill setting, historic materials/styles, etc.); • Document/assess visual relationships (i.e. foreground, background, edges, or condition) early in the process; • Protect/maintain features that define visual relationships (i.e. maintain size/massing of built features that contribute to the scale of a historic place); • Rejuvenate deteriorated defining features (i.e. principle entrance/porch) related to visual relationships; and • Rehabilitate if more than preservation is required.
4.1.6	Circulation	<ul style="list-style-type: none"> • Understand circulation patterns/systems and their evolution (i.e. changing the location of the District’s main entrance) as it relates to cultural heritage value; • Document/assess the circulation system (i.e. location/alignment/condition) early in the process; and • Design a new circulation feature when required by a new use that is compatible with the site’s heritage value (i.e. in contrast to changing the circulation system which will detract from the historic circulation pattern).
4.1.9	Landforms	<ul style="list-style-type: none"> • Understand landforms and their evolution as they relate to cultural heritage value (District topography); and • Document/assess elevation, shape, orientation, contour and/or function early in the process.
		<ul style="list-style-type: none"> • Understand built features and their evolution (i.e. District evolution and buildings along historic circulation route) as they relate to cultural heritage value;

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<p>4.1.11</p>	<p>Built Features</p>	<ul style="list-style-type: none"> • Document/assess the built features (i.e. conditions, materials, function, etc.) early in the process; • Testing proposed interventions to establish appropriate replacement materials (i.e. reviewing existing wall assembly for physical evidence of openings); • Replacing missing historic features by designing new compatible built features based on evidence and the cultural heritage landscape; • Design a new built feature when required by a new use that is compatible with the site’s heritage value (i.e. a new addition in a vernacular style with appropriate massing/materials/legibility); and • Recreate a missing built feature from the restoration period based on evidence (i.e. using appropriate siding materials, window dimensions and style, etc.).
<p>4.3.1</p>	<p>Exterior Form</p>	<ul style="list-style-type: none"> • Understand exterior form and the building’s evolving design principles as it relates to contributions to heritage value (i.e. one-and-a-half storey massing and modern one storey side yard addition); • Document/assess the building’s exterior form (i.e. form, massing, viewsapes, etc.) early in the process; • Retain exterior form by maintain proportions, massing and spatial relationships with other buildings; • Select a location for a new addition that maintains heritage value; and • Design a new addition to draw a clear distinction between what is new and what is historic while also being compatible in terms of its material and massing.
<p>4.3.3</p>	<p>Roofs</p>	<ul style="list-style-type: none"> • Understand the roof and its evolution as it relates to contributions to heritage value (i.e. front gable, medium pitch, returned eaves, etc.); • Document/assess the roof (i.e. materials, shape, decorative elements, etc.) early in the process; • Replace missing historic features by designing a new roof feature based on evidence or compatibility (i.e. use of standing seam/battens with historic spacing); • Modify a roof element to accommodate an expanded use or applicable codes while maintaining heritage value (i.e. extending an original roof ridge); • Design roof additions to be inconspicuous from the public right of way and do not negatively impact heritage value (i.e. skylights, dormers, etc.); and

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		<ul style="list-style-type: none"> Remove non-character-defining roof elements that date from a period other than the restoration period (i.e. asphalt roofing or a slanted roof of a modern addition).
4.3.4	Exterior Walls	<ul style="list-style-type: none"> Understand exterior walls and its evolution as it relates to contributions to heritage value (i.e. replacement of wood siding with aluminum siding); Document/assess the condition/form/materials/details (i.e. narrow horizontal cladding) early in the process; Replace missing historic features by designing a new portion of the exterior wall assembly that is compatible in size/scale/material/style/colour; Design a new addition that maintains heritage value (i.e. recessing the wall of the addition to ensure legibility from the historic wall assembly); and Modify exterior walls to accommodate an expanded use that maintains heritage value.
4.3.5	Windows/Doors	<ul style="list-style-type: none"> Understand windows/doors and their evolution as it relates to contributions to heritage value (i.e. replacing inappropriate windows with appropriately designed ones that maintain proportions found in the District); Document/assess the form/material/elements (i.e. vinyl versus wood, etc.) early in the process; Replace missing historic features by designing new windows/doors compatible in size/scale/material/style; Design new windows/doors required by a new use on non-character-defining elevations while ensuring compatibility (i.e. modern skylights or french doors with limited public view); and Recreate a missing window/door from the restoration period based on evidence.
4.3.6	Entrances/Porches	<ul style="list-style-type: none"> Understand entrances/porches and its evolution as it relates to contributions to heritage value (i.e. moving the entrance based on District highway relocation); and Replace missing historic features by designing a new entrance/porch that is compatible in size, scale material, style or colour.
4.5.2	Wood/Wood Products	<ul style="list-style-type: none"> Prevent the deterioration of wood by isolating it from the source of deterioration (i.e. elevated foundation to protect wood siding for the long term).

Applicable Local Policy/Guidelines

Proposed alterations to the property must be assessed using policies outlined in the Village of Barrieffield Heritage Conservation District Plan (the HCD Plan). As the property is classified as a

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“Heritage” property in the HCD Plan, Sections 4.2 and 4.3 (on alterations and additions, respectively) are applicable. The HCD Plan introduces Section 4.0 on Guidelines for Conserving Barriefield’s Cultural Heritage Value by detailing how to read and consider the related guidelines and policies within the HCD Plan, which specifically state that, “[f]or the purpose of [section 4], ‘policies’ are requirements that must be followed when planning for alterations to buildings or properties, whereas ‘guidelines’ are best-practice recommendations.” The introduction to Section 4 of the HCD Plan also references Parks Canada’s Standards and Guidelines as “a sound reference document regarding all aspects of historic property conservation, including restoration...” The preceding section on Best Heritage Conservation Practices details which parts of the Standards and Guidelines are most relevant to the subject proposal. Finally, a relevant and repeatedly referenced defined term in the HCD Plan is “Public Façade”, which means “the building elevation (or elevations) that are visible from the public street or right-of-way.”

When reviewing the overarching goals for alterations and additions to heritage buildings in the District, it is clear that: (1) public façade(s) will not be adversely affected; (2) documentary evidence is critical when replacing building components; (3) additions shall be compatible with, yet differentiated from, the building; and (4) additions will have a “beneficial effect on the heritage value of the Heritage building and the heritage attributes of the District.” The below policies and guidelines were created to achieve the above stated goals.

Alterations to Heritage Buildings:

The introduction to Section 4.2 on alterations to heritage buildings notes that “...alterations are usually confined to the roof and wall planes of buildings...[, while] alterations comprising additions...involve more substantial work that extends beyond the existing building envelope (Section 4.3).” Further, the introduction also notes that “[g]enerally, alterations to heritage buildings should ensure that: [the] [p]ublic façade(s) is not adversely affected. An adverse effect to a heritage attribute would include alterations such as...making a new or enlarged entranceway.” Finally, “[t]he replacement of building components or features on Heritage buildings, such as porches, is appropriate, provided it replicates the original component/feature through the use of documentary evidence and complements the heritage character of the Heritage building and District.”

Section 4.2.1 on Roofs notes that new skylights “shall be located away from public view” and not adversely impact heritage attributes. In addition, this section notes that roof shape and configuration “shall be retained and conserved.” Further replacement materials “shall complement and have a beneficial effect on the heritage value of the building.”

Section 4.2.2 on Walls notes that “new surface material...that alter[s] the appearance of the original building material must be avoided...” Section 4.2.3 on Windows notes that original window openings be protected and maintained, and new window openings “shall not be installed on public façade(s).” Section 4.2.4 on Entrances notes that the design of a new entrance/porch be compatible with the “heritage character” of the District and building, that the wood be used in porch construction on a public façade, and that “[r]estoration of a missing porch must be based

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upon historical, pictorial and/or physical documentation.” This section also has a relevant guideline, which states that “[n]ew entrances should be installed on secondary elevations, rather than Public Façades.”

Section 4.2.5 on Exterior cladding requires that traditional materials, like wood siding, be used/maintained. Section 4.2.6 on Painting notes that painted wood features “shall be informed by original or historic colour palettes” and not impact the heritage value of the District or building attributes. Finally, Section 4.2.7 on Features and spaces around Heritage Buildings notes that “[p]roper stie drainage shall be maintained to ensure the water does not damage foundation walls, and pool or drain towards the building.”

Additions to Heritage Buildings:

The introduction of Section 4.3 on Additions to heritage buildings acknowledges that additions “can have an adverse effect on the cultural heritage value of a Heritage building and the District.” As such, additions “shall...[have] a beneficial effect on the heritage value” of the building and “attributes of the District”, “shall be constructed [to] clearly differentiate from the heritage fabric of the building, and [continue to conserve]” the building’s heritage attributes. Finally, the introduction concludes by stating that “[a]dditions to Heritage buildings shall comply with the following policies and guidelines”, which will be reviewed below.

Section 4.3.1 on Location, massing and height notes that “[a]dditions, including garages...are not permitted on the street-facing façade(s), and shall be located at the rear or the side of the Heritage building.” This section also details that additions “shall be limited in size and scale” to ensure compatibility, “shall be setback from the existing street-facing façade...to limit public visibility”, “shall [have a lower ridgeline than the building]”, and “shall not overpower...the building in height and mass.” A related guideline notes that “additions...with symmetrical façades should avoid creating imbalance and asymmetrical arrangements.”

Section 4.3.2 on Design notes that “[n]ew additions shall...distinguish between old and new [while] avoid[ing] replicating the exact style or imitating...a particular historical style or period of architecture.” However, [c]ontemporary designs...or those that reference or recall design motifs of the existing Heritage building are...encouraged.” This section ends by noting that “[s]uccessful and compatible additions...are complementary in terms of scale, mass, materials, form and colour.”

Summary of Project Proposal and Impact Analysis

The current proposal to alter the property at 9 George Street envisions significant alterations to the subject property, which will increase the building’s prominence, but also generally align with the District’s attributes. Several relevant policies of the Plan do not contemplate the benefits that such an extensive redevelopment of a resource could have on the District. Further, the Plan does not consider the impact that the entrance to the District may have on one’s initial perception of the District’s cultural heritage attributes. While the current development proposal appears to challenge several policies in the Plan, it does comply with the overall intent of these policies: to ensure the heritage attributes of the District are maintained. An analysis of the

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proposal, conformity with relevant policies and corresponding intent, as well as how this project contributes to the District's "evolving cultural heritage landscape" will follow.

The Heritage Impact Statement notes several changes to the exterior of the property, including:

- Reinstatement of two window openings in period appropriate proportions on public facades;
- Installation of vertically sliding aluminum clad wooden sash windows with period appropriate patterning within original rough openings and within reinstated window openings;
- Reconstruction of existing mid-century vestibule;
- Installation of new slightly raised foundation;
- Removal of vinyl siding and reinstatement of wood siding;
- Installation of standing seam or batten roof;
- New French doors located on the south elevation;
- Skylights on the south side of the roof;
- Two-storey west-side addition aligned with the ridge of the main gable roof;
- Porch on the north elevation; and
- Carport on the west elevation of the new addition.

As the property is Designated under Part V of the *Ontario Heritage Act*, proposed alterations should be assessed to determine their impact on the heritage value of the District. The following sections will review the impacts to the District and assess mitigation measures identified in the HIS.

Impact Analysis – Alterations

Changes to the original structure are proposed on several elevations, including the north and east elevations which are visible from the streetscape. Several changes are proposed for the roof of the building. The chimney, located on the rear addition, is not contemporaneous to the construction of the original building and will be removed. Skylights are proposed at the southern roof face, which, though visible, is not an elevation that is on either George or Wellington Streets. Perhaps the largest alteration to the roof will be its proposed shape and configuration, which would change from a side gable when viewed from Wellington Street to a cross-gable when viewed from that same elevation. The HIS (Exhibit E) does not directly contemplate how this change in roof design will impact the District; however, it is noted that cross-gable or L-shaped roofs are located on other 'heritage' properties within the District, including 7 George Street, 244 James Street and 262 Main Street.

The proposed development will retain all original window openings. No wooden, vertically sliding sash windows are currently extant. It is noted however, that several existing window openings may be altered in size through the proposed removal of inappropriate inserts and the installation of new windows (most notably the ground floor window on the northern elevation). One new window opening will be introduced on the eastern elevation and a new patio door opening will be installed on the southern elevation. Given the extent of the changes to the fenestration

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pattern of this building over time, it is unclear if any of the current openings are original. It is understood that the intention of the window replacement and additions is to enhance the heritage value of the property by providing a consistent window design, materiality and patterning throughout. The new solid to void ratio of fenestration will better reflect that of 19th century construction. The proposed window alterations will not have a negative impact on the attributes of the District as noted in the HCD Plan.

The proposal includes the removal of the existing vestibule and replacement with a similar yet larger vestibule, consisting of a greater void to solid ratio. While the proposed design will be slightly larger, the impacts to the heritage value of the District will be negligible as the construction material (wood) will be sympathetic to materials used historically in the District, the increase in size is limited (roughly 15 percent larger), and the design maintains a consistent shape and massing with the existing vestibule.

Finally, the proposed design includes a reinstatement wooden horizontal siding, which was the original cladding material and reflects Section 4.2.5 of the HCD Plan.

Taken as a whole, the proposed alterations to the property do not constitute a negative impact to the heritage value of the District.

Impact Analysis - Additions

The proposed development includes the removal of a single-storey addition, likely built sometime in the twentieth century, and the construction of a one-and-a-half-storey accretion with a carport extending west from the existing structure, as well as a covered porch onto the north side of the dwelling.

The additions proposed for this property challenge several of the policies outlined in Section 4.3.1 of the HCD Plan. For example, 4.3.1(a) states that additions “are not permitted on the street-facing façade,” and 4.3.1(c) outlines that “additions shall be set back from the existing street-facing façade in order to limit public visibility.” The HIS persuasively argues that the intent of these policies was to ensure that development occurs away from the primary elevation of the property and building, so as not to compete with or obscure the heritage building’s prominence and visibility on the site. It is not intended as a de-facto restriction on the development of corner lots.

The construction of an addition onto the primary front façade of a heritage building could obstruct one’s view of the original heritage building and permanently change the building’s contribution to the heritage character of the District. The one-and-a-half storey addition is located on the west side of the main building, not onto its street-facing façade. The covered porch; however, will be located partially onto the street-facing façade of the main building, but it will be designed to reflect a period porch and will not conceal any existing openings or architectural detailing of the building.

The proposed west-side addition is designed to be compatible with the existing scale of the original building and does not exceed the original structure in height. The addition is

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purposefully sympathetic to the architectural features of the building. The HIS argues that the proposed addition can clearly be distinguished as a new element of the building, and thus satisfies Section 4.3.2 of the HCD Plan, which requires that new additions “be designed in a manner which distinguishes between old and new.” However, the proposed design appears to create a more equitable (less distinguishable) relationship between the old and new structures through extending the existing roofline, cladding the building with sympathetic materials, and introducing sympathetic design shapes (porch, window trim, etc.) to ensure that visual impacts to the District are mitigated. Some subtle distinctions are included; however, such as a modest reveal and vertical trim-board proposed to delineate the former northwest corner of the original house, and the abrupt change in roof line with the cross-gable pediment facing Wellington Street.

While legibility is important, a modest deviation from Section 4.2.3 of the Plan to ensure that the intent and objectives of the overall HCD Plan and those policies outlined in Section 4.3.1 are upheld, is deemed to introduce fewer impacts to the District’s heritage value and results in a more compatible project.

Results of Impact Analysis

The HIS employs the Ontario Heritage Toolkit’s Info Sheet #5, *Heritage Impact Assessments and Conservation Plans*, to assess impacts of the proposed changes on the heritage value of the District. This document sets out seven potential negative impacts that should be assessed when reviewing development proposals within a Heritage Conservation District. These include:

- Destruction of any, or any part of, significant heritage attributes
- Alteration that is not sympathetic, or is incompatible, with the historic fabric and appearance
- Shadows created that alter the appearance of a heritage attribute, or change the viability of a natural feature or plantings, such as a garden
- Isolation of a heritage attribute from its surrounding environment, context or a significant relationship
- Direct or indirect obstruction of significant views or vistas within, from, or of built and natural features
- 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
- Land disturbance such as a change in grade that alters soils, and drainage patterns that adversely impact archaeological resources

The HIS concludes that the proposed development at 9 George Street will have no negative impacts to the District’s heritage attributes. Staff generally agree with this conclusion, though note that the development challenges some policies outlined in the HCD Plan, as considered in the impact analysis outlined above. Despite this, the heritage character of the District will not be altered or negatively impacted by the proposed development and the overall objectives of the HCD Plan will be upheld.

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Previous Approvals

P18-014-2012 – Repair second floor windows

Comments from Department and Agencies

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

Engineering Services- We note that no part of the building is to encroach onto municipal property. The applicant may be required to obtain a temporary access permit if work is being accessed from the roadway and an encroachment permit if they are intending to obstruct municipal property during the proposed work. A grading plan, prepared by a qualified professional, will be required at the building permit stage if there are any alterations to the existing grades.

Utilities Kingston - Utilities Kingston has no issues or concerns with this application.

Planning Services - The proposal does not conform with the provisions of Zoning By-Law 2022-62. A minor variance application will be required to address several deficiencies as identified in pre-application report D00-032-2024. Full Planning review to take place as part of minor variance application.

Kingston Hydro - Some of the proposed construction will be in close proximity to existing secondary power lines; the applicant is reminded that all objects/tools, etc. must maintain a safe clearance from the service lines. If work cannot be completed safely or if clearance cannot be maintained from the lines, the applicant will need to coordinate with Utilities Kingston for isolation of the powerlines.

Please have the applicant confirm the clearance of the proposed addition(s) to the powerline.

Storm Water - A Grading Plan, prepared by a qualified professional, will be required at the building permit stage if there are any alterations to the existing grades.

Consultation with Heritage Properties Committee

The Kingston Heritage Properties Committee was consulted on this application through the [DASH](#) system. Staff have received two sets of comments from circulated Committee members. The Committee's comments have been provided to the applicants and compiled and attached as Exhibit F. No substantial concerns were noted.

Conclusion

Staff recommends approval of the application File Number (P18-084-2024), subject to the conditions outlined in Exhibit A – Conditions of Approval, as there are no objections from a built heritage perspective, and no concerns have been raised by internal departments.

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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

Village of Barriefield Heritage Conservation District Plan

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

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.

Accessibility Considerations:

None

Financial Considerations:

None

Contacts:

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

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

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

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

Other City of Kingston Staff Consulted:

None

Exhibits Attached:

Exhibit A Conditions of Approval

Exhibit B Context Maps

Exhibit C Village of Barriefield Heritage Conservation District Plan Property Evaluation

September 18, 2024

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- Exhibit D Concept Plans, prepared by Mikaela Hughes Architect
- Exhibit E Heritage Impact Statement, prepared by Heritage Studios
- Exhibit F Correspondence Received from the Heritage Properties Committee
- Exhibit G Final Comments from Heritage Properties Committee – September 18, 2024

Conditions of Approval

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

1. Details related to the design, colour(s) and materiality of the siding, foundation cladding, windows, surrounds/trim work, doors, skylights, rain gear, and roofing, shall be provided to Heritage Services for review/approval prior to installation;
2. Should physical evidence be discovered that confirms the location of any historic opening(s), the owner shall document findings and, in consultation with Heritage Services staff, consider restoring said opening(s);
3. All window works shall be completed in accordance with the City's Policy on Window Renovations in Heritage Buildings;
4. The applicant shall maintain a minimum clearance of 3 metres from the high voltage power lines. If work cannot be completed safely or if clearance cannot be maintained from the lines, the applicant shall complete a service request and submit to Utilities Kingston for isolation of the power lines;
5. All *Planning Act* applications shall be completed, as necessary;
6. An Encroachment and/or Temporary Access Permit shall be obtained, as necessary;
7. A Building Permit shall be obtained, as necessary;
8. Heritage Services 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; and
9. 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 and District, shall be delegated to the Director of Heritage Services for review and approval.



City of Kingston
Neighbourhood Context

Address: 9 George Street
File Number: P01-002-2024
Prepared On: Jun-06-2024

- Subject Lands
- Property Boundaries
- Proposed Parcels



Prepared By: cbaratt
Prepared On: Jun-06-2024

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Name:**Address:** 9 George Street**Property Number:**

1011090090023000000.00

Lot: PLAN 51 PT LOT 8

Property Type:	Residential
Era/Date of Construction:	Late 19 th Century
Architect/Builder:	William and Fredrick Allen
Building style/Influence:	Vernacular
Materials:	Frame
Number of Bays:	Two
Roof Type	Front gable
Building Height:	One and one half storey
Alterations:	Original wooden cladding replaced with aluminum siding. Windows repaired (2012).
Landscape/setting:	Hedged yard, close setback to street, corner lot
Heritage value:	Heritage

Description of Historic Place:

9 George Street is located at the southwest corner of George Street and Wellington Streets in the Barriefield Heritage Conservation District. It is a one and one half storey front gable structure with rectangular plan.

Heritage Value:

This house was constructed by local builders William and Frederick Allen in the late 19th century, and owned by Harry Norman. It consists of a one and one half storey front gable structure with a side entrance. The steep gable roof has a returned eave. Once clad in wooden siding, the house is presently covered with aluminium siding. A one storey enclosed vestibule is located at the front entrance.

Heritage Attributes:

Elements that define the historical value of the property include:

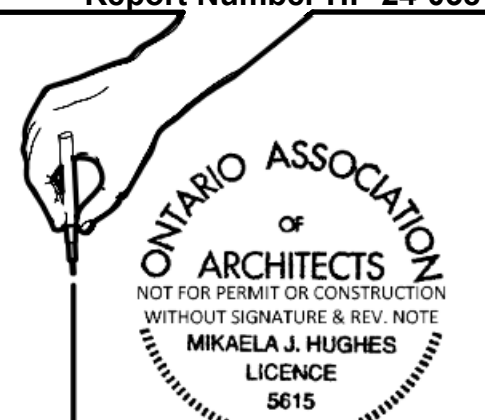
- Vernacular design representative of late 19th century construction in Barriefield Village by the Allen brothers.

Elements that define the architectural value of the property include:

- One and one half storey massing
- Front gable, rectangular plan
- Two bay facade (second storey)
- Returned eaves
- Narrow horizontal cladding

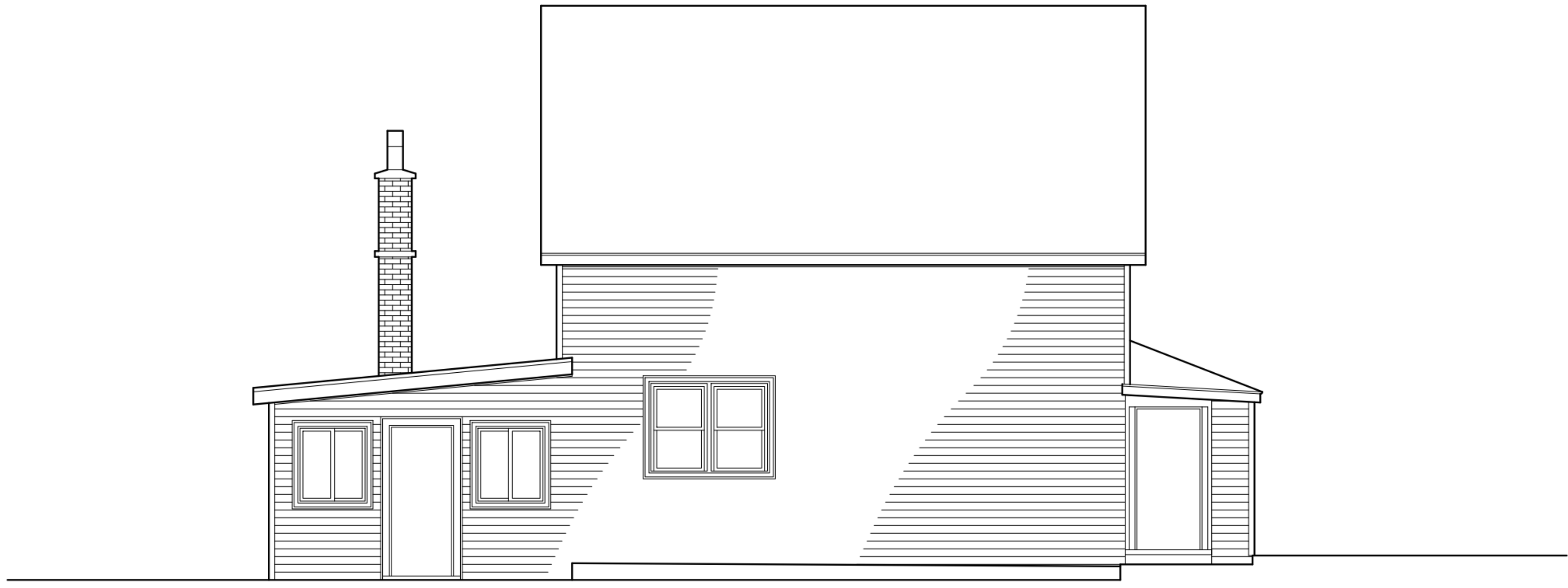
Elements that define the contextual value of the property include

- Close setback to street
- Orientation to George Street
-



MikaelaArchitect@gmail.com
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1 EXISTING SOUTH ELEVATION
P-2 1/4" = 1'-0"



2 PROPOSED SOUTH ELEVATION
P-2 1/4" = 1'-0"

DESIGN ONLY - NOT FOR CONSTRUCTION
PLOTTED: Jul 25, 2024, 1:06pm

#	D/M/Y	REVISION DETAILS
3	25/07/24	HERITAGE CHANGES
2	27/05/24	HEAT PUMP MOVED
1	13/2/24	PLANNING REVIEW

PROJECT
RENOVATIONS TO THE
MAINGUY HOUSE
9 GEORGE ST.
BARRIEFIELD, KINGSTON
DRAWING
EXISTING & PROPOSED
SOUTH ELEVATION

DRAWN BY MJH
DATE 13 FEB., 2024
SCALE AS NOTED
PRINT ON 18x24 PAPER

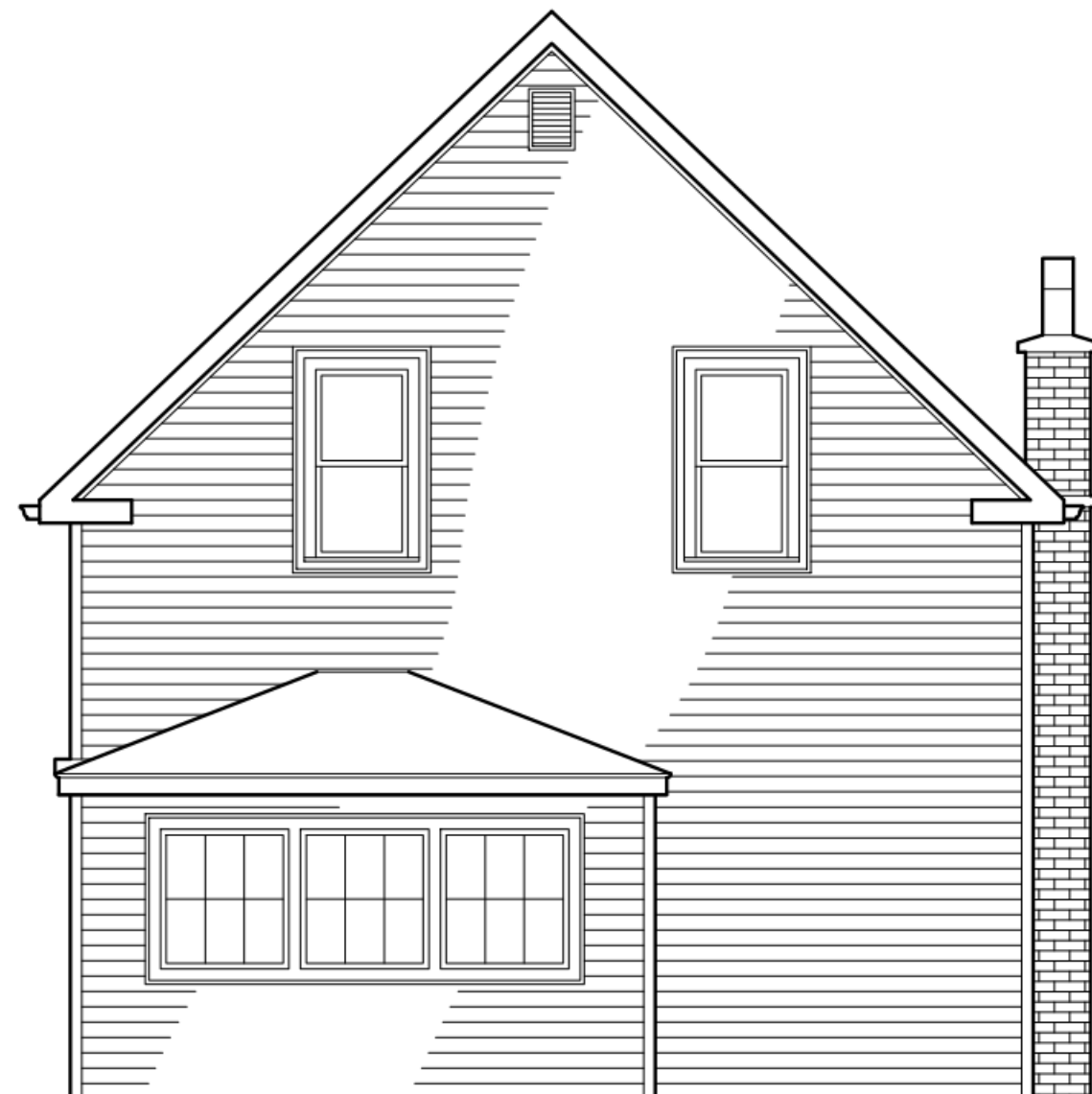
JOB NO.
2309
DWG. NO.
P-2
REV. NO.
3

Mikaela Hughes Architect Inc.
82 OAK POINT ROAD, WOLFEE ISLAND ON K0H 2Y0 613-544-9183

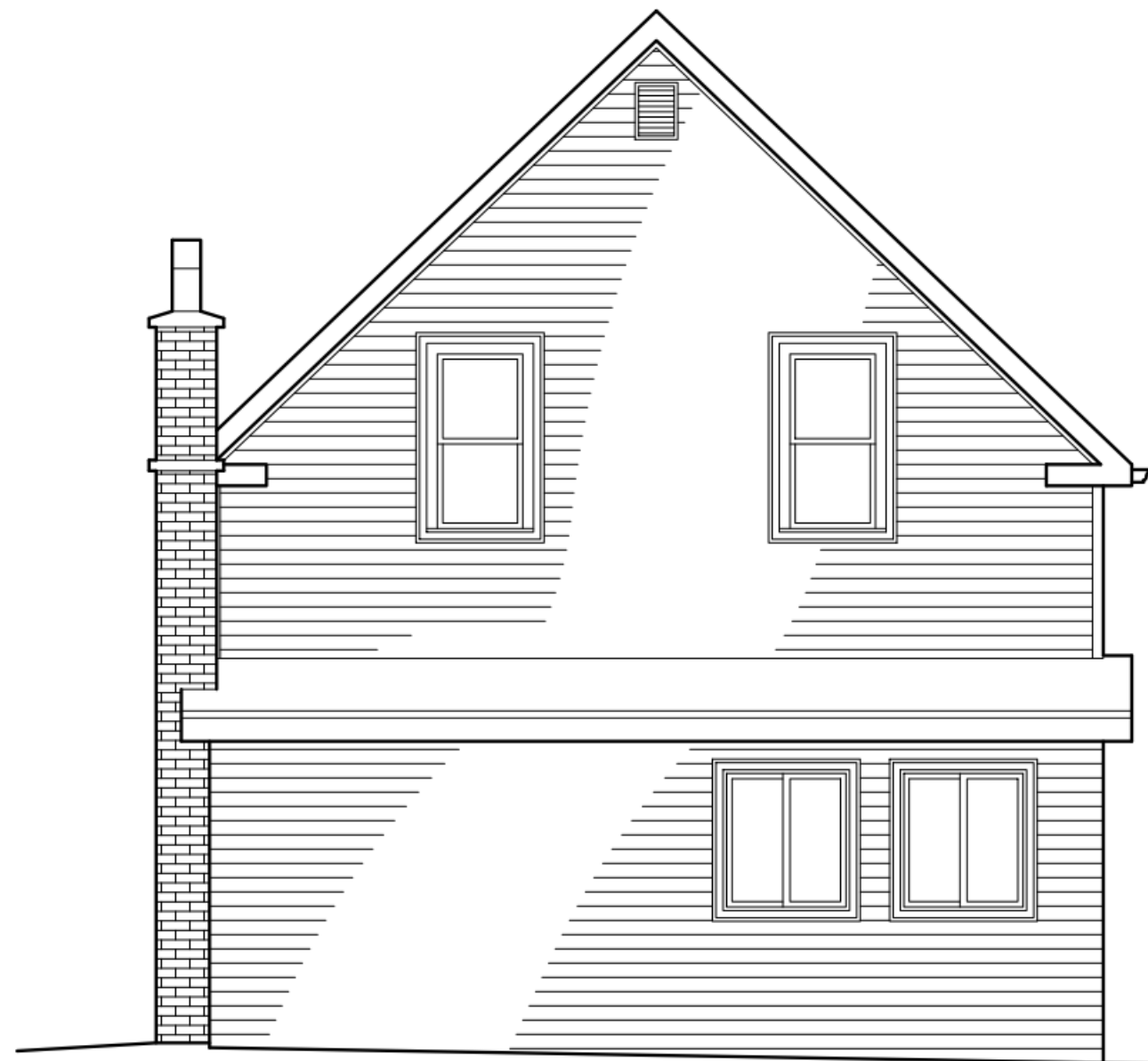


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1 EXISTING EAST ELEVATION
P-3 1/4" = 1'-0"



3 EXISTING WEST ELEVATION
P-3 1/4" = 1'-0"



REINSTATE WINDOW IN ORIGINAL
ROUGH STUD OPENING. TO BE SIZED
AND LOCATED WHEN FRAMING IS
EXPOSED.

2 PROPOSED EAST ELEVATION
P-3 1/4" = 1'-0"



4 PROPOSED WEST ELEVATION
P-3 1/4" = 1'-0"

DESIGN ONLY - NOT FOR CONSTRUCTION
PLOTTED: Jul 25, 2024, 1:06pm

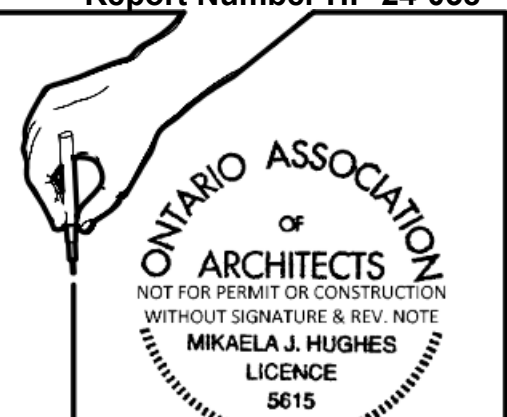
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PROJECT
RENOVATIONS TO THE
MAINGUY HOUSE
9 GEORGE ST.
BARRIEFIELD, KINGSTON
DRAWING
EXISTING & PROPOSED
EAST AND WEST
ELEVATIONS

DRAWN BY MJH
DATE 13 FEB., 2024
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PRINT ON 18x24 PAPER

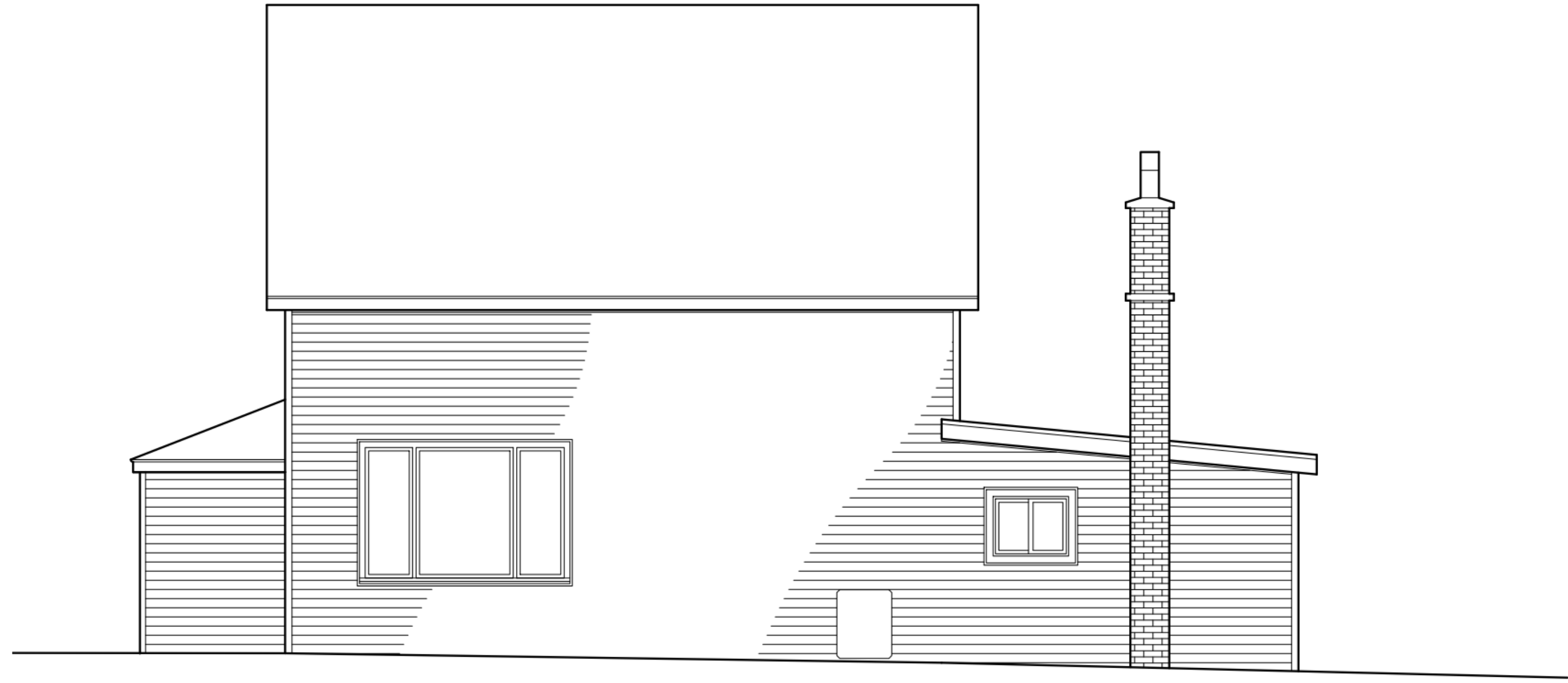
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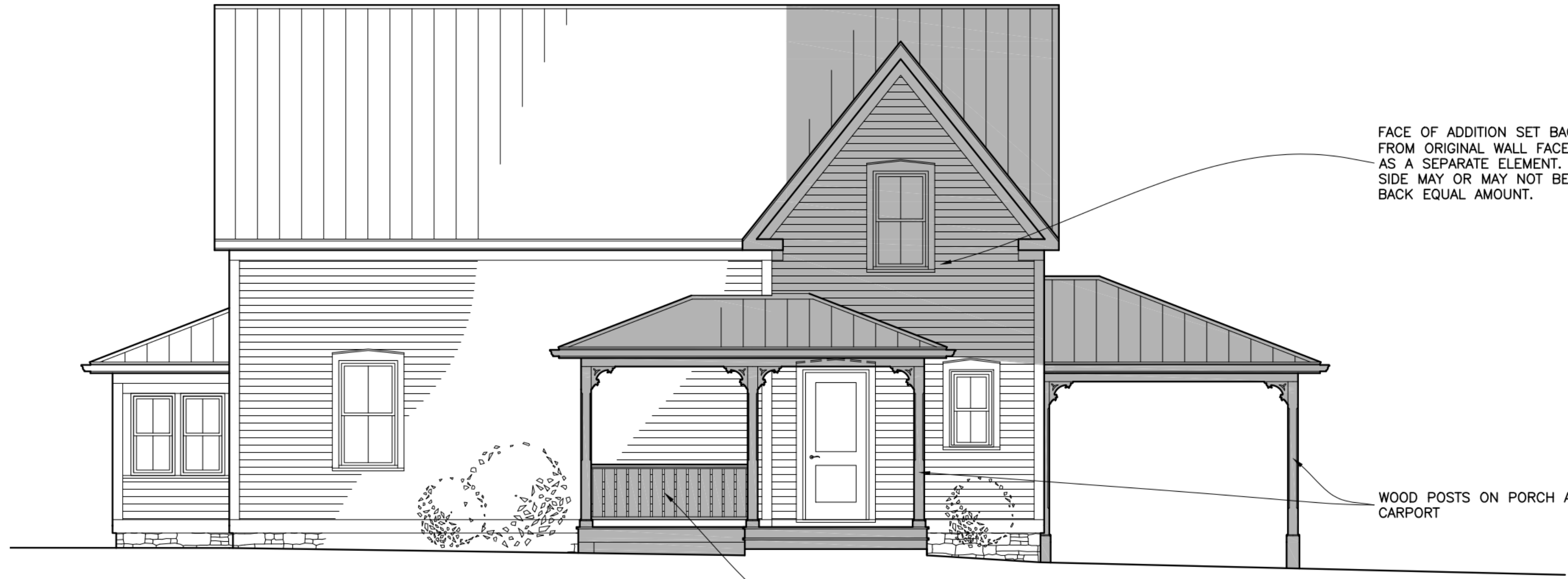


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1 EXISTING NORTH ELEVATION
P-4 1/4" = 1'-0"



FACE OF ADDITION SET BACK 3-4" FROM ORIGINAL WALL FACE TO READ AS A SEPARATE ELEMENT. SOUTH SIDE MAY OR MAY NOT BE SET BACK EQUAL AMOUNT.

WOOD POSTS ON PORCH AND CARPORT

SCREEN TO HIDE HEAT PUMP

2 PROPOSED NORTH ELEVATION
P-4 1/4" = 1'-0"

DESIGN ONLY - NOT FOR CONSTRUCTION
PLOTTED: Jul 25, 2024, 1:06pm

#	D/M/Y	REVISION DETAILS
3	25/07/24	HERITAGE CHANGES
2	27/05/24	HEAT PUMP MOVED
1	13/2/24	PLANNING REVIEW

PROJECT
RENOVATIONS TO THE
MAINGUY HOUSE
9 GEORGE ST.
BARRIEFIELD, KINGSTON
DRAWING
EXISTING & PROPOSED
NORTH ELEVATION

DRAWN BY MJH
DATE 13 FEB., 2024
SCALE AS NOTED
PRINT ON 18x24 PAPER

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2309
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P-4
REV. NO.
3

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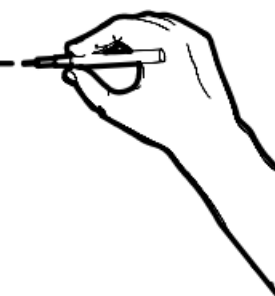
PROJECT
RENOVATIONS TO THE
MAINGUY HOUSE
9 GEORGE ST.
BARRIEFIELD, KINGSTON

DRAWING
SKETCH
FROM NORTH EAST

DRAWN BY **MJH**
DATE **12 AUG. 2024**
SCALE **NTS**
PRINT ON 11x17 PAPER

JOB NO.
2309
DWG. NO.
P-5

PLOTTED: Aug 12, 2024, 12:41pm



Qualified Professional Checklist for Heritage Impact Statements:

This checklist is *required* to be submitted as the cover letter on all Heritage Impact Statements to have this technical report be deemed a “complete” submission.

- ⊗ The primary author’s understanding of the scope of the HIS (see 1.1).
- ⊗ The file number and a brief description of the proposed development (see 2.1)
- ⊗ Up to date contact information when submitted to the City (see 2.1).
- ⊗ A description of the site context and background information, such as: addresses, neighbourhood, owner/agent information, relationship to heritage features, property description, etc. (see 2.1 & 2.2).
- ⊗ A summary of the significance of the cultural heritage resource in the professional’s own words via reviewing and commenting on relevant heritage resource information (see 3.1, 3.2 & 3.3).
- ⊗ The significant cultural heritage landscape features on or adjacent to the site (see 3.4).
- ⊗ Detail the development parametres (setbacks, massing, etc.) and impacts to setting (see 4.1 & 4.2)
- ⊗ Overview of how the proposed development will conserve cultural heritage resources (see 4.3).
- ⊗ Description of the anticipated loss of cultural heritage by detailing how the change could impact the property/surround area (see 4.4).
- ⊗ An outline of how the proposed development can mitigate impacts to or enhance the public’s understanding/appreciation of the heritage resource (see 4.5).
- ⊗ Summary of the impacts of the development and re-iterate the measures sought to mitigate impacts on cultural heritage resources (see 5.1 & 5.2).
- ⊗ Identification of any additional studies that should be required and recommend their place in the schedule of work (See. 5.3).
- ⊗ The primary author’s conclusion (i.e. their professional opinion) regarding the impacts, conservation measures and appropriateness of the proposal (see. 5.4).
- ⊗ All persons and their credentials/background who worked or were consulted on this analysis are included in the appendix of the HIS (see 6.1).
- ⊗ Any policies/documents necessary to understand the professional opinion (see 6.2).

HERITAGE IMPACT STATEMENT



9 George Street, Barriefield

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Report Issuance:

Draft: July 22, 2024

Final: July 25, 2024

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1. INTRODUCTION

1.1 Scope of Work

George Mainguy (Owner) retained Heritage Studio to prepare this Heritage Impact Statement (HIS) for the property known municipally as 9 George Street (subject property). The subject property is in the village of Barriefield and designated under Part V of the *Ontario Heritage Act* as part of the Barriefield Heritage Conservation District (HCD).

The owner proposes to rehabilitate the house through an extensive interior and exterior renovation, which includes the re-instatement of several period appropriate features, and the construction of a modest addition on the rear elevation (west). To facilitate this work, both approval under the *Ontario Heritage Act (OHA)* and permission from the Committee of Adjustment for minor variances to the zoning bylaw are required.

Through pre-application comments, as well as discussions with the City's Heritage Planning team, it was relayed that although the proposal represents an enhancement to the District's heritage character, several aspects of the proposal, particularly the rear addition, appear to conflict with specific HCD Plan policies, and accordingly that an HIS report is required to demonstrate that the proposal will conserve the cultural heritage value and attributes of the Barriefield HCD, as per Section 7.1.7 of the City of Kingston Official Plan.

The project team consists of Mikaela Hughes Architect (project architect) and Heritage Studio (heritage consultant). A site visit was undertaken by Heritage Studio on June 19, 2024. All current photographs of the property in this report were taken by Andrea Gummo and Alex Rowse-Thompson on the site visit.

The following documents were reviewed in the preparation of this report and form the cultural heritage policy framework: Parks Canada's Standards and Guidelines for the Conservation of Historic Places in Canada (the Standards and Guidelines); Ministry of Tourism, Culture and Sport's Heritage Tool Kit; *Ontario Heritage Act*; Village of Barriefield Heritage Conservation District Plan 2016; *Provincial Policy Statement, 2020*; and the City of Kingston Official Plan.

1.2 Address and Owner/Contact Information

The current owners of the subject property are Morgan and George Mainguy.

Address: 9 George Street
Barriefield, Ontario, K7K 5R7

Owner/Contact: George Mainguy
grmainguy@gmail.com

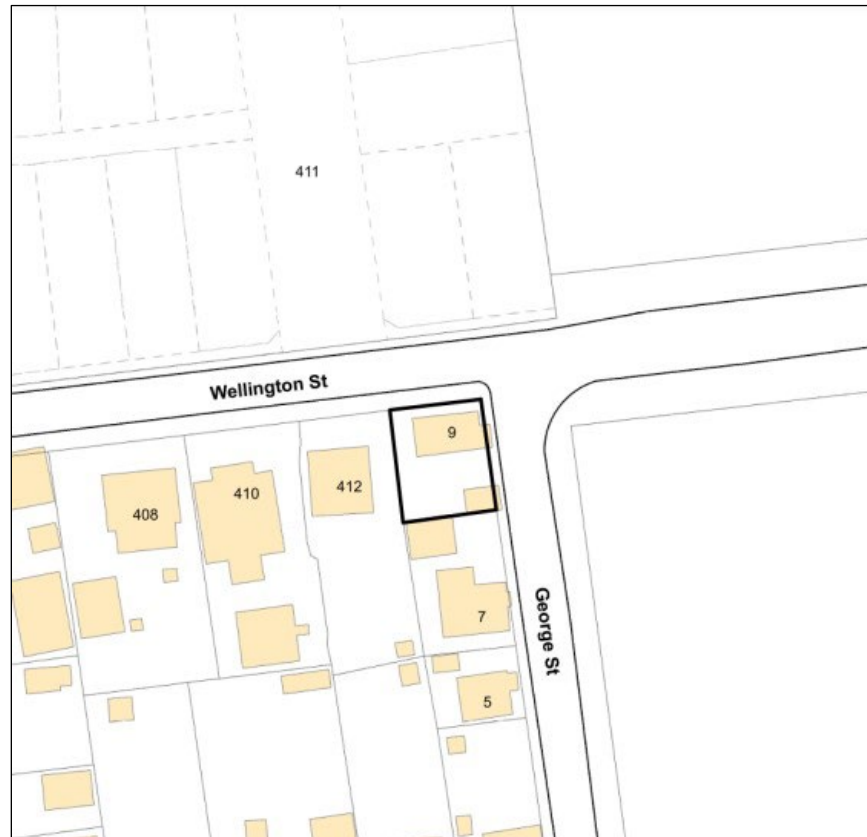


Figure 1: Property Location 9 George Street. (City of Kingston)

1.3 Property Location, Description & Heritage Status

The subject property at 9 George Street is located on the corner of George and Wellington Streets in the historic Village of Barriefield, in the City of Kingston. The property is comprised of a small “town lot” with two storey frame dwelling and a shed.

The small frame dwelling was constructed between 1880 and 1910, likely by William and Frederick Allen, and is a simple Vernacular design.

The house features prominently in views looking west from the village's modern gateway on Wellington Street from Highway 15 (Figure 2). The property is located across from the former JE Horton School property, previously Crown lands, and south of St Mark's Church. The adjacent property at 7 George is a "sibling" house, constructed by the same builders and inhabited by members of the same family for many years.



Figure 2: Looking west toward the subject property, June 2024.

The property is designated under the OHA as part of the Barriefield Heritage Conservation District (HCD); one of the first HCD's to be designated in Ontario. The property is identified as contributing to the heritage value of the district as a "heritage" property in Appendix A of the HCD Plan.

The dwelling has undergone many alterations since its construction, including the installation of vinyl siding, vinyl window inserts, blocking in of windows, enlargement of window openings, a new rear addition, aluminum flashing of the fascia and soffit, and removal of the original chimney, etc. Accordingly, the current contribution of the dwelling to the heritage character of the district is limited as described in more detail below. The proposed alterations and addition will reinstate some of the dwelling's original design integrity and its related contribution to the heritage character of the District.



Figure 3: South elevation (left) and west elevation (right), June 2024.

2. BACKGROUND RESEARCH & ANALYSIS

2.1 Property History

The Crown grant for Lot 21, Concession East of the Great Cataraqui River, Pittsburgh Township was assigned to Richard Cartwright on 31 December 1798. The lot was registered as comprising 100 acres of land with frontage on the Cataraqui River to the west but appears to have been larger.

By 1814 the Barriefield Village townsite had been laid out and lot registration and purchasing had begun. The original 12 town lots were further subdivided over the years, and a new survey and registration was completed in 1871.

It is not entirely clear when the frame houses on George Street were built, but their construction has been attributed to the Allen family, prosperous local farmers with an interest in the development of Barriefield.

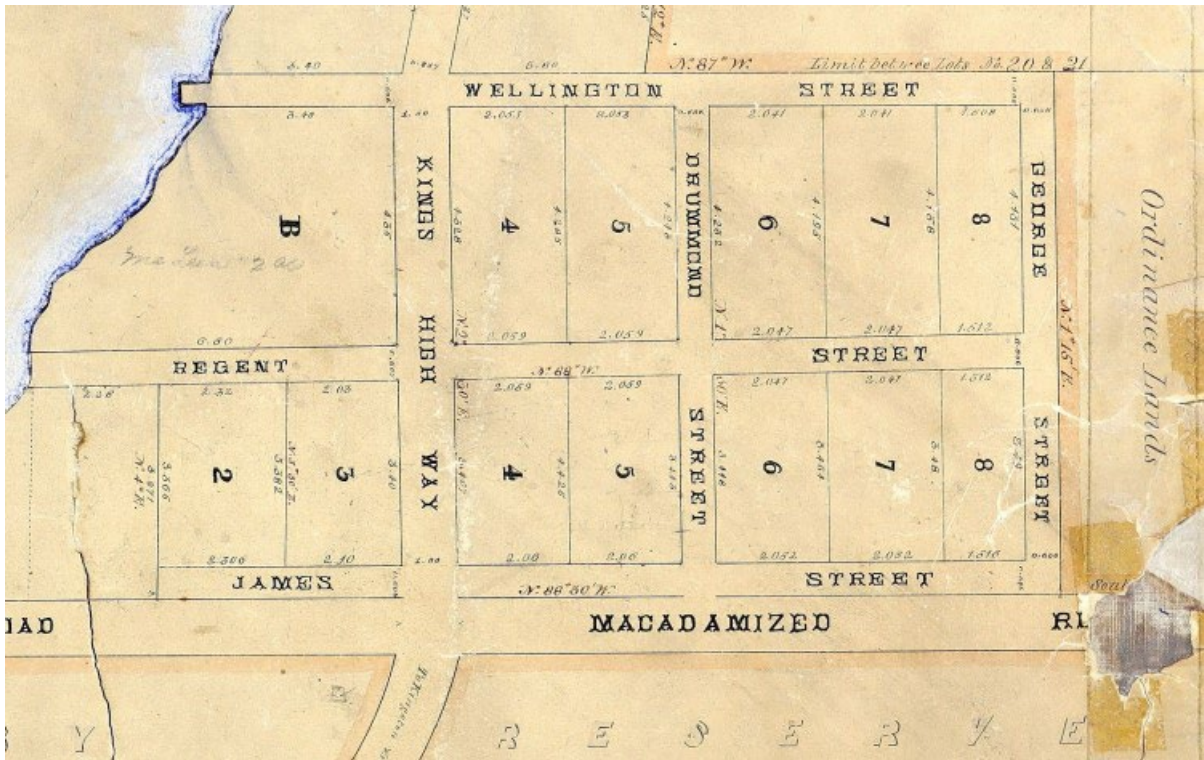


Figure 4: Resurvey of Barriefield, 1871.

The houses on George Street between Regent and Wellington appear to have been constructed later than the core of the village. Early mapping shows buildings concentrated along the Cataraqui River shoreline and Main Street/Highway 15, such as on the Plan from 1842 (Figure 5).

Although the Village displayed a typical mixed-use character, the areas along Main Street and the riverfront were the commercial core of the village. There were adjacent concentrations of residential development along Drummond Street and Regent Street. Meanwhile George Street at its north end was not built until later and was surrounded by Institutionally owned vacant land. The corner of George and Wellington Streets represented the least-travelled, most remote part of the village. It was surrounded by fields and wooded areas on three sides and was located at the village’s farthest extent from busy Highways 2 and 15.



Figure 5: Barriefield Plan of 1842.

Based on the Chronology for the subject property (Appendix B), the most likely date range for the construction of 9 George Street is between about 1880 and 1910.

The style and scale of the dwelling aligns with this timeframe, as it was built in the most common vernacular style of the era. Simple house plans of the time, mass-produced and readily available for purchase, provided materials lists and detailed instructions that allowed laypeople to construct dwellings.

It is not clear whether the Allen family physically built the house, or whether they hired out the work, but they seem to have duplicated the same house plan in several locations in the village. The “sibling” houses include 7 and 9 George Street, 215

Drummond Street, and 412 Regent Street. 5 George was also a sibling house but was rebuilt on the original foundation after a fire in 1982.

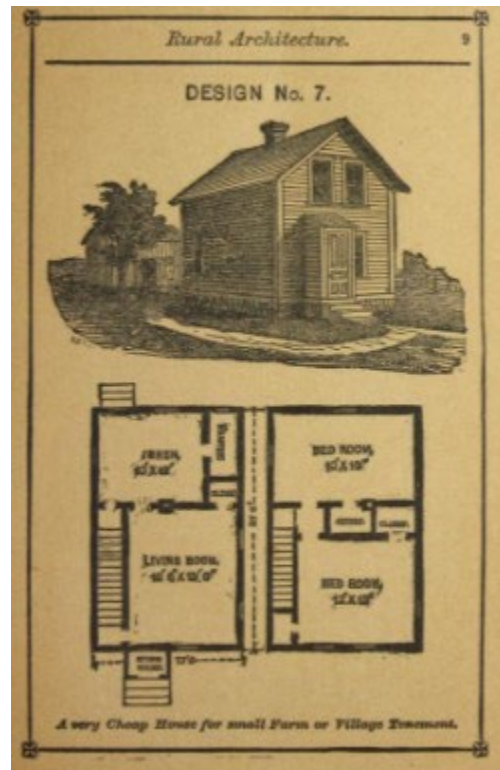
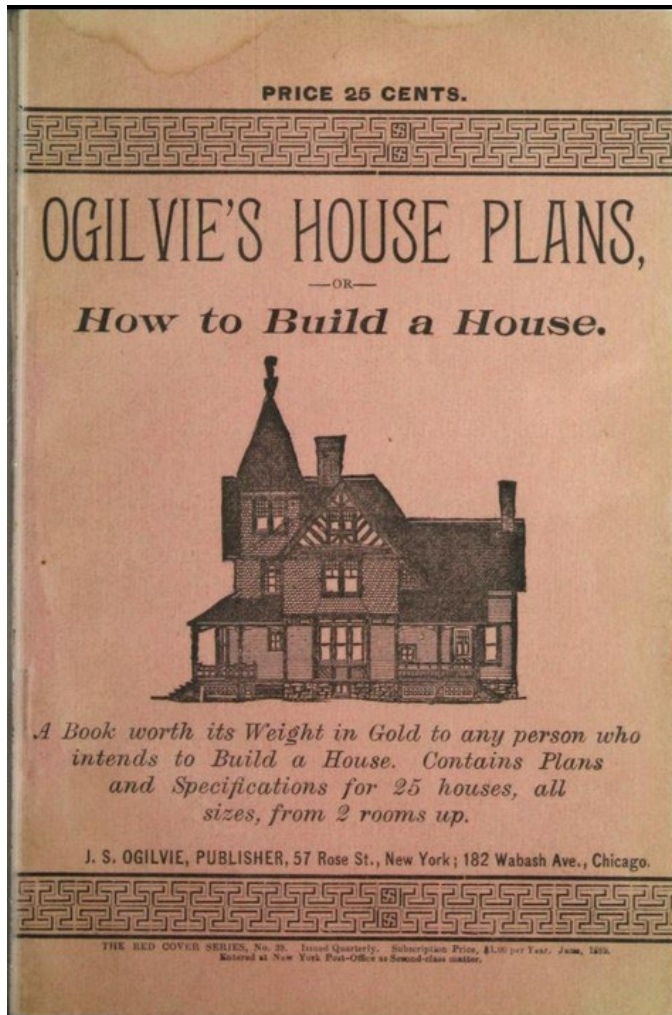


Figure 6: Ogilvie's House Plans circa 1885, 25 cents.

Design No. 7 is described as "A very Cheap House for small Farm or Village Treatment".

In fact, the basic form was so common an 1886 Architectural magazine called its basic profile "The Nondescript" house type: "[In the mid-1800s]arose the great Nondescript - the square box, modeled after a packing case, which every rough carpenter could build, and he has built it, unfortunately, from one end of the land to the other." This refers to the USA but applies equally across North America.

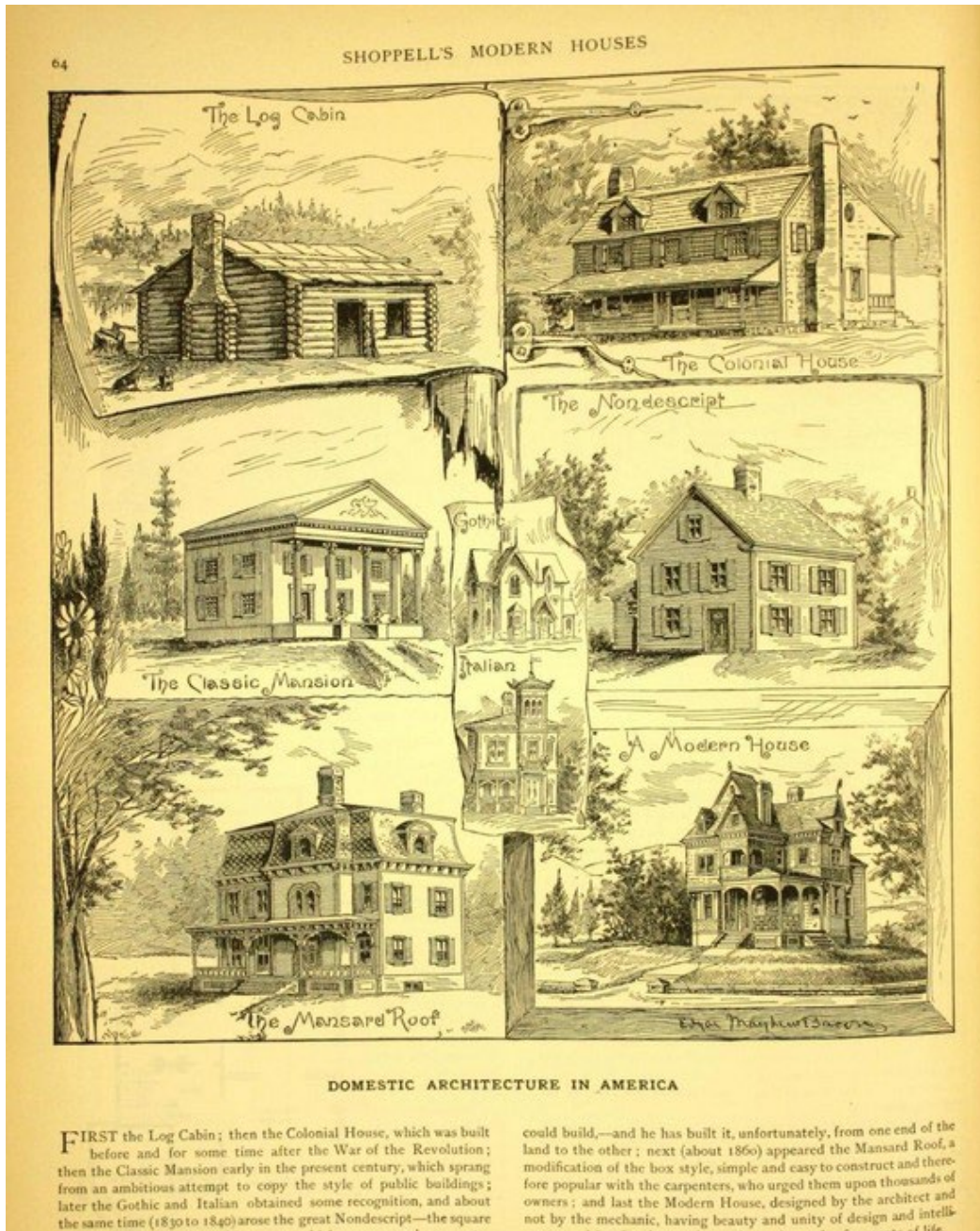


Figure 7: American House Forms, 1886.

Such front gabled, wood frame, vernacular houses were commonly built in a variety of urban and rural settings, and many can be seen throughout the historically working class neighbourhoods of Kingston and area, such as on Victoria Street in former

Williamsville. The economy and simplicity of the build made them an attractive option when affordable housing was required, especially for labour.

The labouring residents of the dwelling on the subject property confirm this assessment. The Barriefield Village Walking Tour identifies 9 George Street as the "Harry Norman House, tinsmith". Harry and Lulu Norman raised several children in this house, with Harry purchasing the property in 1924. It seems Harry's parents, William and Sarah, lived in the house previously. Once Harry and Lulu established their household and William passed away, Sarah continued living with her son's young family.

Harry's brother, William James Norman, lived at 7 George with his wife Margaret and their children. It is interesting to note that the two nearly identical houses, built by the same builder apparently to the same plans, were placed on their respective small lots as far from one another as possible. The George Street façades of both dwellings are mirror images of each other.



Figure 8: Sibling houses 7 George, left, and 9 George, right, June 2024.

The stairs in 7 George are in the typical location for these types of houses - inside the front door, along whichever wall the door is closest to, in this case the north wall.

At 9 George, however, the stairs are to the rear, also along the north wall. This is unusual. It appears the house plans may have been “flipped” on the lot relative to George Street, with the door functioning as the principal entrance located to the rear of the lot facing west.



Figure 9: Southwest elevation, June 2024.

Like many rural areas, the village of Barriefield seems to have had a tendency toward formal front entries and side or rear entries that functioned as the main entrance (See Appendix B).

On a back street like George, it makes sense that pedestrian trips, seeking the shortest route, may have begun at the rear of the house which is closest to Main Street. It appears that even once trips were made by car, they may have begun at the back of the house, since the current location for the driveway is at the rear of the dwelling, off Wellington Street, and not George Street at the front. Taken together, this could establish a history of rear-facing function for entry and exit.

In summary, the history of the subject property shows that it is representative of a typical labourer’s dwelling in the village of Barriefield. The property is associated with the Norman family, who lived in the dwelling until 1945. The Normans were representative of the working class character of the early village, earning their income from tinsmithing and military service. The dwelling has a simple vernacular form. It retains some original window openings, but otherwise has lost all original detailing. ,



Figure 10: Looking north along George Street, toward the subject property and St Marks Church, June 2024.

2.2 Cultural Heritage Evaluation

The Barriefield Heritage Conservation District Plan identifies the village as a cultural heritage landscape. This means that the cultural heritage value of the village is largely contextual. This does not preclude other types of values, such as design or associative, but they may not be present on a specific property.

The heritage attributes of the village character according to the HCD Plan are the following:

- A grid network of narrow sloping streets and sidewalks, which established the original pattern of settlement within the Village.
- Small lots with landscape features around homes creating defined yards;
- Minimal setbacks of most buildings from the street;
- A built form of primarily single-detached and semi-detached residential dwellings having a traditional range in height from one to two storeys;
- Distinctive architectural features of the area, including primarily medium-pitched gabled roofs, and use of stone and wood siding as cladding materials, prominent front doors with or without porches;
- Consistent building scale and mass; and

- Simple rectangular window and door openings with minimal decorative detailing.

The dwelling on the subject property is recognized as a heritage building along with all pre-WWII buildings in the village. Based on the Inventory in Appendix A of the HCD Plan and the assessment herein, the many alterations to the dwelling limit its contribution to the heritage character of the District to its location (i.e. setbacks), form (i.e. gable roof) and scale (two storeys).

Characteristics of the dwelling that contribute to the heritage character of the village are:

- 2 storey height with gable roof;
- Minimal setback on George Street frontage, with an appropriate side yard setback on Wellington Street;
- Simple rectangular window openings
- Small lot - one of the smallest lots in the village
- Landscaping

A high-level review using *Ontario Regulation 9/06* confirms that the dwelling does not have cultural heritage value as an individual building, however, it does contribute to the character of the village. The subject property's cultural heritage value is contextual.

The dwelling's original design integrity has been diminished through previous additions and alterations. These include the exterior vinyl cladding, the midcentury front vestibule, the large horizontal window opening on the north elevation, and the rear addition with chimney. Most of the rear addition is not original and has been added post-1940s. Based on interior physical evidence and photographic evidence, it appears that a smaller rear addition previously existed, which was then significantly altered and enlarged. A 1982 heritage permit for the property suggests that the original wood siding is still in place, since the permit required maintaining "the return eaves and cornice trim" under the vinyl.

There are no building permit records for the property. It appears the interior layout has been altered, especially the upper storey. This may have been in response to the later availability of electricity which allowed hallways without natural lighting from windows, and to make additional space for the dwelling's multigenerational inhabitants. The nature and character of the interventions to the property are utilitarian and economically efficient, and for much of its history the dwelling was "overcrowded" by modern local standards.



Figure 11: East elevation and setting, June 2024.

Although the HCD Plan identifies the village as an “evolving cultural heritage landscape”, it does not discuss the impact of major changes through time on the character of the village. It mentions the Highway 15 Bypass briefly: “The construction of the Highway 15 by-pass (now Kingston Road 15) in the early 1980s created an eastern boundary to the District.” (page 16)

In fact, the Highway 15 by-pass had a significant impact on the district. It shifted the traditional gateway to the village from the north and south along Main Street and created a new gateway at the eastern extent of Wellington Street, such that the first house visible upon entering Barriefield by car became 9 George Street, across from the JE Horton School.

The corner of Wellington and George Streets transformed from a sleepy backstreet to a major intersection. Prior to this time the view east from 9 George Street was of fields and wooded areas (Figure 12).



Figure 12: Barriefield Village Aerial looking southwest - In 1949 a hedgerow grows where Wellington Street and Highway 15 meet today.

It is possible that the influx of cars with headlights is responsible for a previous owner's decision to block up the original first floor window in the George Street façade, just visible in the aerial photograph of 1949 (Figure 13). This alteration, among others, diminished its heritage character, and by extension its contribution to the district.



Figure 13: Detail of 1949 Aerial showing what appears to be the original window on the ground floor of the east elevation.

It is likely that as part of transportation improvements in the village, the grade surrounding the dwelling has risen. As a result, the foundation is not visible, and the siding extends to grade. Consequently, it is possible that the dwelling appears slightly lower in height today.



Figure 14: Vinyl siding extends under the sod on the east elevation, concealing foundation and demonstrating change in grade over time.

It is interesting to note that one of the attributes of the district is “prominent front doors with or without porches”. The midcentury vestibule obscures what is believed to be the original George Street entrance based on physical evidence of original door trim.



Figure 15: Evidence of original front door trim on George Street entrance, June 2024.

The entrance on the vestibule faces south (Figure 16). Currently, no entry doors are visible on either street frontage. This is unusual from both a heritage perspective and urban design perspective, which values legibility and addressing the street.



Figure 16: South elevation showing two existing contemporary entrances.

In summary, the property's design integrity has been greatly diminished by numerous alterations. Currently, its contribution to the Barriefield Village character is limited to its form and scale. Its heritage value is contextual in that the dwelling maintains and supports the character of the area.

3. PROPOSED DEVELOPMENT & HCD PLAN POLICY REVIEW

The owners propose several changes to the subject property, which can be broadly divided into two categories: reinstatement of period-appropriate features, and demolition and replacement of the non-heritage rear addition. Architectural drawings are included in Appendix B of this report.

Category	Proposed Development
Reinstatement of period-appropriate features	Reinstatement of two window openings in period appropriate proportions on public façades
	Installation of vertically sliding aluminum clad wooden sash windows with period appropriate patterning within original rough openings and within reinstated window openings
	Reconstruction of existing mid-century vestibule with more traditional and compatible glazing detailing.
	Installation of new foundation, which will raise the structure to the minimum Ontario Building Code required height above grade, and protect the new wood siding
	Removal of vinyl siding and reinstatement of wood siding
	Installation of standing seam or batten roof
	New French doors on the south elevation, away from public view in the interior side yard/landscaped area, to give access to the garden and to take advantage of the southern exposure
Demolition and replacement of non-heritage rear addition	Two storey rear addition aligned with the ridge of the main gable roof
	Porch on the north elevation
	Carport on the west elevation of the rear addition

These categories align with Section 4.2 Alterations to Heritage Buildings, and Section 4.3 Additions to Heritage Buildings of the HCD Plan and are discussed in detail in the tables below.

It is important to note that the policies in Section 4.3, Additions to Heritage Buildings, assume that new additions represent an addition to the building footprint. In the case of this proposal, the “addition” is replacing a non-heritage section of the dwelling and does not present an increase to the building’s current footprint.

Given the very limited cultural heritage value of the subject property, particularly its diminished design value, one could argue that the policies in Section 4.4, Alterations and Additions to Non-Heritage Buildings, are equally relevant. While not discussed in

detail, the proposed addition meets all the policies and guidelines of Section 4.4. This is important to note because the purpose of Section 4.4 is to ensure that non-heritage buildings maintain and support the character of the District, and in the case of 9 George Street, the proposed addition has been designed to improve the dwelling's heritage character and contribution to its setting and the broader HCD.

It appears that the demolition of the rear addition does not trigger any considerations in the HCD Plan, as the language in Section 4.6 Demolition and Removal of Buildings and Structures is clear in its exclusive application to freestanding structures.

It also appears the proposed carport is not addressed in the plan. Section 4.5.3 Design Considerations for Garages and Ancillary Structures does not apply to existing heritage buildings or their additions and does not discuss carports.

Section 4.7 Landscape Conservation Guidelines for Private Property applies to the proposed development. These important guidelines suggest that:

Contemporary initiatives can be used in such a way that the new design is compatible with the heritage attributes and cultural heritage value of the District while still being distinguishable from them, as well as subordinate to them. This overall philosophy should guide the integration of appropriate new features on properties within the District.

Section 4.7.1 Historical Landscape Features states that "paved areas should be limited within the front yard and that the front entranceway should remain visible from the street." By maintaining the driveway in its existing location to the rear of the dwelling, the proposal meets this guideline. It also meets Section 4.7.6 Parking which directs driveways "behind and beside the public façade(s) of the building".

The proposed carport over the existing driveway supports the conservation of existing landscaping on the subject property. It is set back from the north elevation of the house and proposed addition, and its design provides visual interest and depth on the proposed rear elevation by mirroring traditional porch designs.

Although carports are primarily associated with midcentury, automobile-centric designs, they existed long before the automobile. Drive sheds could be constructed in a similar way, where when their large doors were open, they gave the effect of an unwallled shelter. The Claramount, a mansion built in Picton in 1907, featured a large carport over its driveway entrance.

It is important to note that the policies of Section 5.2, Exemptions for private properties, are also applicable to this proposal. While interior modifications, installation or removal of porches, verandahs and decks located within the rear yard, and “installation of skylights located away from public view and in a manner that does not adversely affect heritage attributes” are exempt from permitting by the Plan, they are also covered in the following assessment for clarity.

3.1 Alterations to the Heritage Building

The alterations proposed to the heritage building comprise the following:

- Reinstatement of two window openings in period appropriate proportions on public façades
- Installation of vertically sliding aluminum clad wooden sash windows with period appropriate patterning within original rough openings and within reinstated window openings;
- Removal of vinyl siding and reinstatement of wood siding;
- Installation of standing seam or batten roof;
- Instatement of new foundation, which will raise the structure to the minimum height above grade required by the Building Code and to protect the new wood siding.
- Reconstruction of existing mid-century vestibule with more traditional and compatible glazing detailing.
- French doors on the southern elevation, away from public view in the interior side yard/landscaped area, to give access to the garden and to take advantage of the southern exposure
- Skylights are proposed on the south side of the roof, away from public view, to provide natural light to the upper storey



Figure 17: Existing and Proposed George Street elevations, Mikaela Hughes Architect 2024

The following table assesses the appropriateness of the proposed development as it relates to the policies in Section 4.2 of the HCD Plan:

Section	Policy	Intent	Discussion
4.2 Alterations to Heritage buildings			
4.2.1 Roofs	a) Non-functioning chimneys shall be retained, capped and re-pointed, if they are considered a heritage attribute of the Heritage building.		The original central brick chimney is no longer extant. The chimney on the rear addition is not historic and serves as a mechanical vent.
	b) New roof vents, solar panels, skylights, satellite dishes and dormers shall be located	The policy language suggests that skylights do not need to be invisible from	Skylights are proposed for the southern roof face, located away from

<p>away from public view, and in a manner that does not adversely affect heritage attributes.</p>	<p>the public realm but must be “located away from public view”.</p> <p>Exemption in Section 5.2 suggests this is considered “minor”</p>	<p>both the George and Wellington Street façades. While they may be visible from George Street, depending on the height and location of the pedestrian, they do not adversely affect the legibility of the dwelling’s roof form or heritage attributes of the District.</p>
<p>c) Roof drainage shall be maintained and directed away from building foundations</p>	<p>Ensuring built heritage resources are not damaged by the elements.</p>	<p>The proposal to modestly raise the dwelling on a new foundation will ensure the frame structure and subfloor are not in direct contact with the ground and help to direct the flow of water away from the house.</p>
<p>d) Roof shape and configuration and decorative features shall be retained and conserved. Replacement materials, if required, shall complement and have a beneficial effect on the heritage value of the building. Asphalt and wood shingles or simple metal sheeting are appropriate</p>	<p>Figure shows 7 George with modern cross-gable addition at the rear and visible from George Street</p>	<p>The roof shape and configuration of the dwelling will be retained and conserved. Current roofing materials are modern and will be replaced with new period-appropriate materials (i.e., standing metal</p>

	<p>replacement roofing materials. Composite and other materials may be considered. Decorative metal, decorative asphalt shingles, slate or clay roofing is not permitted.</p>		<p>seam or batten roof). The dwelling's roof line will be extended by the modest addition, but the use of gables will help to visually demarcate the original and new roof.</p>
4.2.3 Windows	<p>a) Protect and maintain original window openings, as well as their distinguishing features such as materials, frame, sash, muntins, surrounds, glazing patterns, stained glass and shutters.</p>	<p>Emphasize importance of windows to heritage character of the Village.</p>	<p>All original window openings will be maintained. No original windows (i.e., wooden vertically sliding sash) remain.</p>
	<p>b) Changing the proportions and dimensions of original window openings on Heritage buildings is not permitted.</p>	<p>The concern of this policy is reflected in the mid-century horizontal window on the north façade facing George Street.</p>	<p>The proportions of original window openings will be maintained, but their size will increase with the removal of inappropriate inserts and the installation of new windows that fit the original rough openings. The horizontal window opening on the north elevation, which is a later alteration, will be replaced with a</p>

		<p>rectangular window opening to match the proportions and dimensions of the originals.</p>
<p>d) New window openings shall not be installed on the public façade(s).</p>	<p>Note that this prohibition applies to existing heritage buildings, but not additions.</p> <p>The intent is to maintain existing pattern and rhythm of openings and an appropriate ratio of opening to void.</p>	<p>The ground floor window on the east elevation has been filled in, leading to an inappropriate ratio of solid (wall) to void on this elevation (George Street façade). The removal of this ground floor window disrupts the original design composition.</p> <p>The original opening will be reinstated to match the proportions and dimensions of the original openings. Therefore, this is not considered to be a new window opening.</p>
<p>e) All window replacements or repairs shall be completed in accordance with the City's Policy on Window Renovations in Heritage Buildings.</p>		<p>Period-appropriate replacement windows (vertically sliding aluminum clad wooden windows with simulated divided muntin bars) are proposed, in line</p>

			with the City's Window Policy.
4.2.4 Entrances	a) Protect and maintain existing entrances on public façades, if they are considered heritage attributes of the Heritage building.	Inventory entry for the subject property, under "Heritage Value", states: "A one storey enclosed vestibule is located at the front entrance."	There are no existing entrances on the dwelling that are heritage attributes. The original front door has been removed and its opening is obscured by the mid-century vestibule.
	b) Porches or verandas that are heritage attributes of the Heritage building shall only be removed where they pose a life / safety threat. In such cases, they shall be thoroughly recorded prior to removal to allow for their accurate reconstruction.		There is no evidence of original porches.
	c) The design and construction of a new entrance and/or porch is required to be compatible with the heritage character of the Heritage building and heritage value of the District. Restoration of a missing porch must be based upon historical,	Note that this policy applies to existing heritage buildings, but not additions. The proposed entrance and porch on Wellington Street are subject to the policies for Additions in Section 4.3.	No documentation has been found to support the restoration of an original porch or verandah on the dwelling. The design of the reconstructed vestibule mirrors the existing design but with a more

<p>pictorial and/or physical documentation.</p>		<p>appropriate glazing pattern that reflects a traditional approach to enclosing porches on historic houses. The proportions of the new windows, particularly their rectangular configuration, are more visually compatible with the design of the original windows on the house.</p> <p>The new porch on the north façade and the carport on the west façade have been designed with a traditional character that is compatible with the simple Vernacular architectural style of the building.</p>
<p>d) Original / historic glazing, doors, steps, lighting fixtures, balustrades and entablatures must be conserved.</p>		<p>None remain, if they existed previously.</p>
<p>e) Wood is a traditional material within the District, and must be used in porch</p>		<p>Wood is proposed for the construction and cladding of the vestibule.</p>

	construction on the Public Façade(s).		
4.2.5 Exterior Cladding	The principal cladding for Heritage buildings within the District has traditionally been stone or wood siding ...These materials shall continue to be used and maintained	Require use of traditional materials	Wood siding and trim is proposed for the exterior of the house and rear addition.

3.2 Additions to Heritage Buildings

The additions proposed to the heritage building are comprised of the following:

- Two storey rear addition aligned with the ridge of the main gable roof;
- A porch on the north elevation; and
- Carport on the west elevation of the rear addition.

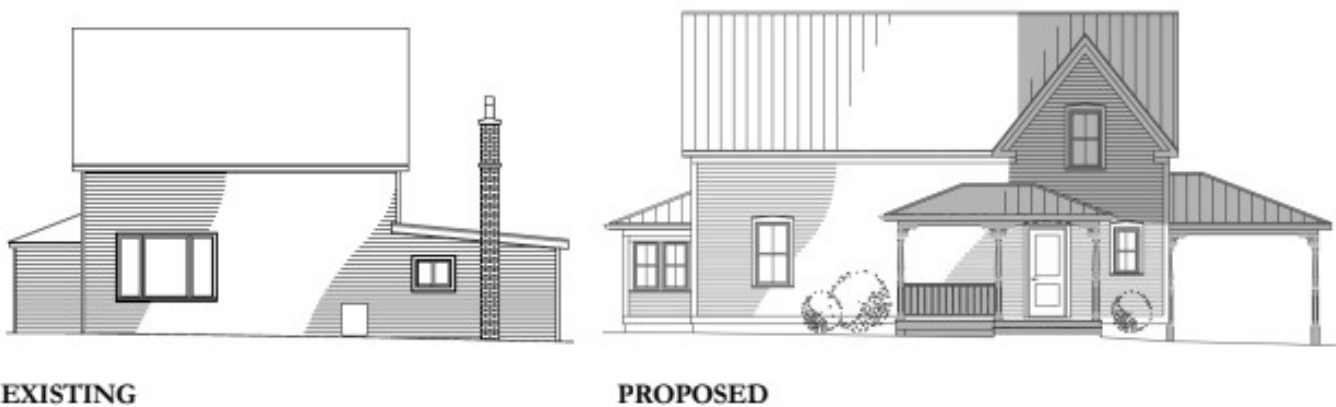


Figure 18: Existing and Proposed north elevation, Mikaela Hughes Architect, 2024

The following table assesses the proposed development in detail as it relates to the policies of Section 4.3 of the HCD Plan:

Section	Policy	Intent	Discussion
4.3 Additions to Heritage buildings			
4.3.1 Location, massing and height	a) Additions, including garages and greenhouses are not permitted on the street-facing façade(s) , and shall be located at the rear or to the side of the Heritage building. (Emphasis added)	Not to prohibit all corner-lot additions, but to ensure that public façades are carefully evaluated for visual compatibility with the character of the District.	Please see Section 3.3 below, Considerations for Corner Lots, for a detailed discussion.
	b) Additions shall be limited in size and scale to be compatible with the existing Heritage building.	The intent is to ensure heritage buildings are not overwhelmed by additions and maintain their prominence.	The proposed addition replaces a previous non heritage addition and there is no increase in the footprint. The proposed addition is limited in scale and is a visually compatible extension of the dwelling. The new addition will include a second storey which is compatible with the current scale of the dwelling and is in keeping with the modest scale of the District.
	c) Additions shall be set back from the existing street-facing façade in order to limit public visibility	The intent of this policy is to conserve the visual prominence of heritage buildings on the public façades.	The location of the addition ensures that the visual prominence of the dwelling at the corner of George and Wellington Streets including its simple form and gable

<p>from the streetscape.</p>		<p>roof, will not be obscured by the addition.</p> <p>The design of the “addition” is intended to be read as an expansion of the existing dwelling’s form and scale and represents an improvement to the heritage character of the dwelling.</p> <p>The addition is located at the rear of the dwelling and meets the existing side yard setback along Wellington Street. The proposal represents an improved public façade appearance and function along Wellington Street. Both the HCD Plan and the heritage zoning encourage maintenance of existing setbacks.</p>
<p>d) The height of ridgelines of additions shall be lower than the Heritage building.</p>	<p>The intent of both (d) and (e) is to ensure that additions appear subordinate to the heritage building, such as at 7 George Street, where the rear addition and the dormer added to the heritage building are at the same height as the heritage building’s ridgeline.</p>	<p>Generally, a rear addition appears subordinate when the height of its ridgeline is equal to or lower than the heritage building, provided the footprint of the rear addition is clearly secondary in size to the original building.</p> <p>The rear addition is an extension of the existing ridgeline and roof form, using gables to demarcate the old from new. It will not overpower the height or scale of the existing dwelling.</p>

	<p>This property is illustrated as a best practice example in the Plan of a successful retention of roof shape and configuration, a key component of height and massing.</p>	<p>If the height of the ridgeline were lowered, the slope of the roof would need to be shallower to allow for the minimum ceiling heights required in the Ontario Building Code. Mismatching roof pitches would look out of place in the District and add visual complexity to the otherwise simple roofscape. Given the size and scale of the addition, maintaining the existing height of the ridgeline is an appropriate response for the design of the dwelling and character of the District.</p>
<p>e) Additions shall not overpower the Heritage building in height and mass.</p>		<p>The proposed addition will not overpower the dwelling in height or mass.</p> <p>There will be an increase in the massing of the rear portion of the dwelling due to the addition of the gables, but their location at the rear ensures that they do not overpower the dwelling and that its gable roof form and scale are still prominent and legible in views looking north along George Street and west along Wellington Street.</p>
<p>f) Significant historic views as outlined in Section 4.8.7 shall be maintained.</p>	<p>Specific views are identified with arrows.</p>	<p>The proposed addition does not impact any identified historic views.</p>

4.3.2 Design	<p>a) New additions shall be designed in a manner which distinguishes between old and new, and that avoids replicating the exact style of the existing Heritage building, or imitating a particular historical style or period of architecture.</p>	<p>Legibility of new and old, avoiding designs that appear “inauthentic”</p>	<p>The proposed addition is legible from the original dwelling due to the gables on the north and south roof faces. The proposed addition reflects the simplicity of the dwelling’s vernacular form and style.</p> <p>The detailing on the porch and carport’s posts is intended to reflect traditional detailing but may not reflect original conditions. The HCD Plan suggests this approach has the potential to blur lines between old and new.</p>
	<p>b) Contemporary design of additions or those additions that reference or recall design motifs of the existing Heritage building are to be encouraged. Successful and compatible additions will be those that are complementary in terms of scale, mass, materials, form and colour.</p>	<p>Encourage thoughtful architectural design</p>	<p>The proposed addition is complementary in terms of its scale, mass, materials, form and colour.</p> <p>The proposed gables are appropriately scaled so that they complement the existing gable roof, and also provide an effective distinction between the original roof form and the addition.</p>

3.3 Considerations for Corner Lots

The HCD Plan states that most conservation matters are covered by the policies, but it also states that “where a particular conservation matter is not addressed by the policies and guidelines of Section 4.0, these goals and objectives should help guide property owners and decision-makers.” Accordingly, what follows is a discussion of how to appropriately consider corner lots, which are not covered by the HCD Plan.

As discussed briefly in the table above, Section 4.3.1 of the HCD Plan states that additions are not permitted on street facing façades:

“Additions, including garages and greenhouses, are not permitted on the street-facing façade(s), and shall be located at the rear or to the side of the Heritage building.”

There are over a dozen corner lots in the village with varying configurations. It would be impossible to avoid a street-facing façade entirely when constructing an addition on most corner lots. However, it does not seem to be the intent of the Plan to prohibit additions on corner lots entirely, suggesting that each situation requires individual consideration.

The HCD Plan seeks to avoid negative impacts to existing heritage resources and the heritage streetscape but is by necessity “one size fits all”, and so it does not adequately consider situations of undersized corner lots, or where a need exists to address the street. The dwelling at 9 George Street does not currently address the Wellington Street frontage in a way that contributes to the District’s heritage character.

In fact, the dwelling currently has no visible entrance on any street frontage, which is unusual for the area and the period of construction. The District Plan prohibits this condition for new buildings in Section 4.5.2 (g):

“All new buildings shall contain an obvious principal entrance that faces the street and forms a prominent part of the street-facing façade.”

There is no additional direction for secondary façades where new construction happens on corner lots, but Section 4.5.1 c) states that “maintaining the height and rhythm of the existing streetscape will unify the District. Blank façades that face the street or are easily visible from the street are not permitted.”

Both façades include an inappropriate amount of blank space, or voids, in relation to the heritage character of the District. Documentary evidence suggests that the current condition of the Wellington Street façade is not original. No historic images of this

elevation are available, but it is likely that there was a back door that functioned as the main door, either on Wellington Street facing north, or facing west from the rear.

The HCD Plan policies for demolition are interesting and require brief discussion, because they suggest goals for streetscape retention. The language in Section 4.6 is specific to freestanding structures and buildings, and not portions of buildings. It is clear from the policy that heritage structures and buildings must be maintained and not demolished; however, even non-heritage structures and buildings, while permitted to be demolished, must first have approved plans for replacement.

Although this is not covered in the goals and objectives of the HCD Plan, it seems the intent is to avoid gaps in the village streetscape, even where the gap would continue to be filled with a non-heritage building or structure.

In the case of 9 George Street, a non-heritage addition exists in the location of the proposed addition. Based on the goal expressed by Section 4.6, it appears that a period-appropriate replacement is the preferred option to removal, despite the seeming prohibition in Section 4.3.1.

At first glance, the proposed rear addition is challenged by the specific language of Section 4.3.1. However, it is clear from the goals, objectives and policies of the Plan that the proposal is encouraged, that it meets the goals and objectives of the HCD Plan, and that it will result in a greater contribution to the heritage character of the District by appropriately addressing the Wellington Street frontage and improving the initial impression of the village at the modern gateway.



Figure 19: Modern "gateway" to the village, June 2024

4. IMPACT ASSESSMENT

The following table assesses the proposed alterations and new additions in relation to potential negative impacts identified in the Ontario Heritage Toolkit on the cultural heritage value and attributes of the Barriefield HCD.

Potential Negative Impact	Assessment
Destruction of any, or any part of, significant heritage attributes or features	None. There is no demolition of original or heritage fabric on the dwelling.
Alteration that is not sympathetic, or is incompatible, with the historic fabric and appearance	None. The proposed alterations and additions represent an enhancement to the dwelling's heritage character and its related contribution to the HCD.
Shadows created that alter the appearance of a heritage	None.

attribute, or change the viability of a natural feature or plantings, such as a garden	
Isolation of a heritage attribute from its surrounding environment, context or a significant relationship	None. The proposed changes improve the dwelling's contribution to the surrounding cultural heritage landscape.
Direct or indirect obstruction of significant views or vistas within, from, or of built and natural features	None. No significant views are impacted.
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.	None. No change in land use is proposed. The dwelling will continue to be used for residential habitation.
Land disturbance such as a change in grade that alters soils, and drainage patterns that adversely impact archaeological resources.	None. Any minor changes that are required to grading will maintain or improve the existing condition.

The Ontario Heritage Toolkit does not address potential positive impact(s) which in this case include:

- The dwelling's improved heritage character and related contribution to the heritage character of the District.
- An improved "gateway" to the District that better reflects its heritage character
- The improved livability of the dwelling, repairs, and improved thermal performance will help to ensure its long-term conservation.

In summary, there are no identified adverse impacts to the cultural heritage value or attributes of the Barriefield HCD, and consequently, no alternative development options or mitigation strategies are recommended. However, the following design

modifications would improve the proposal's compliance with the HCD Plan and represent best practice in the field of heritage conservation:

- Simplify the design of the porch and carport posts and architectural detailing so that they clearly read as a modern intervention and do not introduce a historical style that is based on conjecture.
- Create a small setback (3-4") between the rear addition and the main wall of the north elevation to further distinguish the original massing of the dwelling from the new addition.
- Portions of the foundation that are visible above grade should have the appearance of a traditional limestone foundation.

5. CONCLUSION & RECOMMENDATIONS

In summary, the proposed alterations and additions to public façades improve the dwelling's heritage character and related contribution to the District. The proposed changes meet the intent of the HCD Plan and do not negatively impact the cultural heritage value or attributes of village. This proposal is an example of thoughtful rehabilitation project which will ensure the long-term conservation of a heritage building and improve its contribution to the District. The proposal broadly:

- Complies with Policy 2.6.1 of the 2020 Provincial Policy Statement
 - Significant built heritage resources and significant cultural heritage landscapes shall be conserved.
- Complies with Policy 7.3.C.4 Proposed Development (in Heritage Conservation Districts) of the Kingston Official Plan:
 - Any private or public work or development that is proposed within or adjacent to a designated heritage conservation district must demonstrate that it respects and complements the identified cultural heritage value or interest and heritage attributes of the district or area.
- Achieves the goal in Section 3.2 of the HCD Plan:
 - To conserve the Village of Barriefield's heritage attributes by allowing only those changes that are compatible with the built form and that are consistent with the cultural heritage value of the District.
- Achieves Standards 1, 4, 5, 7 and 11 of Parks Canada's Standards and Guidelines for the Conservation of Historic Places in Canada:

- Standard 1 - Conserve the heritage value of a historic place. Do not remove, replace or substantially alter its intact or repairable character-defining elements. Do not move a part of a historic place if its current location is a character-defining element.
- Standard 4 - Recognize each historic place as a physical record of its time, place and use. Do not create a false sense of historical development by adding elements from other historic places or other properties, or by combining features of the same property that never coexisted.
- Standard 5 - Find a use for a historic place that requires minimal or no change to its character-defining elements.
- Standard 7 - Evaluate the existing condition of character-defining elements to determine the appropriate intervention needed. Use the gentlest means possible for any intervention. Respect heritage value when undertaking an intervention.
- Additional Standard 11 - 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.

6. SOURCES

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Hughes, Mikaela. Personal communications regarding past function and layout of the subject property. June/July 2024.

Illustrated Historical Atlas of Frontenac County. Toronto: H. Belden & Co., 1878.

McKendry, Jennifer. *With Our Past Before Us*. Toronto: U of T Press, 1995.

7. PROJECT PERSONNEL

Heritage Studio

Heritage Studio is a consulting firm based in Kingston, Ontario, that specializes in cultural heritage planning. We believe that all planning and design work should be rooted in an understanding of the heritage of a place, whether physical, cultural, environmental, or intangible. Accordingly, we advocate for an integrated approach to heritage conservation and land use planning, an approach that we believe is fundamental to creating, enhancing, and sustaining quality places. To this end, we promote communication and collaboration between our clients and stakeholders with the goal of bringing a pragmatic values-based approach to complex planning challenges. Heritage Studio offers the following core services: cultural heritage evaluations, heritage impact assessments, cultural heritage policy development, and heritage planning support and advice.

Alex Rowse-Thompson, MEdes, RPP, CIP, CAHP

As principal and founder of Heritage Studio, Alex has more than 14 years of heritage conservation and planning experience that includes both private sector and municipal planning roles. Her experience is rich and varied, from her involvement in large-scale regeneration sites in the UK, to the development of heritage conservation district studies and plans in Ontario municipalities and working with architects to ensure heritage-informed restoration and new construction. Alex is a member of the Canadian Association of Heritage Professionals, the Canadian Institute of Planners, and the Ontario Professional Planners Institute.

Alex has produced and reviewed numerous Heritage Impact Studies (HIS) throughout her career, giving her a balanced and broad perspective. She is well versed in the application of Parks Canada's *Standards and Guidelines for the Conservation of Historic Places* in Canada and the *Ontario Heritage Tool Kit*, which together form the policy framework for developing HIS reports in Ontario. Alex has worked on both small and large-scale projects, ranging from the adaptive reuse of an historic broom factory to the redevelopment of a former industrial site adjacent to the Rideau Canal in Kingston. Her collaborative approach with municipalities, architects, developers, and property owners ensures that potential negative impact(s) are identified early in the process, thereby allowing appropriate and practical mitigation strategies to be developed. Alex sees the development of Heritage Impact Studies as an iterative process, whereby the

goal is to leverage the value of cultural heritage resource(s) to improve overall project outcomes.

Andrea Gummo, MCIP, RPP

Andrea is a land use planner with specializations in policy development and application and ethical heritage conservation. With over 15 years' experience in government at the provincial, municipal and conservation authority levels, Andrea is a freelance land use planner based in Kingston Ontario. She volunteers her time as a member of the board of the Frontenac Heritage Foundation.

8. APPENDICES

Appendix A: Chronology

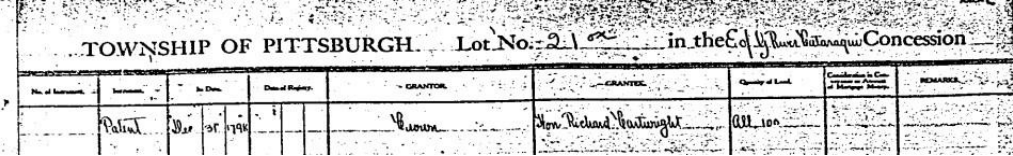
Appendix B: Architectural Drawings (Mikaela Hughes Architect)


Appendix A: Chronology

9 George Street Chronology

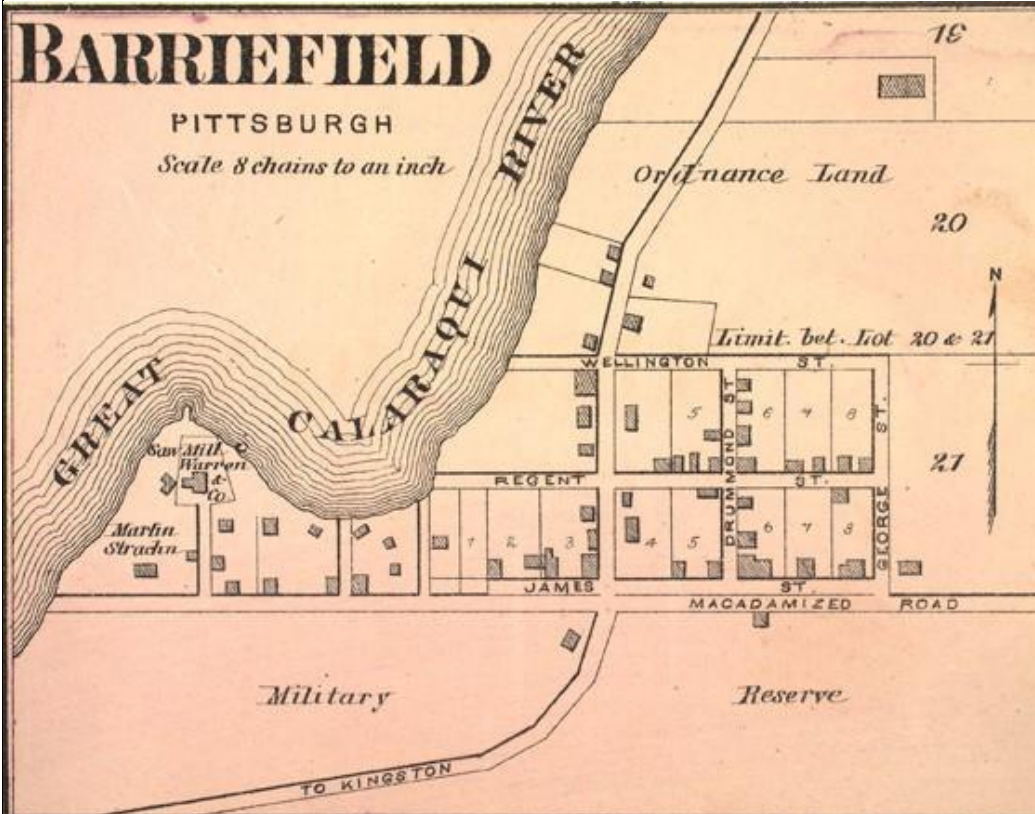
Key Takeaways:

- Built between approximately 1880 and 1910 in the most common vernacular style of that era
- 9 George’s context within the Village has changed from a back street surrounded by fields to the new gateway of the village, but the HCD Plan does not address this change
- Later alterations of the house may have been in response to this change (ie. Removal of front window)
- Residents and owners have tended to be working class and its likely that the dwelling was always presented simply and without ornamentation
- Location of stairs is unusual and differs from sibling houses within the village. Appears to be an unusual orientation on the lot (ie. Backwards)
- Current contribution of heritage value is limited by unsympathetic alterations

Event	Source
<p>Crown patent for Lot 21, Concession East of the Great Cataraqui River, assigned to Hon Richard Cartwright Dec 31 1798, noted to be “all 100 acres”. The lot is bounded by the river to the west, Wellington Street to the north, the first concession line to the east, and a line just north of James Street to the south.</p> <p>However the lot appears to be larger than 100 acres: when measuring the lot on GIS software, the lands immediately east of George Street to the eastern extent of the lot measure 100 acres on their own.</p> <p>Richard Cartwright was a Loyalist émigré who was heavily involved in land speculation and division in Kingston, and as far away as Napanee, which he essentially founded.</p> <p>As a member of the Family Compact, Cartwright held several social, political and economic offices at the same time. He was directly involved in assigning land grants and received many.</p> 	<p>Onland Abstract and Parcel Register FRONTEN AC (13) • PITTSBURGH; PORTLAND • Book 104, 105, 106, 107, 108, 109 CONCESSION 11; LOT 1 TO 22; LOT C AND D; EAST OF GREAT CATARAQUI RIVER; Page 323</p>
<p>1804 (?) Somewhat later the patent for Lot 20 was granted to John Grant. These lands include the village of Barriefield north of Wellington Street.</p>	<p>Page 308</p>

<p>1814 Cartwright reportedly begins selling lots in Barriefield after laying out the village site</p> <p>Cartwright along with several purchasers of lots had a strong interest in developing the area and undertook many activities privately that would be considered the purview of local government today, such as building roads.</p> <p>The lots were subdivided by the purchasers over the next decades.</p>	<p>BVA History of the village</p>
<p>1842 Plan shows Barriefield, substantially developed, but does not indicate any buildings in the area of the subject property.</p> <p>The growth trajectory of the Village appears to have been roughly southwest to northeast, with early development concentrated along the Riverfront and Main Street</p> 	<p>Library and Archives Canada, "No. 2. Sketch showing the lots in the Village of Barriefield and in vicinity of the proposed redoubt No. 2. and towers B and C, together with such buildings as have been erected since 1840. [cartographic material]"</p>
<p>1878 Meachum Atlas shows George street and does not identify any buildings on or near the subject property. This does not mean there were none, as identification of buildings required subscribers' payment. (There appears to be only 2 subscribers in the business index, for example, a fraction of the total.)</p>	<p>County Atlas https://digital.library.mcgill.ca/countyatlas/</p>

The “Macadamized Road” was Highway 2, in its original alignment. The road marked “To Kingston” at its southernmost extent is the original alignment of Highway 15 and Main Street.

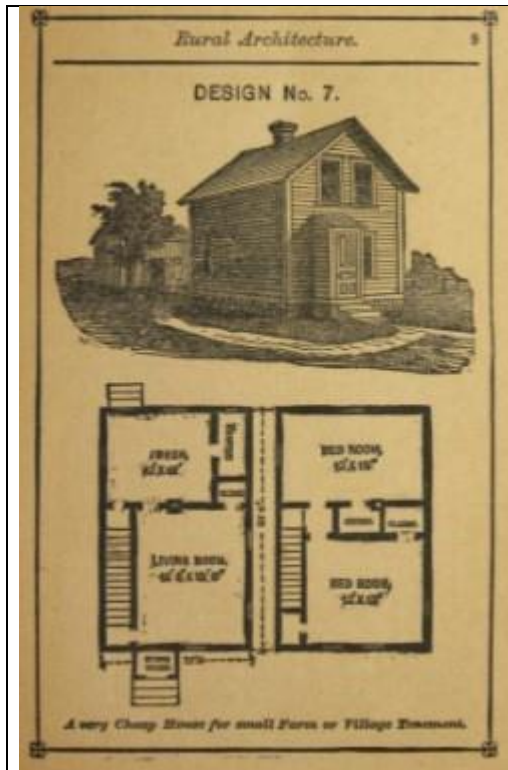


1880-1910 A number of simple, frame, front gable houses are built in Barriefield which have been attributed to the Allen family. By all accounts they were known as prosperous farmers, not builders, and it is likely that the houses were built for workers in the Barriefield community. It's not clear exactly when the houses are built or whether they were initially rented out by the Allens. In some cases Allens sold properties but held mortgages for the new owners.

The remaining “sibling houses” include 7 and 9 George Street, 215 Drummond Street, and 412 Regent Street. 5 George was a sibling but was rebuilt on the old foundation after a fire in 1982.

1885 Ogilvie’s House Plans – “A Very Cheap House for Small Farm or Village Tenement”
It is likely the Allens had a similar plan and replicated it within the village.

Ogilvie's house plans, or, How to build a house



by J. S. Ogilvie, Publishers

Publication date 1885
Building Technology Heritage Library, www.archiv e.org

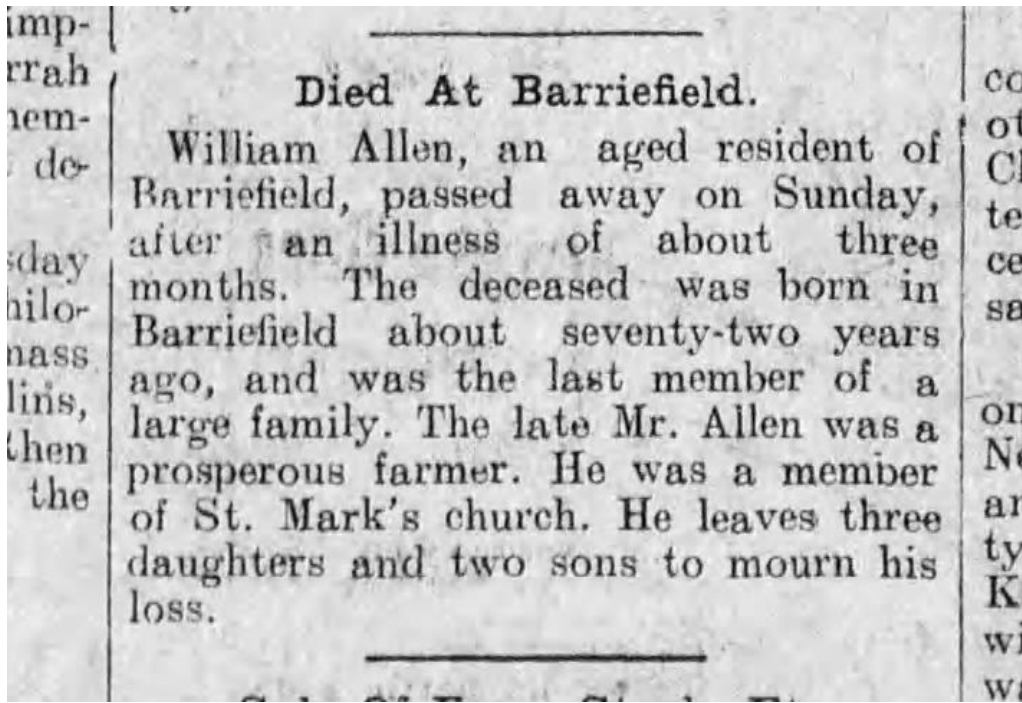
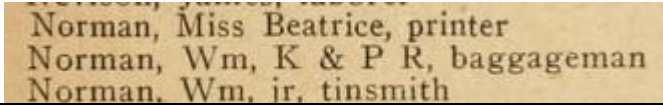


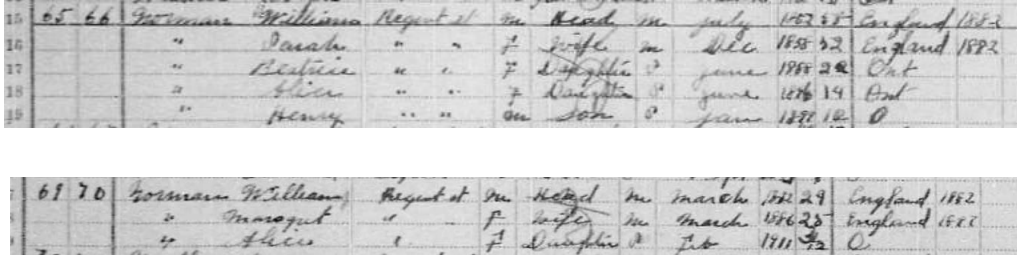

1882 the Norman family emigrates from England (William, Sarah Ann and James, their son)

Beginning as tenants, eventually William and Sarah's sons, James William and Harry, settle in adjacent houses at 7 and 9 George, respectively.

"Norman Family and House History" genealogy document

<p style="text-align: center;">Barriefield Notes.</p> <p>Ice is being drawn on waggons to fill the ice-houses. Many were in despair of getting any ice this winter, but the cold snap after the heavy rains has put it in splendid condition for storing.—The Township Council met on Monday. A petition for the Councillors to sign was presented by Mr. George Allen, asking the Government to enlarge the village of Barriefield. Mr. Allen requested that the Reeve be appointed one of a committee to go to Ottawa in the interest of the villagers. The Reeve declined burdening the electors with unnecessary expense, thinking their interests could be as well represented in writing. The Clerk was directed to draw up the necessary papers.—Mr. J. Martin is making arrangements for the purchase of a handsome thoroughbred pony.—A man named McKenzie, from Milton Island, while visiting at Mr. Wilmot's, was stricken down by paralysis and is unable to be removed.—Mrs. Sarah Hynes, when returning from church last Sunday, slipped on the ice and broke her wrist.</p>	<p>1890 The Kingston Daily News reports that Barriefield residents are petitioning the government to enlarge the village.</p> <p>It was presented by George Allen.</p>	<p>March 6 1890 Kingston Daily News, page 2.</p>																																																																																																																
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<p>1899 – W Norman is being “placed as tenant” by the Court of Revision for the Township Assessment rolls.</p> <p>The most likely explanation is that he was mistakenly listed as owner, but is actually a tenant at this time.</p>	<p>June 1 1899 The Weekly British Whig, page 10.</p>																																																																																																																	

<p>MUNICIPAL LEGISLATION.</p> <p>Pittsburgh Township Council.</p> <p>May 26.—The court of revision met, all members present. Assessment on mill property of M. Strachan reduced to \$800. Assessment of Rev. L. Carey confirmed. B. McCarey entered as owner, Alfred Franklin as farmer's son. W. Norman placed as tenant, Barriefield and assessment of James Hamilton reduced to \$3,000. The court business being completed, township matters were taken up. Accounts passed: T. McAuley, stationery, \$3.15; A. J. Cowan, assessor, \$50; James Donaldson, serving notices, \$7; T. Marshall, stone, \$6.25; J. McMaster, do., \$7.02; H. Scott, do., \$4.50; G. Doyle, do., \$7; J. Vanalstine, work, \$1; J. Davis, do., \$5; Andrew Brown, do., \$1.50; A. J. Cowan, do., \$1.50; J. Donaldson, do., \$1; James McKendry, do., \$3; members court of revision, \$12. Moved by M. Darling and resolved that this council accept \$10 from Mrs. P. Joyce for right of road allowance, and that the clerk prepare the deeds of conveyance to Mrs. Joyce and James Lawlor and that James Lawlor be refunded \$2.50 overpaid for right of road allowance. Moved by M. Darling and resolved that this council pass a by-law at the regular meeting in August to sell the road allowance on lot 30, con. 7, said road being of no more use to the public; that the clerk publish the notice required and also notify all parties interested. Adjourned till the last Monday in June.</p>		
<p>1909 William Allen obituary. Lived in Barriefield all his life, last of a large family. A prosperous farmer. Leaves three daughters and two sons</p>		<p>March 18 1909 The Weekly British Whig page 3.</p>
<p>Seem to have been Irish Allens, as opposed to English (many Allens in Frontenac at the time)</p>	<p>1909 Directory showing Normans in Barriefield. Due to the settlement's village character no addresses are listed in directories at this time.</p> 	<p>Archive.org</p>

<p>1911 Census – the Normans are in Barriefield and have established two households, but are specifically noted to be living on Regent Street. The street names for Barriefield were established by the original surveys so it is unlikely to be due to a change in street name.</p>  <p>A census error is possible, but most likely the Normans moved to George Street after this date. It's not clear if the George street houses were already extant, but they appear on a map surveyed around this time (see 1914 DND map entry)</p>	<p>1911 Census</p>
<p>1914 - The first historic map to show buildings on George Street in the location of the subject property is the 1914 Department of Defence and Militia topographic map, surveyed in 1911-12 (Wolfe Island sheet). It shows the row of houses along George Street, and the original location of 412 Wellington Street, the William Allen House.</p> 	<p>1914 DND maps</p>
<p>1915 "Artillery on Barriefield Plains"</p>	<p>Library and Archives Canada</p>



Camp Barrielfield is a major military training facility, and mostly located on the fields just east of the Norman houses on George Street.

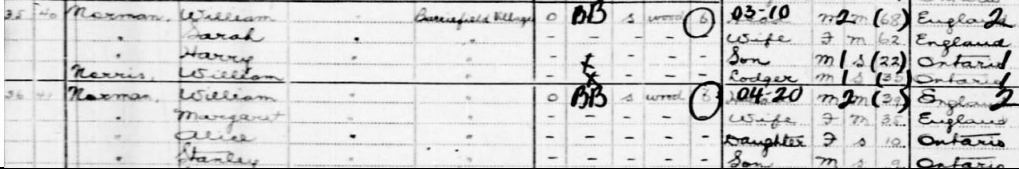
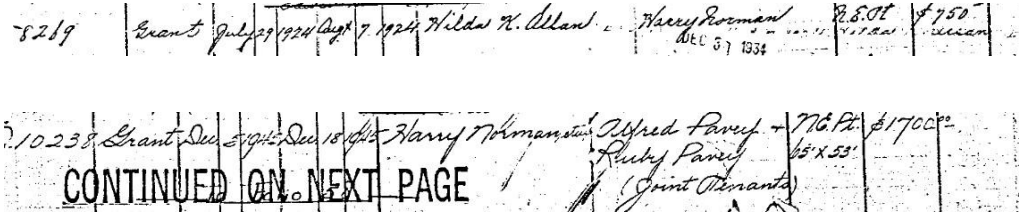
The dwelling in the background of this image, on James Street, is interesting in that its front entrance appears to be strictly utilitarian with a side door giving entry to the small vestibule.

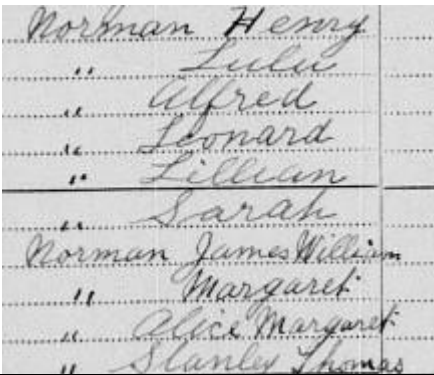



QUL circa
1910
Houses on
James
Street

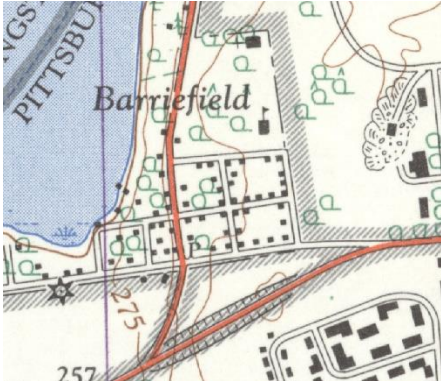
This photograph circa 1910 shows a number of houses on James Street, from the rear. One of these is shown from the front in the 1915 image.

Each house appears to have a large rear porch or summer kitchen addition, and gives the impression of being the “main entrance” for the dwellings. It appears a pedestrian path has been worn on the grass between two of the dwellings.

<p>1918-1919 Harry Norman has enlisted with the Canadian Expeditionary Force Siberia, and is stationed in Vladivostok for the remainder of WWI, and into March of 1919 when Canada pulls out of Russia.</p> <p>He will later enlist in WWII (see 1977 obituary)</p>	<p>Library and Archives Canada, Personnel Records of the First World War</p>
<p>1921 Census – Harry is not yet a householder and lives with his parents, next door to his brother William’s household.</p> 	<p>1921 Census</p>
<p>1921 Harry Norman marries Lulu McGillis, a Catholic factory worker from Smiths Falls. They will have several children.</p>	<p>Ancestry</p>
<p>1924 Harry Norman purchases a parcel in Lot 8 between Regent and Wellington. He will sell in late 1945 to Alfred and Ruby Pavey.</p> 	<p>Onland – LRO 13 Frontenac Abstract/Parcel Register Book 242? Pittsburgh - Barriefield Village - Plan 51, Lot 8 Between Regent and Wellington Streets Pages 433 & 434</p>
<p>1931 Census – Harry is now a householder next door to his brother. His mother lives in the household with Harry, Lulu, and their three children.</p>	<p>1931 Census</p>

	<p>1935 Highway 2 Alignment shifts with rock cut, removing view of the highway from George Street and abandoning the old road allowance which will eventually become the Rock Garden</p> 
<p>1949 Aerial Photo shows the eastern elevation of 9 George and what is now the gateway for Barriefield, after the Highway 2 realignment but prior to the Highway 15 Bypass.</p>	<p>1935 Library and Archive Canada, Barriefield Rock Cut, Rock Crusher at Work</p> <p>George Lilley fonds, Queen's University Archives</p> <p>"View of the Base, Village of</p>

	<p>Barriefield, RMC..."</p>
<p>1951 Barriefield School, located south of James Street, is to be replaced. It is a two room school and 4 rooms are now needed for the village. When the "modern" school is built in 1953, it changes the context of 9 George Street and its previous view of the Crown lands south of St Marks Church and north of Wellington Street. The new school's entrance directly across Wellington from 9 George Street creates much more traffic for the corner.</p> <div data-bbox="203 672 852 1302"> <p>100-year-old Barriefield School to Be Replaced</p> <p>By Fred B. Pense Whig-Standard Special Representative</p> <p>NEGOTIATIONS between the Barriefield Public School Board and federal authorities for acquiring a site for the new Barriefield public school to be built in Barriefield village, are nearly completed. An official of the Barriefield board stated today it is expected that a final decision will be reached this week.</p> <p>A request was made some months ago to federal authorities for permission to purchase about seven acres of Crown land, located south of St. Mark's Anglican Church, as the site for the new school. A representative of the school board recently interview government officials in Ottawa.</p> <p>The new school, which will contain four classrooms, will replace the present two - room structure which has served the Barriefield district for nearly one hundred years. The present school had an enrolment of 100 people last term. There were two teachers. The senior group was housed in that section of the frame structure which was used for many years as a cloakroom. It will be necessary, now that the board has decided to employ three teachers to stagger the classes until such time that the new school is ready for use.</p> <p>Tentative approval was granted some months ago by the Ontario Department of Education, to erect the new school. The original permission was for three classrooms. Increased enrolment will make it necessary to have four classes.</p> <p>BARRIEFIELD PUBLIC SCHOOL building, shown above, which has served Barriefield area for nearly 100 years, will shortly be replaced by a four-room modern school to be erected on Crown land, south of St. Mark's Anglican Church.</p> <p>Wednes</p> </div>	<p>July 10 1951 The Kingston Whig Standard page 20</p>
<p>1957 Voter's List shows Harry and Lulu living on Division Street in Kingston. No "Norman" surname in Barriefield according to list.</p> <div data-bbox="203 1480 982 1612"> <p>DIVISION STREET</p> <p>146 Norman, Henry, tinsmith 123</p> <p>146 Norman, Mrs. Lulu, — 124</p> <p>147 125</p> </div>	<p>Ancestry</p>
<p>1958 obituary for JW Norman, Harry Norman's older brother. One of the siblings is listed as still in Barriefield, Beatrice Smith, the rest are noted to be living in Kingston.</p>	<p>August 27, 1958 The Kingston Whig Standard page 29.</p>

<p>JAMES W. NORMAN</p> <p>The funeral of James William Norman of Barriefield was held this afternoon at two o'clock from the James Reid funeral chapel on Princess street to Cataraqui Cemetery.</p> <p>Conducting the service was the Rev. Harry Robinson of the Church of the Good Shepherd. Pall-bearers were five nephews of the deceased, Leonard Norman, Alfred Norman, Robert (Bert) Hunter, Wilfred Hunter, and Elmer Adams, and a grandson, Robert Norman.</p> <p>Mr. Norman died Monday morning at the age of 76 following a brief illness which hospitalized him at the Kingston General Hospital.</p> <p>Born in London, England, Mr. Norman came to Canada as a child with his family. His parents took up residence in Kingston and he had lived here all his life. A tinsmith, he retired three years ago from Ontario Hospital where he was employed.</p> <p>Surviving are his wife, the former Margaret Ward; a daughter, Mrs. Donald Kane (Alice) of Kingston; a son, Stanley Norman of Kingston; one brother, Harry Norman of Kingston; two sisters, Mrs. Beatrice Smith of Barriefield and Mrs. Richard Bucknell of Kingston; and three grandsons.</p>		
	<p>1959 DND map showing buildings including the subject property.</p>	<p>DND 1959 Wolfe Island Sheet - aerial 1954, ARMY SURVEY ESTABLISH MENT</p>
<p>1969 Aerial photograph shows southwestern elevation of 9 George Street.</p> <p>An earlier rear extension is visible.</p>		<p>George Lilley Fonds, Queen's</p>

Also visible is central chimney on 9 George street, rear chimney at 7 George and it appears no chimney on 5 George. Another possible sibling dwelling is visible on Regent Street, no longer extant.

University Archives



1971 human interest story in the local news shows "Young Billy Bridger, 5, of 9 George Street".

He is playing with two boats in "a big puddle of water in front of his home", dressed in winter gear.

The backdrop of the photo shows the wooded, vacant lands east of George Street.

George Street is ringed with melting snow drifts and flooded.

Illustrates "back street" nature of George Street.

April 2 1971
The Kingston Whig Standard page 29.

1976 article in the Whig by Jennifer McKendry discussing plans for the Highway 15 Bypass and concerns about heritage impacts on the village should the current alignment continue. The Province was suggesting

May 8 1976, The Kingston

Whig
Standard,
page 7

THE WHIG-STANDARD, SATURDAY, MAY 8, 1976 — PAGE 7

CLOSER LOOK

The destruction of Barriefield village

Jennifer McKendry

The Pittsburgh Township official plan calls for Highway 15 to bypass the Village of Barriefield, but the Ontario Ministry of Transportation and Communications has denied the expressed wishes and thoughtful planning of the local residents, officials, and Ministry of Housing by suddenly announcing that the highway will continue through the Village and be improved in condition. This is a severe blow to the life of the Village — both for safety to residents, visitors, and pets, and for the aesthetic appearance of the community.

Barriefield retains the street patterns and many of the buildings of the mid-19th century or earlier which present a picturesque appearance, now ruined by the highway splitting it. Motorists traveling in from Highway 401 or points along Highway 15 can not really appreciate the historical character of the area, since one has a tendency to drive too fast because you are on a highway. This will only be aggravated by improving the quality of the road.

However, with a bypass one could obtain both benefits: namely, one could make the connection to Highway 2 more conveniently, or one could stop and stroll through the village without fear of being hit by a speeding car negotiating the hilly and curved highway.

Barriefield is a natural tourist attraction with its proximity to Old Fort Henry. It is an asset to both Pittsburgh Township and Kingston. Limestone innes, houses and stables press tightly against the main street and narrow lanes wander down to the Cataraugi River. This type of layout is what you pay to see in Upper Canada Village or Cooperstown, New York. Admittedly, not all the buildings are brought out to their potential charm as 19th-century structures, but there is a trend in this direction which will be severely hampered if Highway 15 is not diverted.

Improvements to the existing route may threaten the usual drywall stone fences bordering some of the historic properties. Concrete retaining walls with safety rails on top will do nothing but detract from the appeal of Barriefield Village.

scrapping the bypass, which had been included in the township's Official Plan, and instead improving the highway in its current alignment.

Barriefield gets bypass

Barriefield has won a bypass, according to Pittsburgh Township Supervisor C. Brannan.

Township council has accepted a majority of transportation and communications proposals to construct a highway to bypass west of St. Mark's Church and south of the school across the road to river. That is, the new road should be built to the left.

The report said he was delighted that council had been able to overcome the hostility of the road for a Barriefield bypass. The report of highway traffic from the village's main street should mean an end to the Ontario Government's plan to develop an area and a road to a north-south road to general industrial buildings, he added.

As there is no structure in existing right-of-way for the bypass.

During the spring, members of transportation and communications officials presented the township with plans for the reconstruction of the present Highway 15 north through

MERVIN C. BRANNAN

the village as part of a larger program of road improvement along Highway 15 north of Barriefield.

He said that a bypass would not be constructed for some time under the township's basic land-use standards.

On May 10, the council, Deputy Mayor Phyllis Barr and township Clerk, Kathleen, met with Minister of Transportation and Communications James Shaw and the deputy minister to press the township's case for a bypass.

The work, council members agreed from the council during the previous year proposed to build a bypass route that realigns the existing highway through the village. Construction of the bypass would depend on the township's acceptance of the proposed section of Highway 15 as part of the township's road system.

Council has already voted to accept the proposed section.



By having them a provincial highway right-of-way of 125 feet, the township would right-of-way of 60 feet, the township will have to be made to the road and more than the new standards according to the report.

"It's a wonderful thing for the township to be able to bypass the road a little bit. The improvements to the village should be really worthwhile."

1976 after public outcry, Bypass plan is confirmed by township Reeve. His statement specifically cites the preservation of historic buildings as the reason, plus a narrower street cross section that allows for sidewalks.

June 21
1976 The
Kingston
Whig
Standard
page 15

<p>HENRY D. NORMAN WOLFE ISLAND: Henry (Harry) Duffield Norman, 78, of RR 1, Wolfe Island, who died recently at Kingston General Hospital following a lengthy illness, was buried in Christ Church Cemetery.</p> <p>He was born in Kingston, a son of the late William J. Norman and his wife, Sara Ann, but has been an island resident for 13 years. Previously, he lived at Barriefield.</p> <p>Mr. Norman, a sheet metal worker, retired 13 years ago. He attended the Anglican Church.</p> <p>He was a veteran of both the First and Second World Wars.</p> <p>Surviving are his wife, the former Lulu G. McGillis; two sons, Alfred and Leonard, and two daughters, Mrs. Lillian M. Adams and Mrs. Gloria L. Cybulski.</p> <p>Pallbearers were Robert and Wilfred Hunter, Richard, William and Steven Norman and Elmer Adams.</p>	<p>1977 Harry Norman's obituary, stating he had lived in Barriefield previously.</p> <p>Surviving him are 4 children and his wife, Lulu G. McGillis.</p> <p>Harry was a WWI and WWII veteran.</p>	<p>August 10 1977 The Kingston Whig Standard, page 5.</p>
<p>Sibling house at 5 George Street burns on April 12, 1982 with tragic losses. Dwelling is described as "old frame house". The house is later rebuilt on the same foundation, in a similar style with different proportions more indicative of 1980s construction.</p>	<p>April 12 1982 The Kingston Whig Standard, page 1</p>	

<p style="text-align: center;">Fire Kills Three In Barriefield</p>  <p style="text-align: center;"><small>Firefighters battle a house fire which claimed three lives in Barriefield early this morning.</small></p> <p>Baby boy dies in his father's arms as fire rips through old frame house</p> <p>By THE DAILY NEWS and JACK DE LUCA, Staff Writer</p> <p>Three people died in a house fire at the 11th night of Barriefield early today, including a baby boy and his father who reportedly returned to the burning home to try to rescue his son.</p> <p>The body of the baby was found near an open window in the front of the house, underneath the badly-burned body of his father, a roof over the front entrance of the house was only a few feet from the roof floor window.</p> <p>The body of the first deceased teenage girl, was found near the back door on the main floor of the house. Another Barriefield Fire Department Chief, said two girls in the area were blocked by debris, which was found underneath the charred body.</p> <p>Witnesses said the father, believed to be in his early 30s and unemployed, might have had a chance to escape the fire. He was seen by neighbors standing at the window with his young son in his arms. Neighbors said he had left the house earlier and gone back in for the child.</p> <p>He went back in for the baby and was just about to make it out, but I guess he just ran out of air, said a neighbor of the deceased, who arrived on the scene later in the morning after the bodies had been removed and taken to neighbors.</p> <p>Three teenage girls, including the mother of the baby, four was killed, escaped to places that were first spotted at 4:45 a.m. The girls are listed in an obituary column in Barriefield Standard.</p> <p>Sharon Wilson, 17, the child's mother, is suffering from first and second degree burns to 20 per cent</p> <p>of her body and smoke inhalation, a hospital spokesman said.</p> <p>Ernie Wilson, 35, and Lorna Wilson, 34, are also in hospital suffering from smoke inhalation. Ernie is expected to be discharged today and Lorna tomorrow, the spokesman said.</p> <p>Names of the dead have not been released, pending notification of next of kin.</p> <p>Dave Grant, 24, who lives next door, said the father saved the life of at least one person by forcing the survivor from the house.</p> <p>"I guess he got fired thru out of the window," Grant said.</p> <p>Grant's brother, Clarence, said he was awakened by his dog jumping up and down on a chair and barking.</p> <p>Kathleen Grant, Clarence's wife, said they stopped a taxi to drive on the street and asked him to report the fire.</p> <p>Barriefield resident Bill Melby said he was on his way home from work when he spotted the fire.</p> <p>"Two three girls who are not substantially in front of the house, while a youngster in the house is on the ground," Melby said. He was about to get out the smoke gun and the fire back.</p> <p>"I tried to get in the door, started to go out of the house but almost got away."</p> <p>Melby's sister-in-law, Florence Todd of Artimont, who was visiting in Barriefield, said she heard someone telling another person to</p> <p style="text-align: right;"><small>Please see FRR, Page 2</small></p>  <p style="text-align: center;"><small>Porch could have served as escape route</small></p>		
<p>Bill Bridger, 16, living at 9 George Street is interviewed about the fire. Three heat sources are noted in the house – two electric heaters, and the kitchen range. Bridger indicates that the house was a known hazard and that bags of old clothes had been stuffed in the attic rafters for insulation.</p>	<p>April 12 1982 The Kingston Whig Standard, page 2</p>	

Fire

(Continued from Page 1)

jump from the house.

"I looked out and saw a lot of smoke coming out of the house," she said. Todd returned to Miller's house and told her sister, Mae Miller, to call the CFB Kingston and Pittsburgh Township fire departments.

The CFB Kingston department was first on the scene with one truck and about five firefighters. The Pittsburgh Township department responded shortly after with two pumpers and about 20 firefighters.

Bill Bridger, 16, who lives two houses away at 9 George St., said the fire was "at its peak" when he went outside at 5:20 a.m.

"The flames were shooting out of the roof when I got there," Bridger said. "It was really a quick burn. It was pretty well finished off in 15 minutes or so."

Bridger said he knew the house was a fire hazard.

"They stored old bags of clothes in the attic for insulation," he said.

The cause of the blaze has not been determined but officials from the Ontario Fire Marshal's office, the Pittsburgh Township fire department and the Kingston detachment of the Ontario Provincial Police are still on the scene conducting an investigation.

Pittsburgh firefighter Chris English said the room occupied by the man and the child was engulfed by the flames.

"The flames had burned through



Pittsburgh firefighter rolls up fire hoses

everything — the roof, walls and floor," said English who was one of the first firefighters to enter the building.

A CFB Kingston firefighter said that the fire appeared to have been "cooking" for several hours in the walls of the house before the flames erupted.

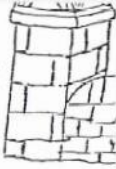
The interior of the house was charred from top to bottom and, in some spots, the flames had burned through the sides of the house.

Firefighters are still extinguishing pockets of flames in the house.

Robinson said firefighters were concerned that the wind might have carried the flames into the Gratto house.

May 11 1982 – Gladys Bridger applies for a Heritage Permit from Pittsburgh Township to allow vinyl siding to be applied to the house, including exterior insulation and rain gear.

City of
Kingston
Archives

<div style="text-align: center;"> <p>Township of Pittsburgh Heritage Conservation District permit application # <u>4</u></p>  </div> <p>To <input type="checkbox"/> Repair <input type="checkbox"/> Construct <input type="checkbox"/> Alter <input type="checkbox"/> Add to <input type="checkbox"/> Demolish <input type="checkbox"/> signs</p> <p>A <u>1 1/2</u> Story <u>single Dwelling</u></p> <p>DATE <u>May 11, 1982</u></p> <p>LOCATION CIVIC ADDRESS _____</p> <p>OWNER'S NAME <u>GLADYS BRIDGER</u></p> <p>APPLICANT'S NAME <u>GLADYS BRIDGER</u></p> <p>ARCHITECT'S NAME <u>nil</u></p> <p>CONTRACTOR'S NAME <u>INTERPROVINCIAL Bldg PRODUCTS King ONT.</u></p> <p>Brief description of work to be done. <u>Do complete house in Double-Four white vinyl siding also</u> <u>INSULATE WITH 1" STYROFOAM BACKING SIDING. ALL SOFFITS WITH</u> <u>VENTED WHITE SOFFIT. FACERBOARD TO BE DONE IN BLACK ALUMINUM.</u> <u>ALL DOORS AND WINDOWS TO BE FLASHED IN BLACK.</u> <u>Black Alum. Eavestrough.</u></p> <p>Decision of Committee Approval <input checked="" type="checkbox"/> Refused <input type="checkbox"/></p> <p>Reason's if refused <u>Approved subject to the existing width</u> <u>of door & window trim permanently maintained</u> <u>and 2" corner trim be used</u> <u>& the return eaves ^{cornice trim} be left in place. Chairman</u></p> <p>Date forwarded to Council <u>May 17 1982</u> Approval <input checked="" type="checkbox"/></p> <p>This work is still visible today, and has been applied and maintained such that no evidence of the original exterior is visible, including at grade.</p>	
<p>1996 - An Official Plan update elicits concerns from Gladys Bridger, owner of 9 George Street since 1963 and lifelong Barriefield resident, and presumably Bill's mom, about development of the vacant lands east of George Street, across from her house.</p> <p>Bridger describes the contextual changes for the subject property during and before her ownership, with the building of the JE Horton School and the extension of Wellington Street as part of the Barriefield Bypass that changed the entrance of the village to this location.</p>	<p>April 17 1996 The Kingston Whig Standard page 12.</p>

She describes it as previously being surrounded by fields, and George Street as having been a “back street” in the village. Now “all traffic” goes by her house.

Barriefield changes on meeting agenda

Possible expansion concerns some residents

By Murray Hogben
Whig-Standard Staff Writer

BARRIEFIELD VILLAGE, PITTSBURGH Township's hilltop heritage conservation district, is approaching a crossroads.

The question on revising the township's Official Plan is whether in future to expand on some adjoining Department of National Defence lands will be raised at a public meeting at 7 p.m. tonight.

But a residents' flyer says there is the threat that 35 to 70 new homes could potentially envelop the village near an already busy highway intersection.

And at least one longtime resident says she is “quite annoyed” at the possibility of adding new homes and activity to her area.

Gladys Bridger, who has lived in Barriefield all her life, said yesterday she remembered it being surrounded by “open fields, not cluttered with houses.”

She bought a house on George Street in 1963 when it was “a back street,” she said, “but now it's a very busy intersection,” with Wellington Street.

Bridger said because Wellington is the only entrance for the village and for J.E. Horton Public School across the street, all traffic goes past her corner house.

Now, she said, “they're going to dump

PITTSBURGH TOWNSHIP

between 35 and 70 houses” next door.

“I'm quite annoyed,” she added. “No though was given to it.”

But senior planner Mary Purcell said that the 7 p.m. meeting at the Gore Road firehall is just the planners' second public meeting in its Official Plan review process on Barriefield.

Purcell's announcement states that the first meeting was held on Feb. 6 and that “discussion focused on proposed policies for development of the vacant Department of National Defence lands on the west side of Highway 15.

“The purpose of the second meeting is to discuss in more detail the potential development of these lands for residential, institutional and/or open space uses.”

The lands next the village cover some lines servicing CFB Kingston and the existing Official Plan designates them as low-density residential, she said, as does the proposed new Official Plan.

Purcell stressed that this is not a zoning meeting but only a meeting on the Official Plan which will be in effect for the next 20 years.

At the last meeting, she said, “there were a number of people opposed to what we were proposing so we said we'd go back and look at it.”

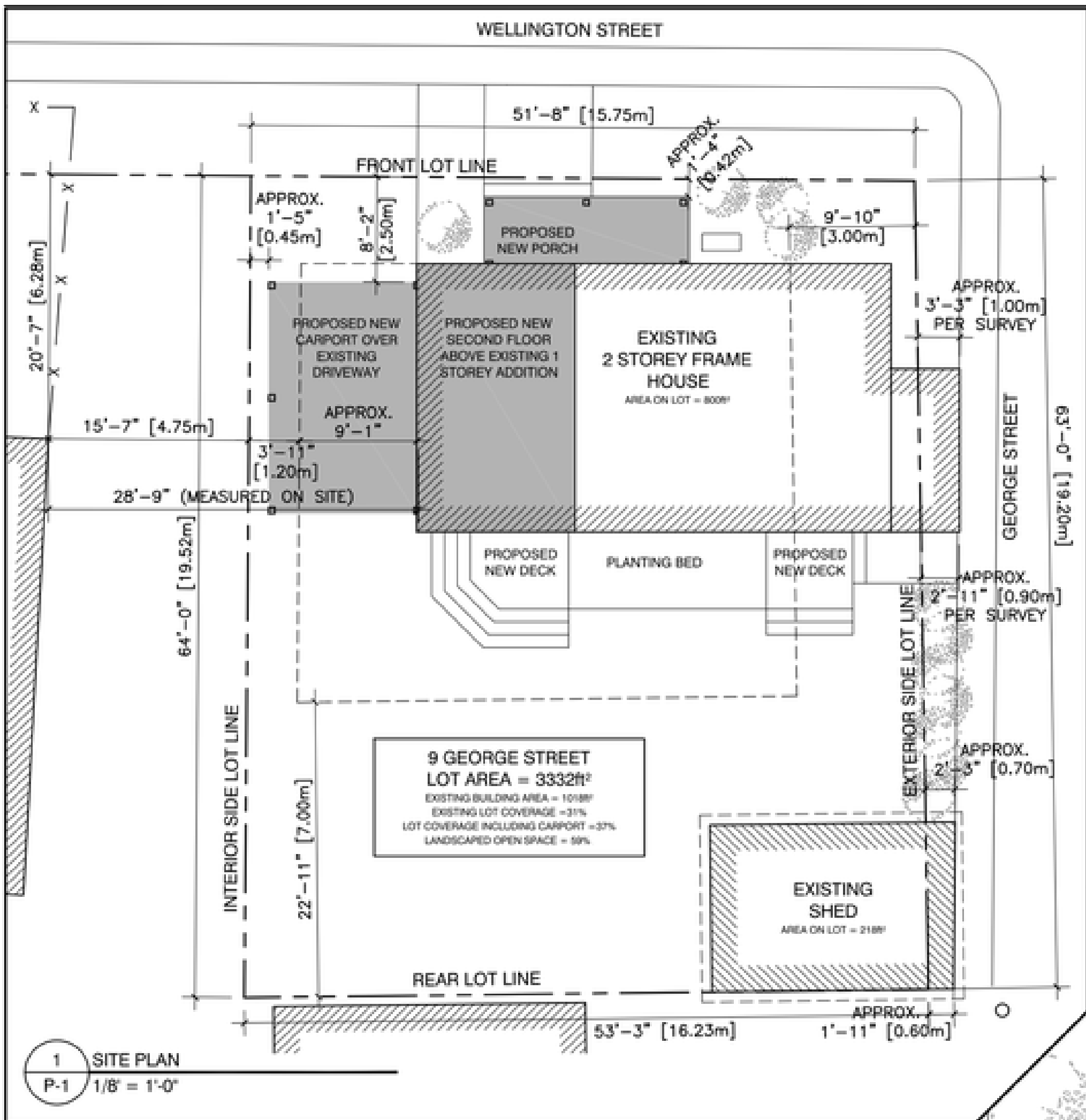
The township will present its revised proposals for Barriefield tonight, she added, particularly as it concerns DND lands.

Appendix B: Architectural Drawings (Mikaela Hughes Architect)



MikaelaArchitect@gmail.com
Certificate of Practice 3867

THESE DOCUMENTS ARE THE PROPERTY OF THE ARCHITECT AND ARE NOT TO BE USED WITHOUT REFERRING TO THE ARCHITECT. DRAWINGS ARE NOT TO BE SCALED AND ARE TO BE READ IN CONJUNCTION WITH ALL OTHER CONSULTANTS' DOCUMENTS.



PLOT PLAN NOTES AND KEY

- SITE PLAN, PROPERTY LINES AND LOCATION OF BUILDINGS ARE APPROXIMATED FROM VARIOUS SURVEYS, ONLINE MAPPING AND SITE MEASUREMENT AND ARE TO THE BEST OF OUR KNOWLEDGE.
- ALL DIMENSIONS TO BE VERIFIED ON SITE.

KEY

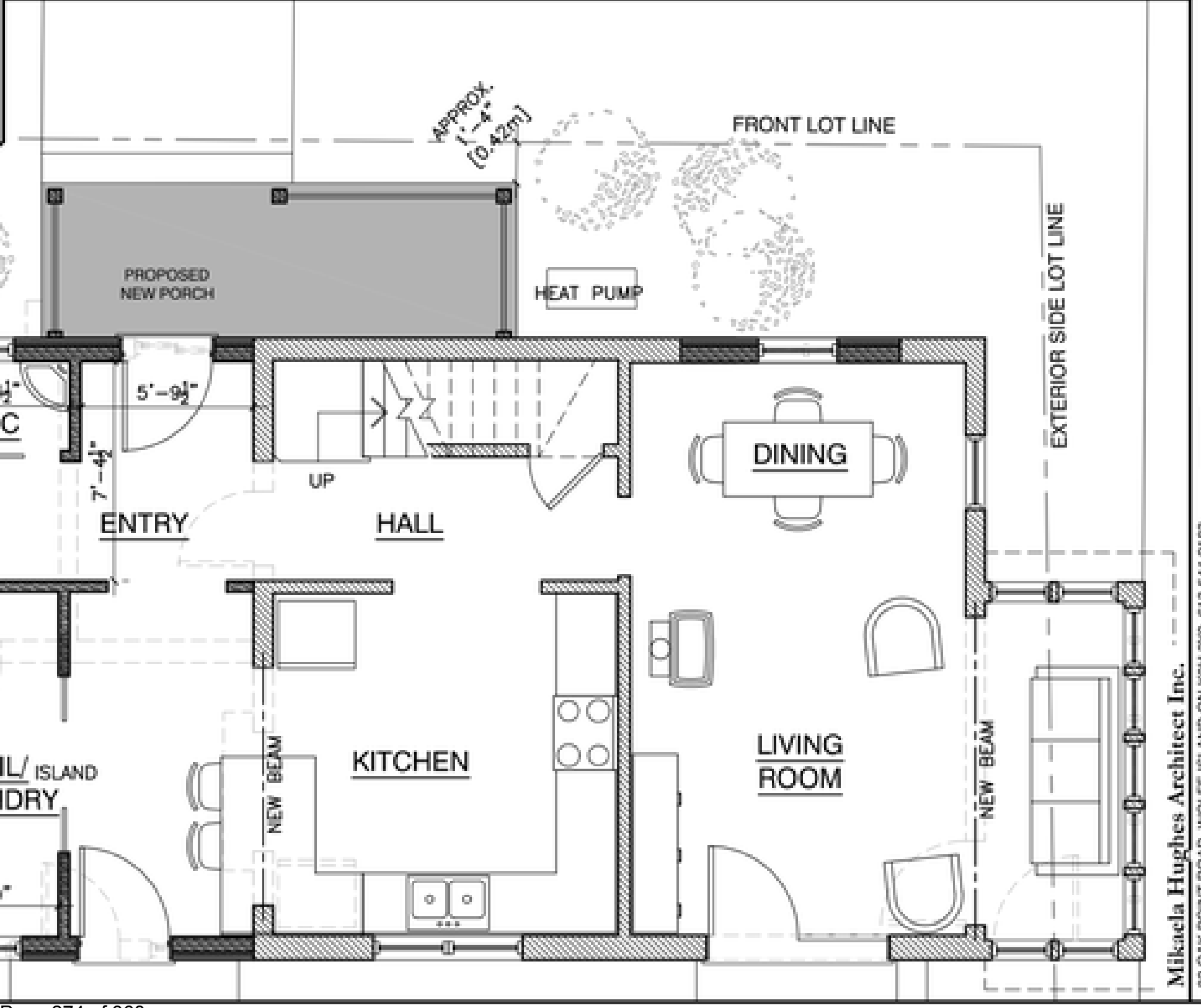
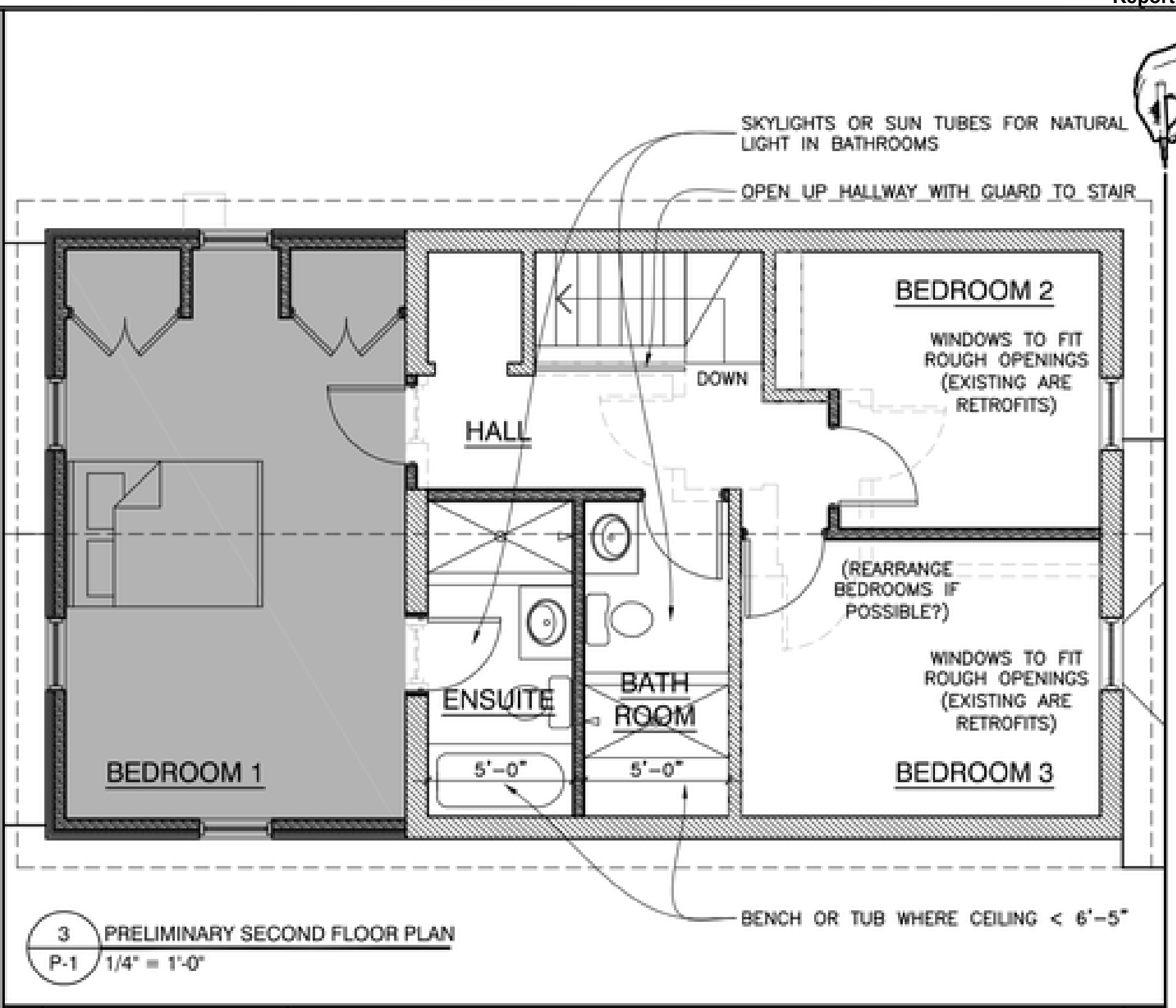
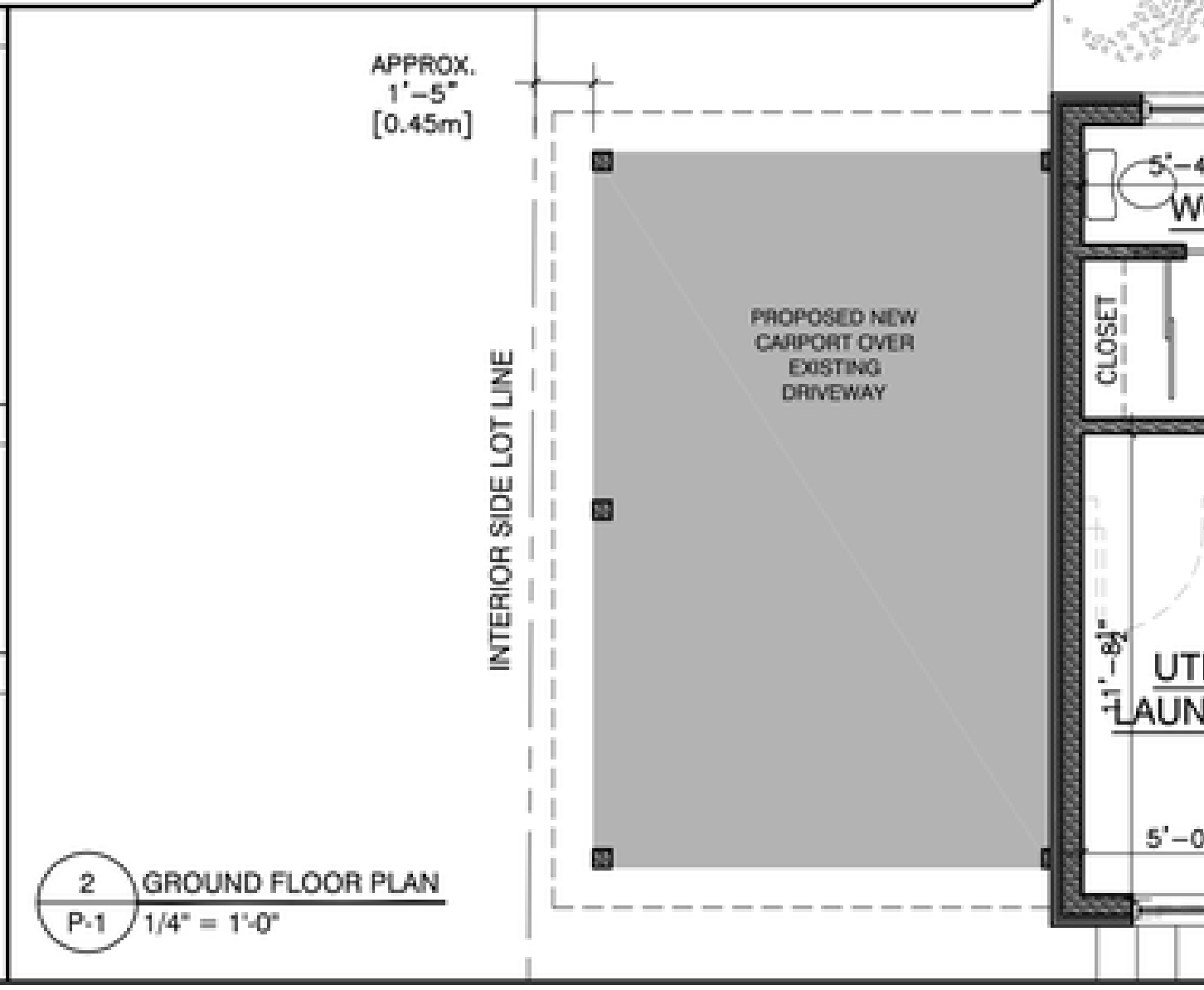
- EXISTING BUILDING
- PROPOSED NEW STRUCTURE (SECOND STOREY ADDITION, PORCH AND CARPORT)

FLOOR PLAN NOTES

- INTERIOR OF HOUSE WAS NOT MEASURED AND HAVE NOT BEEN VERIFIED. THEY ARE TO THE BEST OF OUR KNOWLEDGE AND BASED ON DRAWINGS AND DIMENSIONS PROVIDED BY REAL ESTATE AGENT.
- FLOOR PLANS ARE DIAGRAMMATIC TO ILLUSTRATE OVERALL DESIGN INTENTIONS.

WALL KEY

- EXISTING WALL RETAINED
- EXISTING WALL REMOVED
- NEW WALL



DESIGN ONLY - NOT FOR CONSTRUCTION
PLOTTED: Feb 14, 2024, 10:06am

1	13/24	PLANNING REVIEW
#	DMY	REVISION DETAILS

PROJECT
RENOVATIONS TO THE
MAINGUY HOUSE
9 GEORGE ST.
BARRIEFIELD, KINGSTON

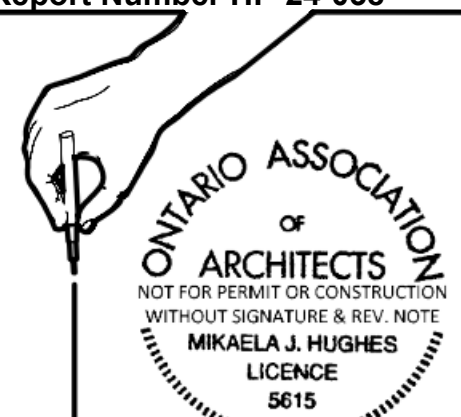
DRAWING
PROPOSED
SITE AND FLOOR
PLANS

DRAWN BY MJH
DATE 13 FEB, 2024
SCALE AS NOTED
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JOB NO.
2309
DWG. NO.
P-1

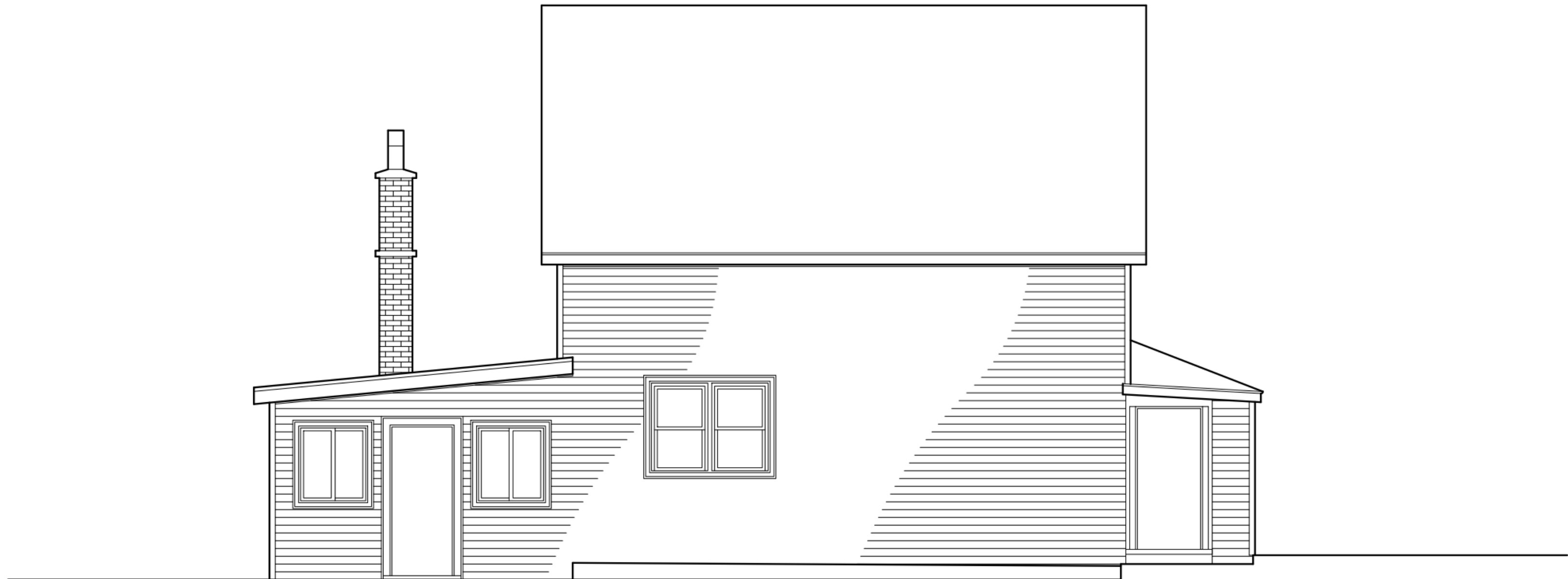
REV. NO.
1

Mikaela Hughes Architect Inc.
82 OAK POINT ROAD, WOLFE ISLAND ON N0H 2T0 613-544-9183

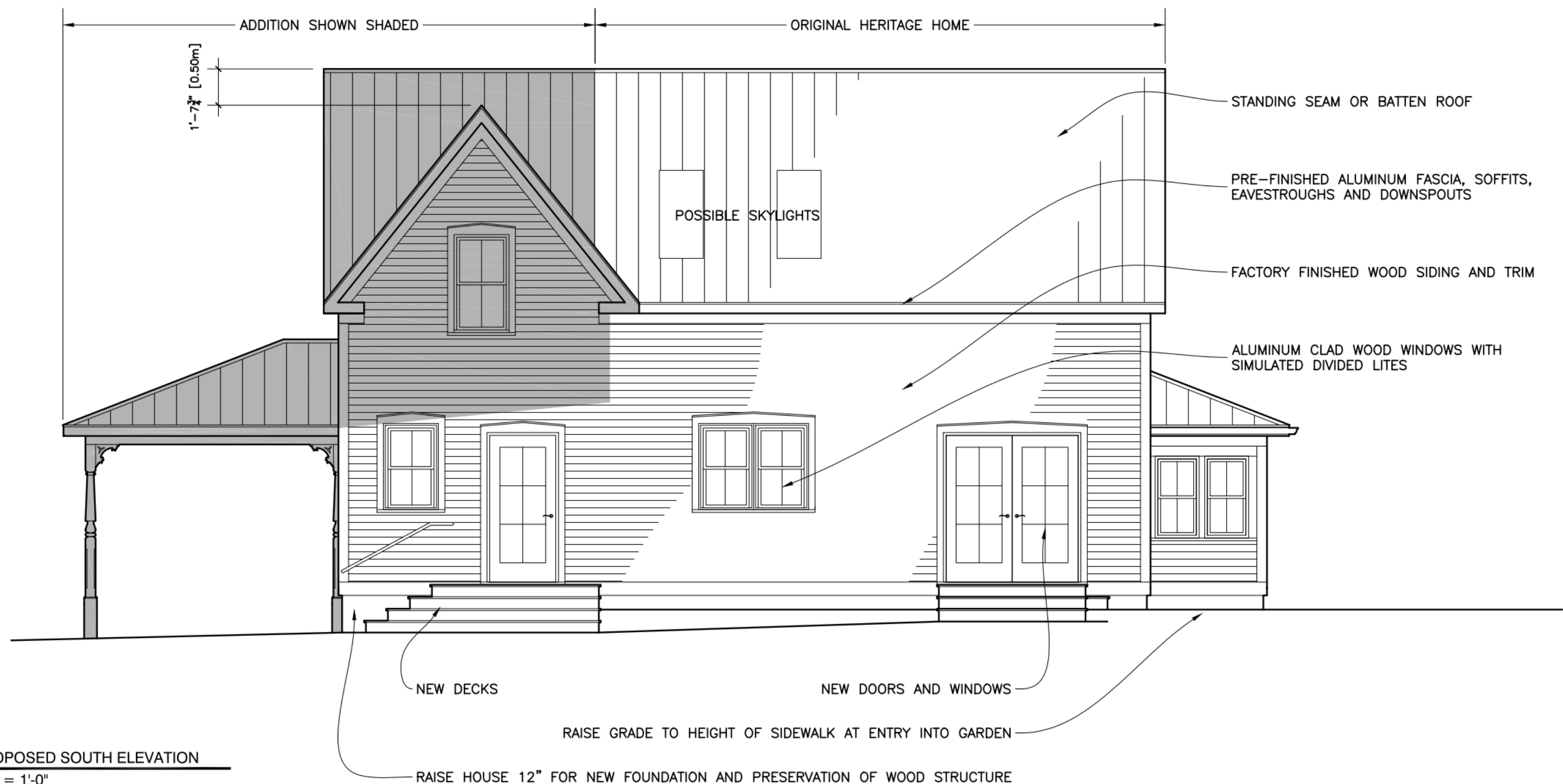


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Certificate of Practice 3867

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1 EXISTING SOUTH ELEVATION
P-2 1/4" = 1'-0"



2 PROPOSED SOUTH ELEVATION
P-2 1/4" = 1'-0"

DESIGN ONLY - NOT FOR CONSTRUCTION
PLOTTED: Feb 14, 2024, 10:06am

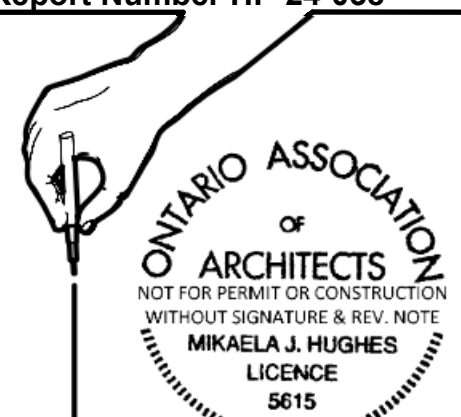
1	13/2/24	PLANNING REVIEW
#	D/M/Y	REVISION DETAILS

PROJECT
RENOVATIONS TO THE
MAINGUY HOUSE
9 GEORGE ST.
BARRIEFIELD, KINGSTON
DRAWING
EXISTING & PROPOSED
SOUTH ELEVATION

DRAWN BY MJH
DATE 13 FEB., 2024
SCALE AS NOTED
PRINT ON 18x24 PAPER

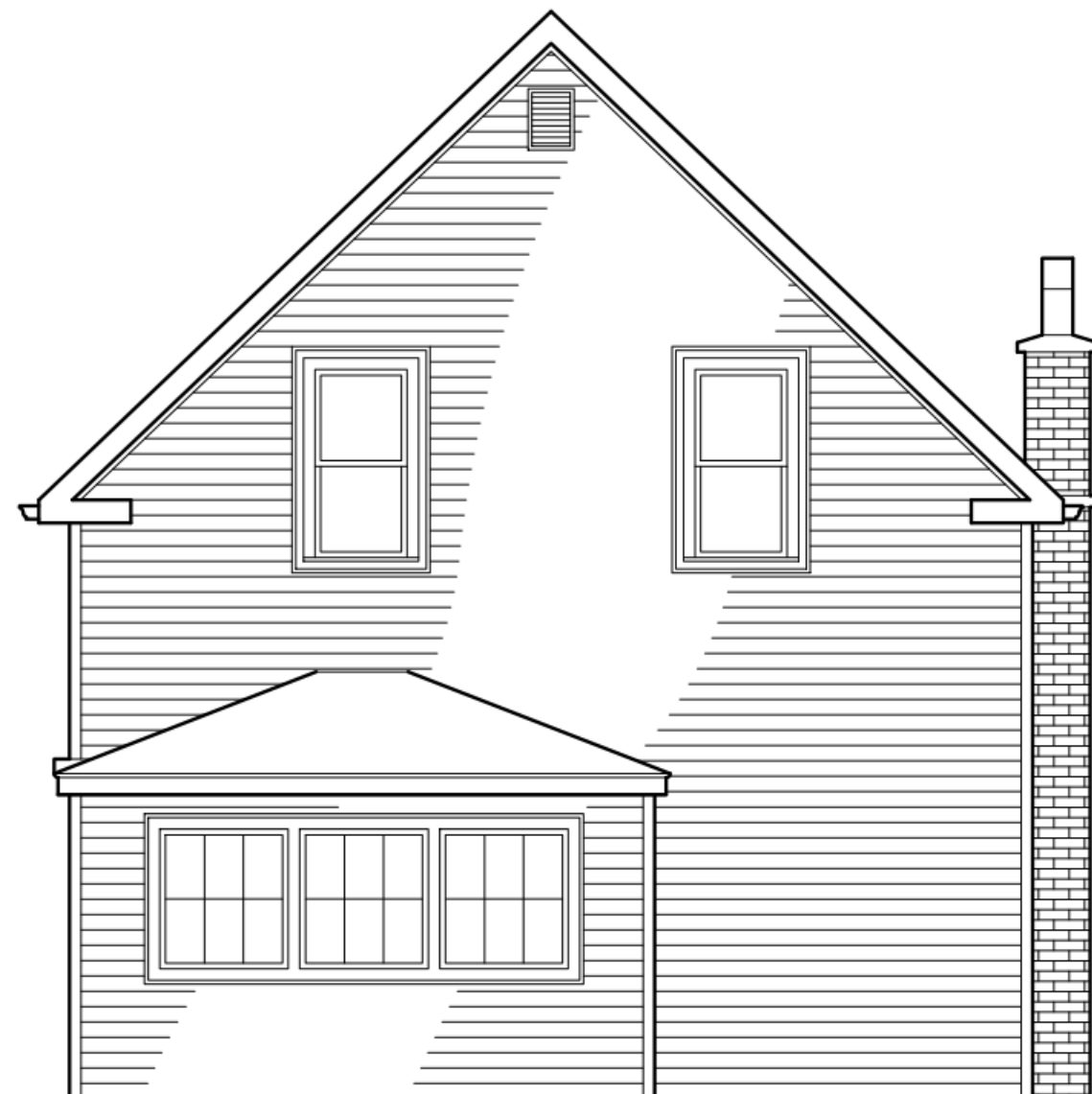
JOB NO.
2309
DWG. NO.
P-2
REV. NO.
1

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1 EXISTING EAST ELEVATION
P-3 1/4" = 1'-0"



3 EXISTING WEST ELEVATION
P-3 1/4" = 1'-0"



2 PROPOSED EAST ELEVATION
P-3 1/4" = 1'-0"



4 PROPOSED WEST ELEVATION
P-3 1/4" = 1'-0"

DESIGN ONLY - NOT FOR CONSTRUCTION
PLOTTED: Feb 14, 2024, 10:06am

#	D/M/Y	REVISION DETAILS
1	13/2/24	PLANNING REVIEW

PROJECT
RENOVATIONS TO THE
MAINGUY HOUSE
9 GEORGE ST.
BARRIEFIELD, KINGSTON
DRAWING
EXISTING & PROPOSED
EAST AND WEST
ELEVATIONS

DRAWN BY MJH
DATE 13 FEB., 2024
SCALE AS NOTED
PRINT ON 18x24 PAPER

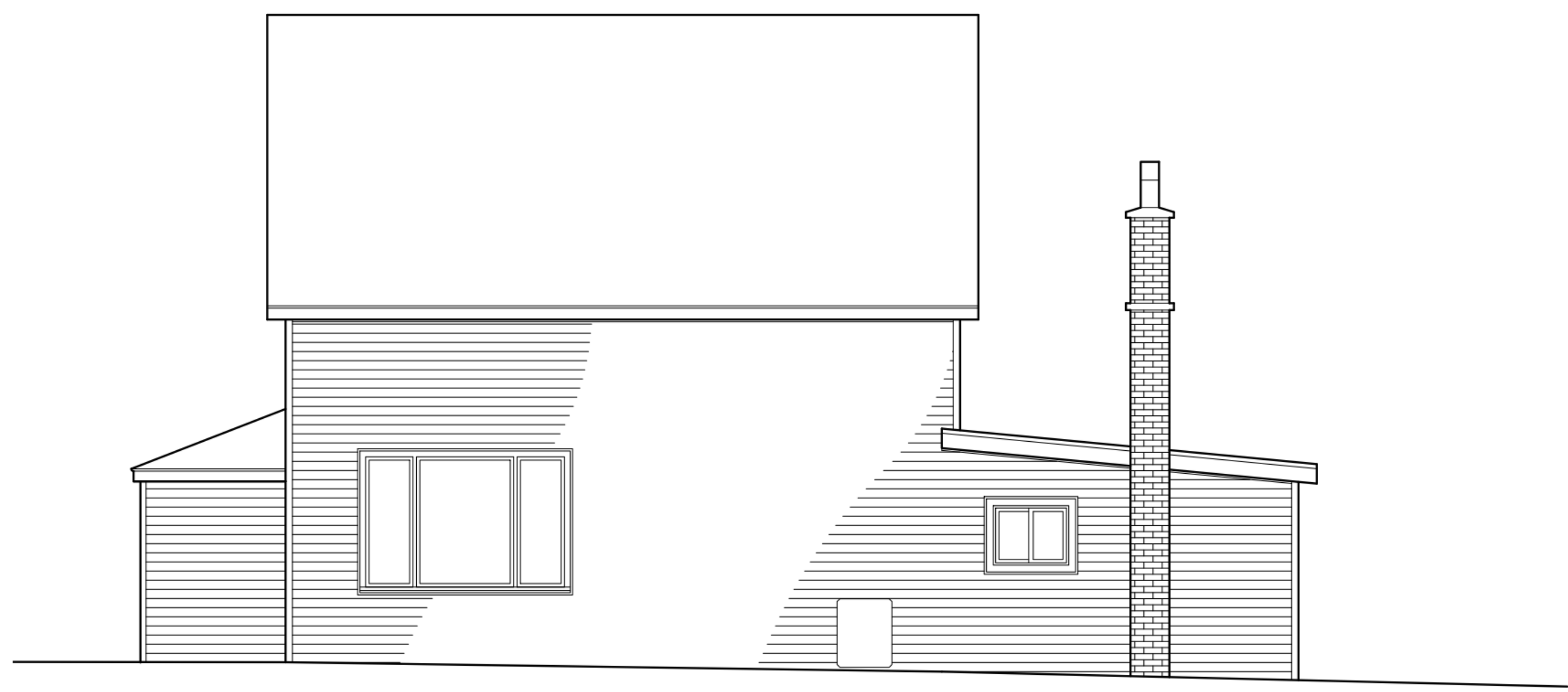
JOB NO.
2309
DWG. NO.
P-3
REV. NO.
1

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1 EXISTING NORTH ELEVATION
P-4 1/4" = 1'-0"



2 PROPOSED NORTH ELEVATION
P-4 1/4" = 1'-0"

DESIGN ONLY - NOT FOR CONSTRUCTION
PLOTTED: Feb 14, 2024, 10:06am

1	13/2/24	PLANNING REVIEW
#	D/M/Y	REVISION DETAILS

PROJECT
RENOVATIONS TO THE
MAINGUY HOUSE
9 GEORGE ST.
BARRIEFIELD, KINGSTON
DRAWING
EXISTING & PROPOSED
NORTH ELEVATION

DRAWN BY MJH
DATE 13 FEB., 2024
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JOB NO.
2309

DWG. NO. **P-4** REV. NO. **1**

Mikaela Hughes Architect Inc.
82 OAK POINT ROAD, WOLFEE ISLAND ON K0H 2Y0 613-544-9183

Kingston Heritage Properties Committee

Summary of Input from Technical Review Process

P18-084-2024

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

where history and innovation thrive

TTY: Dial 613-546-4889

Date:	August 2, 2024
Form:	Heritage Properties Committee Reviewer Form
Reviewer Name:	Peter Gower
Application Type:	Heritage Permit
File Number:	P18-084-2024
Property Address:	9 GEORGE ST

Description of Proposal:

Proposal to add a new second floor addition above an existing one storey addition with a gable end facing the rear yard and Wellington Street (where the face of the Wellington Street addition is setback approximately 0.1 metres from original wall face), add a new porch that faces Wellington Street in a semi-historic style that will accommodate the new main entrance (previously on the southern elevation of the vestibule), add a new carport over the existing driveway in a semi-historic style that exits onto Wellington Street, raise the foundation of the property by approximately 0.3 metres and have a limestone finish, install historically appropriate windows/surrounds/trim, install historically appropriate doors, change the asphalt roofing to standing seam or batten, install pre-finished aluminium fascia/soffits/eavestroughs and downspouts, add skylights that face the rear yard, remove the existing chimney, add factory finished wood siding/trim, add new window openings on the existing vestibule and east elevation, remove two modern windows on the west elevation, and add two new decks that face the rear yard. To facilitate this development, the rear addition with the slanting roof will be demolished to permit the two storey addition. This is the formal submission that was previously reviewed as a pre-consultation: P01-002-2024. This proposal includes a Heritage Impact Statement that should be read in conjunction with the proposed alterations/drawings. A rendering that portrays the property with the proposed alterations from the view of the corner of Wellington and George Street is anticipated to be submitted prior to report finalization.

Comments for Consideration on the Application:

Great care has obviously been taken with this application to have it conform to the Barriefield HCD recommendations. The applicant, I believe, successfully argues how the various policies are followed in this application so that this building, at the new entrance to the village, will set an excellent heritage tone to visitors as they enter.



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216 Ontario Street
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Date:	August 09, 2024
Form:	Heritage Properties Committee Reviewer Form
Reviewer Name:	Ann Stevens
Application Type:	Heritage Permit
File Number:	P18-084-2024
Property Address:	9 GEORGE ST

Description of Proposal:

Proposal to add a new second floor addition above an existing one storey addition with a gable end facing the rear yard and Wellington Street (where the face of the Wellington Street addition is setback approximately 0.1 metres from original wall face), add a new porch that faces Wellington Street in a semi-historic style that will accommodate the new main entrance (previously on the southern elevation of the vestibule), add a new carport over the existing driveway in a semi-historic style that exits onto Wellington Street, raise the foundation of the property by approximately 0.3 metres and have a limestone finish, install historically appropriate windows/surrounds/trim, install historically appropriate doors, change the asphalt roofing to standing seam or batten, install pre-finished aluminium fascia/soffits/eavestroughs and downspouts, add skylights that face the rear yard, remove the existing chimney, add factory finished wood siding/trim, add new window openings on the existing vestibule and east elevation, remove two modern windows on the west elevation, and add two new decks that face the rear yard. To facilitate this development, the rear addition with the slanting roof will be demolished to permit the two storey addition. This is the formal submission that was previously reviewed as a pre-consultation: P01-002-2024. This proposal includes a Heritage Impact Statement that should be read in conjunction with the proposed alterations/drawings. A rendering that portrays the property with the proposed alterations from the view of the corner of Wellington and George Street is anticipated to be submitted prior to report finalization.

Comments for Consideration on the Application:

There has been much effort on the part of the home owner and his architect to see this project through. Their efforts have been collaborative and significant. I have given this project a lot of thought because it seems difficult to sort out the heritage aspects of this project from what the owner wishes to do. The building still seems to be holding its

secrets close, especially about an entrance door that was original to the building. This house was probably a working class home of modest proportions as evidenced in the catalogue homes that are referenced in the application. But I don't know if those features are indeed still lurking behind the siding and/or the vestibule. I wish there was actual evidence rather than speculation however educated those guesses could be.

The new sketch looks nice and is quite a change from the original. But it still is a modest house with the new facades not too fussy to overwhelm.

Recommended Conditions for the Application:

I really would like to see more investigation about what the actual heritage elements are hidden in this building. I would also like to see or read an explanation of the heritage district regulations as it could relate to this house.

Summary of Final Comments at the September 18, 2024 Heritage Properties Committee Meeting

The Committee did not provide comment.

-- 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:

294 Elliott Avenue (Part Farm Lot 5 Con West Great Cataraqui River Kingston Part 1, 13R18838; City of Kingston, County of Frontenac), known as the Elliott Farmhouse;

The Elliott Farmhouse is situated on the southwest corner of Elliott Avenue and Harvey Street, in the City of Kingston. This 0.3-hectare property contains a one-and-a-half storey Ontario vernacular limestone farmhouse built circa 1854.

The Elliott Farmhouse is a representative example of a mid-19th century limestone farmhouse with Georgian influences. The medium-pitched side gable roof with twin stone chimneys located at the gable ends, and central main entrance, flanked by large rectangular window openings, are common for Georgian-influenced Ontario vernacular houses. The Elliott Farmhouse retains its original form and profile with few modifications.

The building demonstrates a significant degree of craftsmanship, which is visible in the quality of the masonry. Particularly notable is the technical skill of the limestone construction on the publicly presented (west) façade and (north) sides, consisting of hammer-dressed and similar sized limestones, laid in even courses. As a contrast, the eastern and southern elevations are uncoursed, consisting of random-sized stones.

The Elliott Farmhouse is associated with the prominent Elliott family. The Elliott family were Irish immigrants, who owned much of the farmland in this area by the late 19th century and who are responsible for its early farming roots as livestock dealers. John Elliott (1823 - 1913) was a prominent citizen and business owner in the Kingston area and is noted as “the best known in the dominion” for his international cattle sales. At one time the Elliott farmland in this area was more than 50 acres and included barns, drive sheds, stables, an icehouse, an orchard and multiple dwellings. Currently there are three stone heritage dwellings in this area that were once owned by the Elliott family, including Drover’s Cottage at 858 Division Street, 730 John Counter Boulevard (formerly 134 Elliott Street) and the subject dwelling at 294 Elliott Street, which may have served as a rental unit or farm manager’s residence for the Elliott Farm. Given their ownership and prominence in the area, Elliott Street was so named in the family’s honour.

The Elliott Farmhouse has contextual value as it defines and helps to maintain the former historic rural character of this area, which has been all but lost. The quality of its limestone construction, large, maintained grounds and prominent corner location, provides a tangible reminder of the former rural origins of this area.

Its heritage attributes include the one-and-a-half-storey massing of the former dwelling with its medium-pitched side gable roof and twin stone chimneys, limestone construction and symmetrical front façade.

3751 Smith Road (Part Lot 6 Con 4 Western Addition Kingston as in FR329337 Lying E of Part 2 13R344 & S of Part 3 13R4158; City of Kingston, County of Frontenac), known as the Bell Farmstead;

The Bell Farmstead is situated on the south side of the road east of Radage Road, and backing onto Highway 401, in the former Township of Kingston, now City of Kingston. The 7.5-hectare rural property contains a one-and-a-half storey limestone farmhouse, likely built in the 1860s, for farmers Alexander and Susanna Bell, whose family owned the property for 70 years. A small limestone outbuilding and several detached agricultural buildings are also present on the property.

The Bell house is a largely intact example of a late 19th century Ontario vernacular limestone farmhouse with Gothic Victorian influences. The one-and-a-half-storey farmhouse is constructed of limestone and includes two distinct sections (north and south) built at the same time but each with a prominent front door and cross-gable roof.

The Bell house is an unusual mix of styles on a vernacular building. Gothic architecture is known for its dramatic peaked rooves/dormers and tall arched window, which is evident on this residence. The primary façade of the Bell farmhouse displays a well-organized yet asymmetrical arrangement of window and door openings, which is more typical of a Victorian influenced building.

The northern section is slightly recessed from the southern section and has an asymmetrical front façade with a central entrance and flanking windows. The southern section features an oversized off-centre entrance with transom and side lights, and three similarly sized segmentally arched window openings under a medium-pitch front gable roof with gable-end chimneys.

The northern section contains a dramatic steeply-pitched front gable (once with vergeboards), over a tall half-round arched window opening above the central entranceway, all reflecting its Gothic influences.

The side and rear elevations of the stone dwelling have had little change. The stone cellar access is still present on the rear elevation but has been enlarged in recent years. A small limestone building, perhaps a smoke house, is located immediately to the rear of the main dwelling. The high degree of craftsmanship 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 from the main façade around the sides of the building. This craftsmanship is also evident in the tall radiating stone voussoirs that top all the doors and window openings of the main house. The oversized entrance on the southern section is emphasized by a deeply recessed paneled surround (currently a modern interpretation) with transom window above and flanking sidelights.

The Bell Farmstead is associated with the Bell family who owned and farmed the land for three generations. Alexander Bell purchased the property in 1859. Alexander and his wife Susan(na) were Methodist farmers who settled on the Smith Road property, initially in a one storey log house, until the stone dwelling was built in the 1860s. They raised their nine children on the property. The property remained in Alexander Bell's possession until his death, when the property, including the 150 acres south of Smith Road, was transferred into the possession of his granddaughter Augusta Bell in 1909. In 1929 the property was sold by the Bell family to Earl Clark.

The Bell Farmstead has contextual value due to its simple yet unusual vernacular design, integrity, limestone construction, unpaved circulation routes and its various agricultural buildings, including the small limestone building. These features and their proximity to the road, supports and maintains the scenic and historic rural character of the road.

With its Ontario vernacular style and limestone construction, both distinctive elements of nineteenth-century rural architecture in the Kingston area, the Bell Farmstead shares a visual and historical relationship with its surroundings and is an important part of the rural context of the area.

Its heritage attributes include the one-and-a-half storey massing with cross-gable roof, limestone construction, and original fenestration pattern and various wooden and stone outbuildings.

3867 Smith Road (Part Lots 7-8 Con 4 Western Addition Kingston Part 1 on 13R21029; City of Kingston, County of Frontenac), known as the Smith Farmstead:

The Smith Farmstead comprises approximately 36 hectares bounded by Highway 401 to the south, Kerns Road and Radage Road to the west, Glenvale Creek to the East and Smith Road to the north, in the former Township of Kingston, now part of the City of Kingston. The farmstead is accessed via a gravel driveway and includes a one-and-a-half storey limestone farmhouse, constructed circa 1860 and a collection of outbuildings.

The Smith Farmstead has design value because it includes a representative example of a mid-19th century Ontario vernacular farmhouse with a Georgian influence. The one-and-a-half storey limestone farmhouse has a rectangular plan and side gable roof with deep eave returns. The centrally located entrance is flanked by window openings on either side and a steeply pitched gable above with large window

opening. The gable's wood clapboard cladding and larger window opening suggest that this may be a later addition intended to improve the second-floor accommodation. The symmetry on the façade, which is characteristic of the Georgian style, is replicated on the gable ends, through window placement and location of the two stone chimneys. Historical photographs suggest that the exterior walls were finished in a whitewash and prior to 2014, a one-storey addition (i.e. summer kitchen) was located on the east elevation.

The Smith Farmstead has associative value because of its direct and continuous connection to the Smith family, who have owned the property for at least 175 years. The Smiths were prosperous farmers, growing a variety of crops, raising livestock, and producing hay, wool, flax or hemp, wool, fullered cloth, flannel and butter. Hiram Smith also served as Justice of the Peace for the former village of Westbrook in 1865. Given the Smith family's long-time ownership and prominence in the area, Smith Road was named in their honour.

The contextual value of the Smith Farmstead is expressed through the simple vernacular limestone farmhouse and collection of outbuildings with limestone gateposts marking the entrance, which supports and maintains the scenic and historical rural character of Smith Road.

The property is also historically linked to the former village of Westbrook, which is located to the southeast. The residence, outbuildings and landscape share a visual and historical relationship with their surroundings and act as an important part of the historical rural context of the area.

Its heritage attributes include the one-and-a-half storey massing with side gabled roof with twin limestone chimneys, limestone construction and original fenestration, and limestone gate posts.

722-766 John Counter Boulevard (Part Farm Lot 5 Con West Great Cataraqui River Kingston as in FR442219, Except Parts 5 & 7 13R8629 & Part 1 13R17330; City of Kingston, County of Frontenac), known as the John Elliott Farmhouse:

The John Elliott Farmhouse is situated on the south side of the road, just west of Montreal Street, in the City of Kingston. This 2.3-hectare residential property, sited at the southeast corner of John Counter Boulevard and Maple Street, contains a one-and-a-half storey limestone Ontario Gothic Revival Cottage style farmhouse (civic address 730) built circa 1856 for cattle dealer John Elliott. The subject property also includes two apartment buildings, built in the 1980s, with no heritage value, at civic addresses 722 and 766 John Counter Boulevard.

The John Elliott Farmhouse is representative of the Ontario Gothic Revival Cottage, as demonstrated through the symmetrical façade, medium-pitched gable roof with twin stone chimneys at the roof peak, one on each end of the house, and a front elevation (facing east) that includes a central gable, featuring a tall arched window opening. There appears to be physical evidence that a verandah once

protected the masonry on the front elevation; however, despite this possible loss, the J. Elliott Farmhouse retains its original form and profile with few other modifications.

The building is well-crafted, with a demonstrable technical skill visible in the attention to the finished masonry. Particularly notable is the limestone construction and fine masonry work on the (east) façade and (north) elevation, consisting of hammer-dressed limestone of similar size, laid in even courses. The west and south elevations are uncoursed.

The centrally located front entranceway is flanked by window openings, which is typical of the Ontario Gothic Revival Cottage style. All window and door openings have tall stone voussoirs and stone sills. The prominent north elevation includes two bays each featuring large window openings. A one storey limestone wing extends from the west elevation of the main house and features a medium-pitch gable roof with a tall stone chimney at the gable end. Two large window and two door openings face the road (north), while a single opening and projecting chimney breast accentuates its west elevation.

Despite displaying architectural elements common to the style, the John Elliott Farmhouse also demonstrates several unusual elements. For example, its oversized main entrance is slightly recessed with full length side lights and arched five-part transom. The flanking main floor window openings are also oversized and once housed tripartite windows. And, while the window openings on the façade have flat heads embellished with tall voussoirs, the central entrance and second storey window above have contrasting arched openings with radiating voussoirs.

The property also includes two large apartment buildings and a single storey detached building, which are not identified as supporting the heritage value of the property.

The John Elliott Farmhouse is associated with the prominent Elliott family and its patriarch John Elliott. The Elliott family were Irish immigrants, who owned much of the farmland in this area by the late 19th century and who are responsible for its early farming roots as prominent livestock dealers. John Elliott (1823 - 1913) was a prominent citizen and business owner in the Kingston area and is noted as “the best known in the dominion” for his international cattle sales. For a time, he and his brother William held a stall at the local market where they sold their meat. John was an active member of the local Orange Lodge No. 352 and represented Frontenac Ward as both an Alderman and Councilor. John and his wife “Miss Toland of Sunbury” had five sons and two daughters. John’s son David Hugh Elliott took over his export business in 1898, expanding it into the United States.

At one time the Elliott farmland in this area was more than 50 acres and included barns, drive sheds, stables, an icehouse, an orchard and multiple dwellings. Currently there are three stone dwellings in this area that were once owned by the

Elliott family, including Drover's Cottage at 858 Division Street, 294 Elliott Street and the subject dwelling at 730 John Counter Boulevard (formerly 134 Elliott Street). John Elliott built this dwelling around 1856 for the growing Elliott family farm and cattle business.

Given their ownership and prominence in the area, Elliott Street was so named in the family's honour.

Its distinctive and fine limestone construction and prominent location and somewhat isolated nature, makes it a landmark in the area.

Its heritage attributes include the one-and-a-half storey masonry with rear single-storey wing, limestone construction, and gable roof with three tall stone chimneys, symmetrical front façade and original window openings.

831 Montreal Street (Part Farm Lot 4 Con West Great Cataraqui River, Parts 1-3, 13R11319; City of Kingston, County of Frontenac):

The subject property is situated on the east side of the street, just north of the former Grand Trunk Railway Outer Station, in the City of Kingston. This approximately 1,064 square metre residential property, contains a one-and-a-half storey square plan red and buff brick house, built circa 1860 in the community formerly known as "Kingston Junction".

831 Montreal Street is an unusual example of a Second Empire style dwelling with a modest scale and limited ornamentation, located in a historically working-class community.

The residence was built in the Second Empire style, making it an unusual and distinctive building in what was a growing working-class community; "Kingston Junction". The square plan house is constructed of red brick laid in common bond with a limestone foundation. Typical of the Second Empire style is the mansard roof that includes three evenly spaced front gable dormers on the front façade, and one off-center on the northeast elevation. The gable dormers have low-pitch pediments and brackets. The roof is highlighted by a decorative cornice and brackets. Typical of this style is the symmetrical front façade with a large entranceway flanked by large window openings. The entranceway includes a decorative surround, which may have been added later but compliments the architectural style and era well. The first-storey window openings have stone sills and distinctive buff brick voussoirs.

831 Montreal Street is a somewhat restrained version of the typically grand and complex style that the Second Empire is known, perhaps due to its location in a largely working-class community. Lacking the elaborately decorated dormers and roof cresting and built in a modest one-and-a-half storey scale makes 831 Montreal Street a somewhat rare example of a small Second Empire dwelling in this part of Kingston.

The nearby Grand Trunk Railway Outer Station located at 810 Montreal Street was built in 1856, and the community that grew up around the station became known as Kingston Junction. 831 Montreal Street was constructed circa 1860, shortly after the station began operation. The Kingston Junction community grew as a direct result of the railway station and the associated commerce and demands that accompanied this busy hub. Houses in the area were primarily built to serve railway employees and their families in this area; many still exist today.

831 Montreal Street has contextual value as it, together with the Outer Station and Grand Trunk Terrace (1-5 Cassidy Street), are historically linked to the former Kingston Junction origins of this area, as it grew from its rural beginnings.

Its distinctive dichromatic brick construction and rare Second Empire style, as well as its prominent location on the street and directly across from the GTR Outer Station, makes it a landmark in this area.

Its heritage attributes include the one-and-a-half-storey, three-bay massing of the dwelling, with its mansard roof, decorative cornice and dormers and distinct dichromatic brick construction on a symmetrical front facade.

1901 Jackson Mills Road (Part Lot 13 Con 4 Kingston Part 2, 13R18877; S/T & T/W FR762129 Except the Easement Therein Thirdly Described; City of Kingston, County of Frontenac), known as the Jackson Mill:

The Jackson Mill property is situated on the south-west corner of Jackson Mills and Bur Brook Roads in the former Kingston Township, now the City of Kingston. The approximately 0.9-hectare rural property contains a three-storey frame mill (now dwelling), built circa 1850, and a single storey stone a wood-frame storage building.

The Jackson Mill is a representative example of a mid-19th century mill, and one of the few remaining mills in the former Township of Kingston. The three-storey rectangular building is built into the west bank of Collins Creek. The foundations and the lower level are constructed of rubblestone, likely locally sourced from the creek and surrounding area. The upper storeys are clad in wood siding (recently replaced). The front façade is symmetrical under a steeply pitched gable roof, with a recessed central entranceway flanked by windows on the first storey and a row of four evenly spaced (originally identical sized, but recently altered) rectangular window openings on the second storey. The recessed entranceway features a door with sidelights and transom window. The north elevation also features rectangular window openings. A small rubblestone and wood-clad addition is found on the south elevation. A rubblestone retaining wall is also featured on the south elevation.

The Jackson Mill is associated with the Jackson, McDonnell and MacRow families and the evolution of the Jackson Mill and its influence on the growth of this area. In 1835, prior to constructing the mill, William Jackson and partner George Yarker petitioned the Township of Kingston for a patent for a new invention that allowed for

“a self setting of the Log for cutting Boards, &c. by cast iron dogs and a combination of Levers”. This machine would produce lumber of a more uniform thickness, reducing cost, material and labour needs, and was not used anywhere else in Ontario at that time.

Originally developed on land owned by the Church of England, William Jackson and partner Edward Jackson leased the property and constructed a grist mill in the mid-19th century. William Jackson was one of the local blacksmiths whose enterprising ways allowed him to own multiple properties in the surrounding area, including most of Elginburg, where he also ran a successful blacksmith shop. Edward Jackson, an American-born Presbyterian miller, lived in a one-storey frame house on the adjacent property (Lot 12, Concession 4) with his wife Ester, their three children and two Irish-born servants, Thomson Topliff and Mary Burns. From 1857-1858 Edward Jackson was a Director for the Agricultural Society of Frontenac.

The partnership between William and Edward Jackson (possibly brothers) lasted until the late nineteenth century. By 1877, the Mill was sold to Irish farmer Robert T. McDonnell who had been running it since 1875. The property at the time included 172 acres, a three-and-a-half-storey frame flour mill, known as “Glen Coe” (now 1901 Jackson Mills Road) and a two-storey frame home on the hill across from the mill (now 1892 Jackson Mills Road). During McDonnell’s tenure, a quarter mile portion of the creek east of the mill was quarried through the limestone bedrock to form a raceway, which led from the bulkhead of the Mill and was fed by a mill pond.

By 1900 the Mill had been sold to the MacRow family who converted it to a sawmill. The MacRows held the property in their family for two generations. Henry MacRow and his wife Emma Day were Ontario-born, Church of England parishioners. Their son, Wilber MacRow (1902-1960), inherited the mill, which remained in operation until 1972, when it was converted to a private residence.

Through the contribution of William Jackson and George Yarker’s invention, the Mill’s proximity to the Kingston and Pembroke rail line, and the fact that it was the only grist mill operating in this part of Kingston Township, the Jackson Mill thrived and soon a small community grew in the vicinity. The Concession 5 Road (now Bur Brook Road) opened as a route from the Mill to Counter’s Inn on Sydenham Road. Given the prominence and importance of the Mill in the area for over 120 years, Jackson Mills Road was so named in its honour.

With its unusual design as well as its rubblestone and wood-clad appearance, Jackson Mill is a distinctive landmark that contributes to the character of the Jackson Mills and the Collins Creek area.

Jackson Mill has contextual value as an important part of maintaining and defining the former rural industrial past of this area. It is historically, physically and functionally linked to the area, particularly to Collins Creek and the former railway. The location of the building, cut into the west bank of Collins Creek, powered the millrace and fed the

mill pond, while the adjacent Kingston and Pembroke (K&P) Railway Company line, contributed to the success of the Mill, as it enabled materials to be delivered and product to be shipped out in an efficient manner. The line was built in 1875 and ceased operations in the mid-to-late 20th century. Today it is a walking trail located immediately across the road, where the Jackson Mill is a highly visible landmark.

Its heritage attributes include the three-storey mill building on a rubblestone foundation, with a steeply pitched front gable roof and symmetrical front façade.

262 Wellington Street (Pat Lot E Original Survey Kingston City as in FR352614 except the easement therein; City of Kingston, County of Frontenac):

The subject property is located on the west side of the street, just north of Barrack Street, in downtown Kingston. The approximately 320 square metres residential lot, contains a two-and-a-half storey red-brick double house constructed in 1888 to plans by Thomas Power.

262 Wellington Street is a representative and relatively rare example of a Bay-and-Gable style brick duplex in Kingston. Adopting elements of Gothic-styled buildings and English villas, the Bay-and-Gable is a distinct residential style that emerged in Canada in the 1860s and was popular until the late 1890s. The most prominent feature of this style is the large multi-storey bay windows that occupy most of the front façade and extends from ground level and surmounted by a gable roof. The Bay-and-Gable housing form can be found in stand-alone structures, but it is more commonly found as a semi-detached or row-house dwelling. While ubiquitous in older sections of Toronto, the Bay-and-Gable style is less common in Kingston.

The defining feature of this architectural style is the symmetrical façade, with multi-storey bay windows topped with steep gables. At 262 Wellington Street, these features commence at grade from a rough-faced, evenly coursed limestone foundation, and extend two-and-a-half storeys to twin projecting gables with central single window, decorative brackets, pargetting and wide detailed vergeboard. This building also features several other embellishments including brick detailing below the first and second floor windows in the bays and as a belt-course through the second floor on the main façade. Limestone sills and a central shed-roofed wooden porch with decorative treillage and turned posts, off-sets the red brick construction.

The building at 262 Wellington Street is associated with the work of well-known Kingston architecture firm, Power & Sons and specifically Thomas Power. Patriarch and principal of the Power firm, John Power (1816-1882) immigrated to Kingston in 1846 where he opened his architectural firm and hired and trained his sons Joseph (1848-1925) and Thomas (1858-1930). While Joseph Power is a well-known local name in architecture in Kingston and beyond, Thomas is seldom referenced. Usually noted as a draughtsman, a newspaper article from 1894 instead notes Thomas as “an architect of rare skill and ability and a member of the Ontario Association of Architects.” While the beautifully rendered architectural drawings of Thomas’ time are

only identified by the firm's name, it is likely that Thomas was responsible for many of them.

At the time of construction, the dwelling at 262 Wellington Street was owned by Thomas Power in partnership with Samuel Anglin. While not specifically recorded, it is likely that Thomas had a hand in its design, making it a rare example of his work as an architect in Kingston.

The property located at 262 Wellington Street is significant in defining and maintaining the character of the streetscape along the west side of Wellington Street, between Barrack and Ordnance Streets. While the east side of the street has seen significant redevelopment, the west side of Wellington Street retains its historic residential character of two and two-and-a-half storey duplexes. With its shallow setback, symmetrical fenestration pattern, red-brick construction, and location close to the lot lines, 262 Wellington Street shares a visual and historical relationship with its surroundings, particularly the brick houses to the north at 270-288 Wellington Street, as well as the adjacent limestone dwelling at 266-268 Wellington Street. As part of this group of buildings, the subject duplex helps maintain the historic residential character of this portion of Wellington Street.

Its heritage attributes include the two-and-a-half-storey red-brick double-house, with symmetrical façade including twin full-height bay windows topped by projecting gables.

2965-2973 Orser Road (Part Lot 5 Con 7 Kingston lying north of FR572022; S/T TKY17494; City of Kingston, County of Frontenac), known as the Orser Farmstead:

The subject property is situated on the south side of the road, west of Babcock Road, in the former Township of Kingston, now the City of Kingston. The approximately 60-hectare rural property contains a one-and-a-half storey limestone farmhouse, built in the latter half of the 19th century for farmers Emanuel and Anna Maria Orser. A larger rear addition has been added to the dwelling. A second dwelling (at 2965 Orser Road), with no heritage value, is also included on the property, as are several modern detached agricultural buildings.

The Orser Farmstead is a representative example of a mid-19th century limestone farmhouse with Georgian influences. The house's simple vernacular architecture is expressed by its restrained profile with regular plan, constructed from limestone laid in regular courses. Common for the Georgian-influenced Ontario vernacular style of house is the medium-pitched side gable roof with twin brick chimneys that are located at the gable ends of the main house, and a central main entrance, flanked by large rectangular window openings.

Various embellishments point to a high degree of craftsmanship and artistic effort that are somewhat unusual in a vernacular farmhouse of this era. The oversized main entranceway features a decorative door surround with sidelights and a transom.

Turned posts, turned columns and spindles support a balcony over the entranceway. The balcony, located under the dormer, features an entranceway with a double sash window in the door, and limestone voussoirs, turned posts and spindles.

The Orser Farmstead is associated with the Orser family who were United Empire Loyalists and early settlers of the Township of Kingston and whom Orser Road is named after.

Anna Orser received the crown patent for Lot 5, Concession 7 in 1801. Anna Orser, her husband Joseph Orser, and their family were United Empire Loyalists who, under the leadership of Captain Michael Grass, immigrated and settled in the Kingston area at the end of the 18th century.

In 1845, Emanuel Orser purchased the lot for £500. Emanuel Orser was a Canadian-born Episcopalian Methodist farmer who lived on the property for 55 years until his death in 1900. He lived with his wife Anna Maria and their ten children. The family originally lived in a one storey log house, but by 1878 the Orsers had constructed the stone house and an ashery (a factory creating potash and lye from hardwood ashes). Both buildings were established on the creek on the northwest corner of the lot. Newton Orser, the son of Emanuel and Anna Maria, inherited the house and lot in 1900. The farm remained in the Orser family into the mid-20th century.

The Orser Farmstead has contextual value as its simple vernacular design, integrity, limestone construction, unpaved circulation routes, rural fencing and mature trees various the proximity of these features to the road, supports and maintains the scenic and rural character of the road.

With its Ontario vernacular style and limestone construction, the Orser Farmstead 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 dwelling with gable roof and twin gable-end brick chimneys and central gable, and its symmetrical front elevation and wooden porch/balcony.

4226 Florida Road (Part Lot 13-14 Con 7 Wester Addition Kingston Part 3, 13R18702, Except Parts 1 & 2, 13R18793; City of Kingston, County of Frontenac), known as the Walker Farmstead:

The subject property is situated on the north-west side of the road in the former Township of Kingston, now the City of Kingston. The approximately 53-hectare rural property contains a one-and-a-half storey frame farmhouse, built in the mid-19th century for farmers Hiram and Mercy (nee Timmerman) Walker. Various rear additions have been added to the dwelling, and several detached agricultural buildings are present on the property.

The Walker Farmstead is an example of a mid-19th century agricultural property with farmhouse, barn and outbuildings. The one-and-a-half storey Georgian influenced (also commonly referred to as an Ontario Cottage style) farmhouse is a rare wood frame example in Kingston. Where many have been lost to neglect and redevelopment, this building is a relatively rare example of a surviving wood frame Ontario vernacular farmhouse (now clad in modern siding), as opposed to brick or stone construction.

The Walker farmhouse's simple vernacular architecture is expressed by its restrained profile with regular plan. The medium-pitched side gable roof with central steeply-pitched gable and gable end brick chimney is common for the Georgian-influenced Ontario vernacular style. The front façade is symmetrical, featuring a second storey door to a balcony over the main front entranceway. The entranceway is flanked by rectangular window openings. The north elevation is two-bay and has rectangular window openings and an entranceway. The south elevation includes a hip roof porch. There is a single-storey wing abutting the north elevation that features a saltbox-like roof, a central triple window opening, and a shed-roofed verandah with simple square columns that run across the front façade of the wing.

A wooden barn is located to the west of the farmhouse with a medium-pitch gable roof. Multiple outbuildings characterize the agricultural nature of the property.

The Walker Farmstead is associated with the Walker family. The Walkers owned a great deal of land in the area at one time, and with their large family, were well-known in the community.

Hiram Walker was granted the Crown Patent for the east $\frac{3}{4}$ of Lot 14, Concession 7 in 1857; however, census data indicates that the Walkers were living and farming the property as early as 1851. During that time, the family was living in a one storey log house, though by 1860, the Walkers built the one-and-a-half storey frame house on the property. Hiram Walker (1807-1879) married Mercy Timmerman (1810-1910) in 1828 and they had fourteen children. The Walker family members were Primitive Methodists. Hiram Walker deeded $\frac{1}{4}$ acre to build a school on the southeast corner of his property in the early 1860s (at 4300 Florida Road). A few years before his death, Hiram deeded to his eldest son, George Walker, 100 acres in the east part of the lot for "\$1.00 and other considerations". Hiram continued living in his frame house until his death in 1879.

The Walker Farmstead has contextual value with its simple vernacular design, unpaved circulation routes and various agricultural buildings, and the proximity of these features to the road, supports and maintains the scenic and historic rural character of the road.

With its Ontario vernacular style and simple frame construction, the Walker Farmstead 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 frame farmhouse with various additions, its gable roof with brick chimney and central steep-pitched gable and a gable roofed wooden barn.

617-619 Union Street (Part Lot 4 N/S Union St Plan 54 Kingston City Parts 1, 3 13R10659; City of Kingston, County of Frontenac):

The property is located on the north side of the street, near the northwest corner with Church Street in the Village of Portsmouth, now City of Kingston. This approximately 230 square metre residential property contains a two-storey rough-cast frame house constructed circa 1850 and used for many years as a tavern.

The subject property is a representative example of a mid-19th century two-storey wood frame Georgian cottage with its original rough-cast appearance. Typical of the Georgian style is the side gable roof and a central unadorned entranceway, flanked by symmetrically placed windows. While this building has been modified (twin chimneys removed) and restored several times, its profile, massing and fenestration pattern, still retain a strong Georgian character.

The house was likely built by Alexander Cameron in 1850, at about the same time he built the house at 37 Kennedy Street. Cameron was a Scottish emigrant and carpenter.

For many of its early years, the property was used as a tavern. Catherine Kirkeman ran a tavern in the building in the 1850s, until she ran in difficulty with village council regarding her lack of stables, which resulted in her losing her tavern license in 1860. A wooden stable was built on the corner of Church Street in the 1860s (replaced by a house in the 1940s). A Mrs. McCutcheon took over the business, where once again it came under public scrutiny, this time for a lack of accommodations (taverns had to have at least two bedrooms and a sitting room for guests). In 1869, Thomas and Catherine O'Donnell ran the tavern into the late 1870s. It is unclear when it became a private residence; however, its rocky history as a tavern contributes to an understanding of the values and culture of the Portsmouth community in the late 19th Century.

The former Village of Portsmouth has a distinct heritage character, consisting of a variety of built heritage resources including frame and stone dwellings from the 19th century. With its distinct Georgian design, original rough-cast cladding and location close to the street near the intersection with Baiden and Church Streets, this property helps define and maintain the historic village character of Portsmouth.

Its heritage attributes include the two-storey rough-cast-clad wood framed building, with symmetrical three-bay front façade, and side elevations with eave returns.

79-83 Princess Street (Part Lot 111 Original Survey Kingston City Part 1 13R13985; City of Kingston, County of Frontenac), known as the Robert White Building:

The Robert White Building is situated on the north side of the road, mid-block between King and Wellington Streets in downtown Kingston. The approximately 453 square metre property includes a two-and-a-half storey red-brick commercial building constructed circa 1880 for Robert White's fabric dyeing and cleaning business.

The Robert White Building is an example of a late-19th century commercial building in the City of Kingston. The recent restoration work, done in an effort to return the first storey to a commercial storefront of the era, shows a high degree of craftsmanship.

The two-and-a-half storey red-brick building with gable roof, has a five-bay second storey. The middle bay is located in a projecting portion of the façade. In addition, the second storey displays segmentally arched window openings. Brick pilasters frame the façade and are likely original features of the building. Historic photos show that the roof had two dormers that were removed then later reinstalled. Though not original, the restored ground floor façade features are typical of commercial storefronts of the building era and adds to the cultural heritage value of the building.

The Robert White Building was restored by Bruce Downey in 2000. Bruce Downey is a well-known architect in the City of Kingston who specialized in the restoration of heritage structures. He was first employed by Wilfred Sorensen (another well-known Kingston Architect), then ran his own practice, and later partnered with Lily Inglis for twenty years (Inglis and Downey Architects) until her retirement in 2001. Bruce Downey has been a member of the Ontario Association of Architects since 1981 and served as Chair and Vice Chair of the Kingston Heritage Committee (formerly L.A.C.A.C.) for many years. Notable heritage restoration work by Bruce Downey in the City of Kingston includes Springer Market Square, 84 Brock Street, 85 King Street East and the Prince George Hotel. The 2000 restoration works included the period-appropriate recreation of the ground floor commercial façade, the removal of the paint on the brick walls and the reintroduction of the gable roof dormers. To ensure the sensitive conservation of this historic building and to create a historically compatible result, the works were undertaken using historic research and an attention to detail in the craftsmanship.

The Robert White Building is associated with fabric dyer and scourer (cleaner), Robert White. He worked as a dyer and scourer beginning in 1865 at various addresses along Princess Street prior to moving to 79-83 Princess Street around 1882. Robert White died March 8, 1890 at age 51. His wife Agnes assumed operation of the business until passing it off to their son Albert in 1894. The property was sold to Robert McLeod in 1895 and used as a commercial rental property. One notable renter is Clark W. Wright, son of Clark Wright (Hatter and Furrier, who lived at 25 Colborne Street). In 1908, after leaving his father's fur business, Clark Jr. operated as an insurance agent and license inspector at 81 Princess Street.

The Robert White Building is significant in defining and maintaining the character of the streetscape along the north side of Princess Street, between King and Wellington Streets. The street displays many early commercial buildings in the City of Kingston. The buildings on this section of Princess Street vary in height from one-and-a-half to four storeys and the construction materials include primarily red-brick and limestone.

The Robert White Building contributes to the historic streetscape of Princess Street. With its shallow setback, two-and-a-half storey height, red-brick construction, and location close to the lot lines, the Robert White Building shares a visual and historical relationship with its surroundings, particularly the limestone Moore Building at 75-77 Princess Street, which shares a similar scale and design, and the three storey brick buildings at 85-95 Princess Street. As part of this group of buildings, the subject building creates a streetwall, and helps maintain the historic and eclectic character of this portion of Princess Street.

This variety creates a visually appealing and diverse streetscape along Princess Street. With its restored façade and red-brick construction, the Robert White Building is a visual landmark along the street.

Its heritage attributes include the two-and-a-half storey red-brick building with gable dormers and parapet wall, the five-bay second storey of segmentally arched window openings, and recesses storefront.

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 during regular business hours, or by visiting the Development and Services Hub at 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 October, 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:

294 Elliott Avenue (Part Farm Lot 5 Con West Great Cataraqui River Kingston Part 1, 13R18838; City of Kingston, County of Frontenac), known as the Elliott Farmhouse;

3751 Smith Road (Part Lot 6 Con 4 Western Addition Kingston as in FR329337 Lying E of Part 2 13R344 & S of Part 3 13R4158; City of Kingston, County of Frontenac), known as the Bell Farmstead;

3867 Smith Road (Part Lots 7-8 Con 4 Western Addition Kingston Part 1 on 13R21029; City of Kingston, County of Frontenac), known as the Smtih Farmstead;

722-766 John Counter Boulevard (Part Farm Lot 5 Con West Great Cataraqui River Kingston as in FR442219, Except Parts 5 & 7 13R8629 & Part 1 13R17330; City of Kingston, County of Frontenac), known as the John Elliott Farmhouse;

831 Montreal Street (Part Farm Lot 4 Con West Great Cataraqui River, Parts 1-3, 13R11319; City of Kingston, County of Frontenac);

1901 Jackson Mills Road (Part Lot 13 Con 4 Kingston Part 2, 13R18877; S/T & T/W FR762129 Except the Easement Therein Thirdly Described; City of Kingston, County of Frontenac), known as the Jackson Mill;

262 Wellington Street (Pat Lot E Original Survey Kingston City as in FR352614 except the easement therein; City of Kingston, County of Frontenac);

2965-2973 Orser Road (Part Lot 5 Con 7 Kingston lying north of FR572022; S/T TKY17494; City of Kingston, County of Frontenac), known as the Orser Farmstead;

4226 Florida Road (Part Lot 13-14 Con 7 Wester Addition Kingston Part 3, 13R18702, Except Parts 1 & 2, 13R18793; City of Kingston, County of Frontenac), known as the Walker Farmstead;

617-619 Union Street (Part Lot 4 N/S Union St Plan 54 Kingston City Parts 1, 3 13R10659; City of Kingston, County of Frontenac); and

79-83 Princess Street (Part Lot 111 Original Survey Kingston City Part 1 13R13985; City of Kingston, County of Frontenac), known as the Robert White Building.

Additional information, including a full description of the reasons for designation is available on the City of Kingston website at 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 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 October, 2024

City of Kingston

City of Kingston By-Law Number 2024-XX

A By-Law to Designate the property at 294 Elliott Avenue 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 September 18, 2024, Council of the City of Kingston ("*Council*") consulted with its municipal heritage committee regarding the designation of the property at 294 Elliott Avenue (the "*property*") in accordance with subsection 29(2) of the *Ontario Heritage Act*;

On [XXX, 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 [XXX, 2024], 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
Elliott Farmhouse

Civic Address: 294 Elliott Avenue
Legal Description: Part Farm Lot 5 Con West Great Cataraqui River Kingston
Part 1, 13R18838; City of Kingston, County of Frontenac
Property Roll Number: 1011 040 110 15551

Introduction and Description of Property

The Elliott Farmhouse, located at 294 Elliott Avenue, is situated on the southwest corner of Elliott Avenue and Harvey Street, in the City of Kingston. This 0.3-hectare property contains a one-and-a-half storey Ontario vernacular limestone farmhouse built circa 1854.

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 Elliott Farmhouse is a representative example of a mid-19th century limestone farmhouse with Georgian influences. The medium-pitched side gable roof with twin stone chimneys located at the gable ends, and central main entrance, flanked by large rectangular window openings, are common for Georgian-influenced Ontario vernacular houses. The Elliott Farmhouse retains its original form and profile with few modifications.

The building demonstrates a significant degree of craftsmanship, which is visible in the quality of the masonry. Particularly notable is the technical skill of the limestone construction on the publicly presented (west) façade and (north) sides, consisting of hammer-dressed and similar sized limestones, laid in even courses. As a contrast, the eastern and southern elevations are uncoursed, consisting of random-sized stones.

The centrally located front entranceway, topped with a rectangular transom, is flanked by window openings, which is typical of the Georgian-influenced Ontario vernacular style. The prominent north elevation includes two smaller window openings on the second floor. The southern elevation includes similar second storey window openings, and a larger main floor opening. All window and door openings have tall stone voussoirs and stone sills. An uncommon rear verandah, with hipped roof and turned columns (including two engaged columns), is located on the eastern elevation. The sympathetic circa 1923 verandah distinguishes this residence from others constructed in this period.

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 Elliott Farmhouse is associated with the prominent Elliott family. The Elliott family were Irish immigrants, who owned much of the farmland in this area by the late 19th Century and who are responsible for its early farming roots as livestock dealers. John Elliott (1823 - 1913) was a prominent citizen and business owner in the Kingston area and is noted as “the best known in the dominion” for his international cattle sales. For a time, he and his brother William held a stall at the local market where they sold their meat. John was an active member of the local Orange Lodge No. 352 and represented Frontenac Ward as both an Alderman and Councillor. John and his wife “Miss Toland of Sunbury” had five sons and two daughters. John’s son David Hugh Elliott took over his cattle export business in 1898 and expanded it into the United States.

At one time the Elliott farmland in this area was more than 50 acres and included barns, drive sheds, stables, an icehouse, an orchard and multiple dwellings. Currently there are three stone heritage dwellings in this area that were once owned by the Elliott family, including Drover’s Cottage at 858 Division Street, 730 John Counter Boulevard (formerly 134 Elliott Avenue) and the subject dwelling at 294 Elliott Avenue, which may have served as a rental unit or farm manager’s residence for the Elliott Farm.

Given their ownership and prominence in the area, Elliott Avenue was so named in the family’s honour.

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

The Elliott Farmhouse has contextual value as it defines and helps to maintain the former historic rural character of this area, which has been all but lost. The quality of its limestone construction, large, maintained grounds and prominent corner location, provides a tangible reminder of the former rural origins of this area.

Heritage Attributes

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

- One-and-a-half storey former dwelling with medium-pitched side gable roof;
- Limestone construction, including hammer-dressed and similarly sized stones, laid in even courses on the north and west elevations, and tall voussoirs and stone sills adorning each opening;
- Symmetrical front (west) façade with a central entranceway, topped with rectangular transom, and flanked by window openings; and
- Two tall stone chimneys at each gable end.

City of Kingston By-Law Number 2024-XX

A By-Law to Designate the property at 3751 Smith 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 September 17, 2024, Council of the City of Kingston ("*Council*") consulted with its municipal heritage committee regarding the designation of the property municipally at 3751 Smith Road (the "*property*") in accordance with subsection 29(2) of the *Ontario Heritage Act*;

On [XXXX, 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 [XXXX, 2024], 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
Bell Farmstead**

Civic Address: 3751 Smith Road
Legal Description: Part Lot 6 Con 4 Western Addition Kingston as in FR329337
Lying E of Part 2 13R344 & S of Part 3 13R4158; City of
Kingston, County of Frontenac
Property Roll Number: 1011 080 220 15200

Introduction and Description of Property

The subject property, located at 3751 Smith Road, is situated on the south side of the road east of Radage Road. It backs onto Highway 401, in the former Township of Kingston, now City of Kingston. The 7.5-hectare rural property contains a one-and-a-half storey limestone farmhouse, likely built in the 1860s, for farmers Alexander and Susanna Bell, whose family owned the property for 70 years. A small limestone outbuilding and several 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.

The property has design value or physical value because it displays a high degree of craftsmanship or artistic merit.

The Bell Farmstead, at 3751 Smith Road, is a largely intact example of a late-19th Ontario vernacular limestone farmhouse with Gothic Victorian influences. The one-and-a-half-storey farmhouse is constructed of limestone and includes two distinct sections (north and south) built at the same time but each with a prominent front door and cross-gable roof.

The Bell house is an unusual mix of styles on a vernacular building. Gothic architecture is known for its dramatic peaked roofs/dormers and tall arched window, which are evident on this residence. The primary façade of the Bell farmhouse displays a well-organized yet asymmetrical arrangement of window and door openings, which is more typical of a Victorian influenced building.

The northern section is slightly recessed from the southern section and has an asymmetrical front façade with a central entrance and flanking windows. The southern section features an oversized off-centre entrance with transom and side lights, and

three similarly sized segmentally arched window openings under a medium-pitched front gable roof with gable-end chimneys.

The northern section contains a dramatic steeply-pitched front gable (once with vergeboards), over a tall half-round arched window opening above the central entranceway, all reflecting its Gothic influences.

The side and rear elevations of the stone dwelling have had little change. The stone cellar access is still present on the rear elevation but has been enlarged in recent years. A small limestone building, perhaps a smoke house, is located immediately to the rear of the main dwelling. The high degree of craftsmanship 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 from the main façade around the sides of the building. This craftsmanship is also evident in the tall radiating stone voussoirs that top all the door and window openings of the main house. The oversized entrance on the southern section is emphasized by a deeply recessed paneled surround (currently a modern interpretation) with transom window above and flanking sidelights.

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 Bell Farmstead is associated with the Bell family who owned and farmed the land for three generations. Alexander Bell purchased the property in 1859. Alexander and his wife Susan(na) were Methodist farmers who settled on the Smith Road property, initially in a one storey log house, until the stone dwelling was built in the 1860s. They raised their nine children on the property. The property remained in Alexander Bell's possession until his death, when the property, including the 150 acres south of Smith Road, was transferred into the possession of his granddaughter Augusta Bell in 1909. In 1929 the property was sold by the Bell family to Earl Clark.

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 Bell Farmstead has contextual value due to its simple yet unusual vernacular design, integrity, limestone construction, unpaved circulation routes and its various agricultural buildings, including the small limestone building. These features and their proximity to the road, support and maintain the scenic and historic rural character of the road.

With its Ontario vernacular style and limestone construction, both distinctive elements of nineteenth-century rural architecture in the Kingston area, the Bell Farmstead shares a visual and historical relationship with its surroundings and is an important part of the 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 farmhouse constructed of dressed and squared limestone, laid in even courses on the primary elevations, with slightly projecting base course;
- Medium-pitch cross-gable roof with a steep-pitch front gable and three stone chimneys;
- Half-round arched window opening in the gable on the front façade;
- Recessed entranceway with panelled surrounds (not original), sidelights and transom;
- Original fenestration pattern of segmentally arched window openings with radiating limestone voussoirs and stone sills; and
- Various wooded and stone agricultural outbuildings, including a small single-storey limestone building with gabled roof to the rear of the main building.

Non-Heritage Attributes

Elements that are not included in the Statement of Cultural Heritage Value of the property include:

- Modern detached outbuildings

City of Kingston By-Law Number 2024-XX

A By-Law to Designate the property at 3867 Smith 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 2010;

On September 18, 2024, Council of the City of Kingston ("*Council*") consulted with its municipal heritage committee regarding the designation of the property municipally at 3867 Smith Road (the "*property*") in accordance with subsection 29(2) of the *Ontario Heritage Act*;

On [XXX, 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 [XXX, 2024], 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
Smith Farmstead

Civic Address: 3867 Smith Road
Legal Description: Part Lots 7-8 Con 4 Western Addition Kingston Part 1 on
13R21029; City of Kingston, County of Frontenac
Property Roll Number: 1011 080 220 15300

Introduction and Description of Property

The Smith Farmstead at 3867 Smith Road comprises approximately 36 hectares bounded by Highway 401 to the south, Kerns Road and Radage Road to the west, Glenvale Creek to the East and Smith Road to the north, in the former Township of Kingston, now part of the City of Kingston. The property contains cultivated fields, partially forested areas, tributaries of Glenvale Creek and a 19th century farmstead. The farmstead is located just south of Smith Road and west of Glenvale Creek, accessed via a gravel driveway and includes a one-and-a-half storey limestone farmhouse, constructed circa 1860 and a collection of outbuildings.

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 Smith Farmstead has design value because it includes a representative example of a mid-19th century Ontario vernacular farmhouse with a Georgian influence. The one-and-a-half storey limestone farmhouse has a rectangular plan and side gable roof with deep eave returns. The centrally located entrance is flanked by window openings on either side and a steeply pitched gable above with large window opening. The gable's wood clapboard cladding and larger window opening suggest that this may be a later addition intended to improve the second-floor accommodation. The symmetry on the façade, which is characteristic of the Georgian style, is replicated on the gable ends, through window placement and location of the two stone chimneys. Historical photographs suggest that the exterior walls were finished in a whitewash and prior to 2014, a one-storey addition (i.e. summer kitchen) was located on the east elevation.

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 Smith Farmstead has associative value because of its direct and continuous connection to the Smith family, who have owned the property for at least 175 years. Hiram Smith purchased the property in 1849. Oral family history suggests that Hiram was born in a log cabin in the lower field of the property in 1812, and that he leased the

property from King's College prior to 1849. Census information confirms that Hiram and his wife Mary raised their children, Jane, Ann, Sylvester, Nathaniel and George, first in a one-storey log house, and later in the limestone farmhouse, constructed circa 1860. The Smiths were prosperous farmers, growing a variety of crops, raising livestock, and producing hay, wool, flax or hemp, wool, fulled cloth, flannel, and butter. Hiram Smith also served as Justice of the Peace for the former village of Westbrook in 1865. The farm was sold to Hiram's son, Nathaniel, in 1889 for "\$1.00 and love". Nathaniel's son, Guy Smith lived on the farm in the early to mid-20th century and passed it to his three son's Chauncey, Harold and Donald. When Harold Smith passed away in 2013, Hiram Smith's great-great granddaughter and great-great grandson purchased the property.

Given the Smith family's long-time ownership and prominence in the area, Smith Road was named in their honour.

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 contextual value of the Smith Farmstead is expressed through the simple vernacular limestone farmhouse and collection of outbuildings with limestone gateposts marking the entrance, which supports and maintains the scenic and historical rural character of Smith Road.

The property is also historically linked to the former village of Westbrook, which is located to the southeast. The residence, outbuildings and landscape share a visual and historical relationship with their surroundings and act as 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 dwelling on a rectangular plan;
- Side gable roof with eave returns and twin limestone chimneys;
- Uncoursed limestone masonry walls with symmetrical façade consisting of original window/door openings with stone voussoirs and sills;
- Steeply pitched front gable clad in wood clapboard siding with large window opening;
- Limestone gate posts on Smith Road flanking driveway entrance; and
- Collection of agricultural-style outbuildings.

City of Kingston By-Law Number 2024-XX

A By-Law to Designate the property at 722-766 John Counter Boulevard 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 September 18, 2024, Council of the City of Kingston ("*Council*") consulted with its municipal heritage committee regarding the designation of the property at 722-766 John Counter Boulevard (the "*property*") in accordance with subsection 29(2) of the *Ontario Heritage Act*;

On [XXX, 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 [XXX, 2024], 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
John Elliott Farmhouse

Civic Address: 722-766 John Counter Boulevard
Legal Description: Part Farm Lot 5 Con West Great Cataraqui River Kingston
as in FR442219, Except Parts 5 & 7 13R8629 & Part 1
13R17330; City of Kingston, County of Frontenac
Property Roll Number: 1011 040 110 18600

Introduction and Description of Property

The John Elliott Farmhouse, located at 730 John Counter Boulevard, is situated on the south side of the road, just west of Montreal Street, in the City of Kingston. This 2.3-hectare residential property, sited at the southeast corner of John Counter Boulevard and Maple Street, contains a one-and-a-half storey limestone Ontario Gothic Revival Cottage style farmhouse built circa 1856 for cattle dealer John Elliott. The subject property also includes two apartment buildings, built in the 1980s, with no heritage value, at civic addresses 722 and 766 John Counter Boulevard.

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 John Elliott Farmhouse is representative of the Ontario Gothic Revival Cottage, as demonstrated through the symmetrical façade, medium-pitched gable roof with twin stone chimneys at the roof peak, one on each end of the house, and a front elevation (facing east) that includes a central gable, featuring a tall arched window opening. There appears to be physical evidence that a verandah once protected the masonry on the front elevation; however, despite this possible loss, the J. Elliott Farmhouse retains its original form and profile with few other modifications.

The building is well-crafted, with a demonstrable technical skill visible in the attention to the finished masonry. Particularly notable is the limestone construction and fine masonry work on the (east) façade and (north) elevation, consisting of hammer-dressed limestone of similar size, laid in even courses. The west and south elevations are uncoursed.

The centrally located front entranceway is flanked by window openings, which is typical of the Ontario Gothic Revival Cottage style. All window and door openings have tall stone voussoirs and stone sills. The prominent north elevation includes two bays each featuring large window openings. A one storey limestone wing extends from the west

elevation of the main house and features a medium-pitch gabled roof with a tall stone chimney at the gable end. Two large window and two door openings face the road (north), while a single opening and projecting chimney breast accentuate its west elevation.

Despite displaying architectural elements common to the style, the Elliott Farmhouse also demonstrates several unusual elements. For example, its oversized main entrance is slightly recessed with full length side lights and arched five-part transom. The flanking main floor window openings are also oversized and once housed tripartite windows. And, while the window openings on the façade have flat heads embellished with tall voussoirs, the central entrance and second storey window above have contrasting arched openings with radiating voussoirs.

The property also includes two large apartment buildings and a single storey detached building, which are not identified as supporting the heritage value of the property.

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 Elliott Farmhouse is associated with the prominent Elliott family and its patriarch John Elliott. The Elliott family were Irish immigrants, who owned much of the farmland in this area by the late 19th Century and who are responsible for its early farming roots as prominent livestock dealers. John Elliott (1823–1913) was a prominent citizen and business owner in the Kingston area and is noted as “the best known in the dominion” for his international cattle sales. For a time, he and his brother William held a stall at the local market where they sold their meat. John was an active member of the local Orange Lodge No. 352 and represented Frontenac Ward as both an Alderman and Councillor. John and his wife “Miss Toland of Sunbury” had five sons and two daughters. John’s son David Hugh Elliott took over his export business in 1898, expanding it into the United States.

At one time the Elliott farmland in this area was more than 50 acres and included barns, drive sheds, stables, an icehouse, an orchard and multiple dwellings. Currently there are three stone dwellings in this area that were once owned by the Elliott family, including Drover’s Cottage at 858 Division Street, 294 Elliott Avenue and the subject dwelling at 730 John Counter Boulevard (formerly 134 Elliott Avenue). John Elliott built this dwelling around 1856 for the growing Elliott family farm and cattle business.

Given their ownership and prominence in the area, Elliott Avenue was so named in the family’s honour.

The property has contextual value because it is a landmark

Its distinctive and fine limestone construction and prominent location and somewhat isolated nature, makes 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 former dwelling with medium-pitched side gable roof with eave returns, and a wide wooden frieze;
- Limestone construction, including hammer-dressed and similarly sized stones, laid in even courses on the north and east elevations;
- Central medium-pitched front gable, with semi-circular arched window opening and a stone sill;
- Symmetrical front (west) façade with a central entranceway flanked by window openings;
- Large entranceway, slightly recessed, with sidelights, an arched five-part transom and radiating limestone voussoirs;
- Rear single storey stone wing; and
- Three tall stone chimneys, one at each gable end.

Non-Heritage Attributes

Elements that are not included in the Statement of Cultural Heritage Value of the property include:

- Apartment buildings at 722 and 766 John Counter Boulevard;
- Accessory/communal building;
- Landscape elements; and
- Pool.

City of Kingston By-Law Number 2024-XX

A By-Law to Designate the property at 831 Montreal 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 September 18, 2024, Council of the City of Kingston ("*Council*") consulted with its municipal heritage committee regarding the designation of the property at 831 Montreal Street (the "*property*") in accordance with subsection 29(2) of the *Ontario Heritage Act*;

On [XXX, 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 [XXX, 2024], 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: 831 Montreal Street
Legal Description: Part Farm Lot 4 Con West Great Cataraqui River, Parts 1-3,
13R11319; City of Kingston, County of Frontenac
Property Roll Number: 1011 040 010 03000

Introduction and Description of Property

The subject property, located at 831 Montreal Street, is situated on the east side of the street, just north of the former Grand Trunk Railway Outer Station, in the City of Kingston. This approximately 1,064 square metre residential property, contains a one-and-a-half storey square plan red brick house, built circa 1860 in the community formerly known as “Kingston Junction”. The property also includes several additions to the original dwelling and a detached building in the rear yard. These additional structures were built as early as the turn of the 20th century and as recently as the turn of the 21st century.

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.

831 Montreal Street is an unusual example of a Second Empire style dwelling with a modest scale and limited ornamentation, located in a historically working-class community.

The Second Empire architectural style was imported from France and became a popular style for grand residences and public buildings from 1860 to about 1900. Second Empire buildings were typically brick and included the iconic mansard roof, usually clad in slate and embellished by tall ornate dormers, large cornice brackets and iron cresting. Windows and entrances were typically quite large with elegant, molded surrounds.

The residence at 831 Montreal Street was built in the Second Empire style, making it an unusual and distinctive building in what was a growing working-class community; “Kingston Junction”. The square plan house is constructed of red brick laid in common bond with a limestone foundation. Typical of the Second Empire style is the mansard roof that includes three evenly spaced front gable dormers on the front façade, and one off-center on the northeast elevation. The gable dormers have low-pitch pediments and brackets. The roof is highlighted by a decorative cornice and brackets. Typical of this style is the symmetrical front façade with a large entranceway flanked by large window openings. The entranceway includes a decorative surround, which may have been

added later but complements the architectural style and era well. The first-storey window openings have stone sills and distinctive buff brick voussoirs.

831 Montreal Street is a somewhat restrained version of the typically grand and complex style that the Second Empire is known for, perhaps due to its location in a largely working-class community. Lacking the elaborately decorated dormers and roof cresting and built in a modest one-and-a-half storey scale, makes 831 Montreal Street a somewhat rare example of a small Second Empire dwelling in this part of Kingston.

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 nearby Grand Trunk Railway Outer Station located at 810 Montreal Street was built in 1856, and the community that grew up around the station became known as Kingston Junction. 831 Montreal Street was constructed circa 1860, shortly after the station began operation. The Kingston Junction community grew as a direct result of the railway station and the associated commerce and demands that accompanied this busy hub. Houses in the area were primarily built to serve railway employees and their families in this area. The stone row known as the Grand Trunk Terrace (1-5 Cassidy Street) and the frame dwellings at 891-895 and 917 Montreal Street (now substantially altered) that are located just to the north of the property and the Depot School building (at 610 Montreal Street) to the south, were built as part of the growing Kingston Junction community from the 1850 to the 1870s.

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.

831 Montreal Street has contextual value as it, together with the Outer Station and Grand Trunk Terrace, are historically linked to the former Kingston Junction origins of this area, as it grew from its rural beginnings.

Its distinctive dichromatic brick construction and rare Second Empire style, as well as its prominent location on the street and directly across from the GTR Outer Station, makes it a landmark in this area.

Heritage Attributes

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

- One-and-a-half storey, square plan dwelling, constructed of red and buff coloured brick laid in common bond, with a limestone foundation;
- Mansard roof with decorative cornice with brackets and gable dormers that feature low-pitch gable pediments and brackets; and
- Symmetrical front façade, including first-storey window openings with stone sills and buff brick voussoirs.

Non-Heritage Attributes

Elements that are not included in the Statement of Cultural Heritage Value of the property include:

- Rear additions; and
- Detached building.

City of Kingston By-Law Number 2024-XX

A By-Law to Designate the properties at 1901 Jackson Mills 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 September 18, 2024, Council of the City of Kingston ("*Council*") consulted with its municipal heritage committee regarding the designation of the property at 1901 Jackson Mills 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.

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
Jackson Mill

Civic Address: 1901 Jackson Mills Road
Legal Description: Part Lot 13 Con 4 Kingston Part 2, 13R18877; S/T & T/W
FR762129 Except the Easement therein Thirdly described;
City of Kingston, County of Frontenac
Property Roll Number: 1011 080 250 19500

Introduction and Description of Property

The Jackson Mill property, located at 1901 Jackson Mills Road, is situated on the south-west corner of Jackson Mills and Bur Brook Roads in the former Kingston Township, now the City of Kingston. The approximately 0.9-hectare rural property contains a three-storey frame mill (now dwelling), built circa 1850, and a single storey stone and wood-frame storage building.

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 Jackson Mill is a representative example of a mid-19th century mill, and one of the few remaining mills in the former Township of Kingston. The three-storey rectangular building is built into the west bank of Collins Creek. The foundations and the lower level are constructed of rubblestone, likely locally sourced from the creek and surrounding area. The upper storeys are clad in wood siding (recently replaced). The front façade is symmetrical under a steeply pitch gable roof, with a recessed central entranceway flanked by windows on the first storey and a row of four evenly spaced (originally identical sized, but recently altered) rectangular window openings on the second storey. The recessed entranceway features a door with sidelights and transom window. The north elevation also features rectangular window openings. A small rubblestone and wood-clad addition is found on the south elevation. A rubblestone retaining wall is also featured on the south elevation.

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 or associative value because it yields or has the potential to yield information that contributes to the understanding of a community or culture.

The Jackson Mill is associated with the Jackson, McDonnell and MacRow families and with the evolution of the Jackson Mill and its influence on the growth of this area. In 1835, prior to constructing the mill, William Jackson and partner George Yarker petitioned the Township of Kingston for a patent for a new invention that allowed for “a self setting of the Log for cutting Boards, &c. by cast iron dogs and a combination of Levers”. This machine would produce lumber of a more uniform thickness, reducing cost, material and labour needs, and was not used anywhere else in Ontario at that time.

Originally developed on land owned by the Church of England, William Jackson and partner Edward Jackson leased the property and constructed a grist mill in the mid-19th century. William Jackson was one of the local blacksmiths whose enterprising ways allowed him to own multiple properties in the surrounding area, including most of Elginburg, where he also ran a successful blacksmith shop. Edward Jackson, an American-born Presbyterian miller, lived in a one-storey frame house on the adjacent property (Lot 12, Concession 4) with his wife Ester, their three children, Mary, Edward (Jr.), and Elizabeth, and two Irish-born servants, Thomson Topliff and Mary Burns. From 1857-1858 Edward Jackson was a Director for the Agricultural Society of Frontenac.

The partnership between William and Edward Jackson (possibly brothers) lasted until the late nineteenth century. By 1877, the Mill was sold to Irish farmer Robert T. McDonnell who had been running it since 1875. The property at the time included 172 acres, a three-and-a-half-storey frame flour mill, known as “Glen Coe” (now 1901 Jackson Mills Road) and a two-storey frame home on the hill across from the mill (now 1892 Jackson Mills Road). During McDonnell’s tenure, a quarter mile portion of the creek east of the mill was quarried through the limestone bedrock to form a raceway, which led from the bulkhead of the Mill and was fed by a mill pond.

By 1900 the Mill had been sold to the MacRow family who converted it to a sawmill. The MacRows held the property in their family for two generations. Henry MacRow and his wife Emma Day were Ontario-born, Church of England parishioners. Their son, Wilber MacRow (1902-1960), inherited the mill, which remained in operation until 1972, when it was converted to a private residence.

Through the contribution of William Jackson and George Yarker’s invention, the Mill’s proximity to the Kingston and Pembroke rail line, and the fact that it was the only grist mill operating in this part of Kingston Township, the Jackson Mill thrived and soon a small community grew in the vicinity. The Concession 5 Road (now Bur Brook Road) opened as a route from the Mill to Counter’s Inn on Sydenham Road. Given the prominence and importance of the Mill in the area for over 120 years, Jackson Mills Road was so named in its honour.

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 property has contextual value because it is a landmark.

With its unusual design as well as its rubblestone and wood-clad appearance, Jackson Mill is a distinctive landmark that contributes to the character of the Jackson Mills and the Collins Creek area.

Jackson Mill has contextual value as an important part of maintaining and defining the former rural industrial past of this area. It is historically, physically and functionally linked to the area, particularly to Collins Creek and the former railway. The location of the building, cut into the west bank of Collins Creek, powered the millrace and fed the mill pond, while the adjacent Kingston and Pembroke (K&P) Railway Company line, contributed to the success of the Mill, as it enabled materials to be delivered and product to be shipped out in an efficient manner. The line was built in 1875 and ceased operations in the mid-to-late 20th century. Today it is a walking trail located immediately across the road, where the Jackson Mill is a highly visible landmark.

Heritage Attributes

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

- Three storey, rectangular plan former mill building (now dwelling), built into the side of the west bank of Collins Creek and constructed of a rubblestone foundation lower level and wood clad exterior upper levels;
- Steeply pitched front gable roof;
- Symmetrical front façade with rectangular window openings and central entranceway; and
- Detached stone and wood frame storage building.

City of Kingston By-Law Number 2024-XX

A By-Law to Designate the properties at 262 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 2010;

On September 18, 2024, 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 9 and 11 Colborne Street (the "*property*") in accordance with subsection 29(2) of the *Ontario Heritage Act*;

On [XXX, 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 [XXXX. 2024], 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: 262 Wellington Street
Legal Description: Pat Lot E Original Survey Kingston City as in FR352614
except the easement therein; City of Kingston, County of
Frontenac
Property Roll Number: 1011 030 100 11400

Introduction and Description of Property

The subject property at 262 Wellington Street is located on the west side of the street, just north of Barrack Street, in downtown Kingston. The approximately 320 square metres residential lot, contains a two-and-a-half storey red-brick double house constructed in 1888 to plans by Thomas Power.

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.

262 Wellington Street is a representative and relatively rare example of a Bay-and-Gable style brick duplex in Kingston. Adopting elements of Gothic-styled buildings and English villas, the Bay-and-Gable is a distinct residential style that emerged in Canada in the 1860s and was popular until the late 1890s. The most prominent feature of this style is the large multi-storey bay windows that occupy most of the front façade and extend from ground level, surmounted by a gable roof. The Bay-and-Gable housing form can be found in stand-alone structures, but it is more commonly found as a semi-detached or row-house dwelling. While ubiquitous in older sections of Toronto, the Bay-and-Gable style is less common in Kingston.

The defining feature of this architectural style is the symmetrical façade, with multi-storey bay windows topped with steep gables. At 262 Wellington Street, these features commence at grade from a rough-faced, evenly coursed limestone foundation, and extend two-and-a-half storeys to twin projecting gables with central single window, decorative brackets, pargetting and wide detailed vergeboard. This building also features several other embellishments including brick detailing below the first and second floor windows in the bays and as a belt-course through the second floor on the main façade. Limestone sills and a central shed-roofed wooden porch with decorative cornice and turned posts, off-set the red brick construction.

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 building at 262 Wellington Street is associated with the work of well-known Kingston architecture firm, Power & Sons and specifically Thomas Power. Patriarch and principal of the Power firm, John Power (1816-1882) immigrated to Kingston in 1846 where he opened his architectural firm and hired and trained his sons Joseph (1848-1925) and Thomas (1858-1930). While Joseph Power is a well-known local name in architecture in Kingston and beyond, Thomas is seldom referenced, usually noted as a draughtsman. A newspaper article from 1894 instead notes Thomas as “an architect of rare skill and ability and a member of the Ontario Association of Architects.” While the beautifully rendered architectural drawings of Thomas’ time are only identified by the firm’s name, it is likely that Thomas was responsible for many of them.

At the time of construction, the dwelling at 262 Wellington Street was owned by Thomas Power in partnership with Samuel Anglin. While not specifically recorded, it is likely that Thomas had a hand in its design, making it a rare example of his work as an architect in Kingston.

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 property located at 262 Wellington Street is significant in defining and maintaining the character of the streetscape along the west side of Wellington Street, between Barrack and Ordnance streets. While the east side of the street has seen significant redevelopment, the west side of Wellington Street retains its historic residential character of two and two-and-a-half storey duplexes. With its shallow setback, symmetrical fenestration pattern, red-brick construction, and location close to the lot lines, 262 Wellington Street shares a visual and historical relationship with its surroundings, particularly the brick houses to the north at 270-288 Wellington Street, as well as the adjacent limestone dwelling at 266-268 Wellington Street. As part of this group of buildings, the subject duplex helps maintain the historic residential character of this portion of Wellington Street.

Heritage Attributes

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

- Two-and-a-half-storey, red-brick double-house on a dressed, evenly-coursed limestone foundation, with symmetrical façade and side gable roof;
- Twin full-height bay windows topped by projecting gables with single window opening, decorative bracketing, pargetting and wide detailed vergeboards;
- Central twin main front doors with transom lights, protected by a shed-roofed porch with decorative ornamentation and turned posts;
- Central half-round arched twin window openings on the second floor;
- Brick detailing below the first and second floor windows in the bays and as a belt course through the second floor on main façade; and
- Limestone windowsills throughout.

Non-Heritage Attributes

Elements that are not included in the Statement of Cultural Heritage Value of the property include:

- Rear additions.

City of Kingston By-Law Number 2024-XX

A By-Law to Designate the property at 4226 Florida 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 September 18, 2024, Council of the City of Kingston ("*Council*") consulted with its municipal heritage committee regarding the designation of the property municipally at 4226 Florida Road (the "*property*") in accordance with subsection 29(2) of the *Ontario Heritage Act*;

On [XXX, 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 [XXX, 2024], 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
Walker Farmstead**

Civic Address: 4226 Florida Road
Legal Description: Part Lot 13-14 Con 7 Wester Addition Kingston Part 3,
13R18702, Except Parts 1 & 2, 13R18793; City of Kingston,
County of Frontenac
Property Roll Number: 1011 080 230 10050

Introduction and Description of Property

The subject property, located at 4226 Florida Road, is situated on the north-west side of the road in the former Township of Kingston, now the City of Kingston. The approximately 53-hectare rural property contains a one-and-a-half storey frame farmhouse, built in the mid-19th century for farmers Hiram and Mercy (nee Timmerman) Walker. Various rear additions have been added to the dwelling, and several detached agricultural buildings are 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.

The Walker Farmstead is an example of a mid-19th century agricultural property with farmhouse, barn and outbuildings. The one-and-a-half storey Georgian influenced (also commonly referred to as Ontario Cottage style) farmhouse is a rare wood frame example in Kingston. Where many have been lost to neglect and redevelopment, this building is a relatively rare example of a surviving wood frame Ontario vernacular farmhouse (now clad in modern siding), as opposed to brick or stone construction. The Walker farmhouse’s simple vernacular architecture is expressed by its restrained profile with regular plan. The medium-pitched side gable roof with central steeply-pitched gable and gable end brick chimney is common for the Georgian-influenced Ontario vernacular style. The front façade is symmetrical, featuring a second storey door to a balcony over the main front entranceway. The entranceway is flanked by rectangular window openings. The north elevation is two-bay and has rectangular window openings and an entranceway. The south elevation includes a hip roof porch. There is a single-storey wing abutting the north elevation that features a saltbox-like roof, a central triple window opening, and a shed-roofed verandah with simple square columns that run across the front façade of the wing.

A wooden barn with a medium-pitched gable roof is located to the west of the farmhouse. Multiple outbuildings characterize the agricultural nature of the property.

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 Walker Farmstead is associated with the Walker family. The Walkers owned a great deal of land in the area at one time, and with their large family, were well-known in the community.

Hiram Walker was granted the Crown Patent for the east $\frac{3}{4}$ of Lot 14, Concession 7 in 1857; however, census data indicate that the Walkers were living and farming the property as early as 1851. During that time, the family was living in a one storey log house, though by 1860, the Walkers built the one-and-a-half storey frame house on the property. Hiram Walker (1807-1879) married Mercy Timmerman (1810-1910) in 1828 and they had fourteen children: George, William, Lucinda, Martha, Lydia, Hiram Jr., Israel, Catherine, Nelson, Anne, Sabra, Steward and James. The Walker family members were Primitive Methodists. Hiram Walker deeded $\frac{1}{4}$ acre to build a school on the southeast corner of his property in the early 1860s (at 4300 Florida Road). A few years before his death, Hiram deeded to his eldest son, George Walker, 100 acres in the east part of the lot for "\$1.00 and other considerations". Hiram continued living in his frame house until his death in 1879.

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 Walker Farmstead has contextual value with its simple vernacular design, unpaved circulation routes and various agricultural buildings, and the proximity of these features to the road, supports and maintains the scenic and historic rural character of the road.

With its Ontario vernacular style and simple frame construction, the Walker Farmstead 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 frame farmhouse, with medium-pitched gable roof with brick chimney and central steep-pitched gable;
- Symmetrical front façade;
- South elevation features a hip roof porch;

- One storey wing on the north elevation with a medium-pitched side gable roof, and a porch with a shed roof with simple square columns;
- Two storey western wing with a low-pitched gable roof and chimney;
- Unpaved circulation routes; and
- Medium-pitched gable roofed wooden barn.

Non-Heritage Attributes

Elements that are not included in the Statement of Cultural Heritage Value of the property include:

- Later rear additions to house; and
- Detached outbuildings.

City of Kingston By-Law Number 2024-XX

A By-Law to Designate the property at 617-619 Union 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 September 18, 2024, Council of the City of Kingston ("*Council*") consulted with its municipal heritage committee regarding the designation of the property at 617-619 Union Street (the "*property*") in accordance with subsection 29(2) of the *Ontario Heritage Act*;

On [XXX, 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 [XXX, 2024], 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: 617-619 Union Street
Legal Description: Part Lot 4 N/S Union St Plan 54 Kingston City Parts 1, 3
13R10659; City of Kingston, County of Frontenac
Property Roll Number: 1011 070 130 10200

Introduction and Description of Property

The property at 617-619 Union Street is located on the north side of the street, near the northwest corner with Church Street in the Village of Portsmouth, now City of Kingston. This approximately 230 square metre residential property contains a two-storey rough-cast frame house constructed circa 1850 and used for many years as a tavern.

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 subject property is a representative example of a mid-19th century two-storey wood frame Georgian cottage with its original rough-cast appearance. Typical of the Georgian style is the side gable roof and a central unadorned entranceway, flanked by symmetrically placed windows. While this building has been modified (twin chimneys removed) and restored several times, its profile, massing and fenestration pattern, still retain a strong Georgian character.

The property has historical value or associative value because it yields, or has the potential to yield, information that contributes to an understanding of a community or culture.

The house was likely built by Alexander Cameron in 1850, at about the same time he built the house at 37 Kennedy Street. Cameron was a Scottish immigrant and carpenter.

For many of its early years, the property was used as a tavern. Catherine Kirkeman ran a tavern in the building in the 1850s, until she ran into difficulty with village council regarding her lack of stables, which resulted in her losing her tavern licence in 1860. A wooden stable was built on the corner of Church Street in the 1860s (replaced by a house in the 1940s). A Mrs. McCutcheon took over the business, and once again it came under public scrutiny, this time for a lack of accommodations (taverns had to have at least two bedrooms and a sitting room for guests). In 1869, Thomas and Catherine O'Donnell ran the tavern into the late 1870s. It is unclear when it became a private residence; however, its rocky history as a tavern contributes to an understanding of the values and culture of the Portsmouth community in the late 19th century.

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

The former Village of Portsmouth has a distinct heritage character, consisting of a variety of built heritage resources including frame and stone dwellings from the 19th century. With its distinct Georgian design, original rough-cast cladding and location close to the street near the intersection with Baiden and Church Streets, this property helps define and maintain the historic village character of Portsmouth.

Heritage Attributes

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

- Two-storey dwelling of wood frame construction, with rough-cast (stucco) cladding;
- Side elevations (east and west sides) with side gable roof with eave returns; and
- Symmetrical three-bay front (southern) façade with central entranceway topped by a four-pane transom and five matching rectangular window openings.

City of Kingston By-Law Number 2024-XX

A By-Law to Designate the properties at 79-83 Princess 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 September 18, 2024, Council of the City of Kingston ("*Council*") consulted with its municipal heritage committee regarding the designation of the property at 79-83 Princess Street (the "*property*") in accordance with subsection 29(2) of the *Ontario Heritage Act*;

On [XXX, 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 [XXX, 2024], 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

City of Kingston By-Law Number 2024-XX

Schedule “A”
Description and Criteria for Designation
Robert White Building

Civic Address: 79-83 Princess Street
Legal Description: Part Lot 111 Original Survey Kingston City Part 1 13R13985;
City of Kingston, County of Frontenac
Property Roll Number: 1011 030 090 05100

Introduction and Description of Property

The Robert White Building, located at 79-83 Princess Street, is situated on the north side of the road, mid-block between King and Wellington Streets in downtown Kingston. The approximately 453 square metre property includes a two-and-a-half storey red-brick commercial building constructed circa 1880 for Robert White’s fabric dyeing and cleaning 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 Robert White Building is an example of a late-19th century commercial building in the City of Kingston. The recent restoration work, done in an effort to return the first storey to a commercial storefront of the era, shows a high degree of craftsmanship.

The two-and-a-half storey red-brick building with gable roof, has a five-bay second storey. The middle bay is located in a projecting portion of the façade. In addition, the second storey displays segmentally arched window openings. Brick pilasters frame the façade and are likely original features of the building. Historic photos show that the roof had two dormers that were removed then later reinstalled. Though not original, the restored ground floor façade features are typical of commercial storefronts of the building era and add to the cultural heritage value of the building. The façade has a central double door entrance to the store, flanked by a set of three large store windows, all topped by transoms. The storefront is recessed, which is typical of commercial buildings of the 19th century. On either side of the storefront, separated by brick pilasters, are two entrances topped by transoms leading to the upper-storey. The façade also displays a retractable awning and an entablature with the store name.

The Robert White Building was restored by Bruce Downey in 2000. Bruce Downey is a well-known architect in the City of Kingston who specializes in the restoration of heritage structures. He was first employed by Wilfred Sorensen (another well-known Kingston Architect), then ran his own practice, and later partnered with Lily Inglis for twenty years (Inglis and Downey Architects) until her retirement in 2001. Bruce Downey has been a member of the Ontario Association of Architects since 1981 and served as Chair and Vice

City of Kingston By-Law Number 2024-XX

Chair of the Kingston Heritage Committee (formerly L.A.C.A.C.) for many years. Notable heritage restoration work by Bruce Downey in the City of Kingston includes Springer Market Square, 84 Brock Street, 85 King Street East and the Prince George Hotel. The 2000 restoration works included the period-appropriate recreation of the ground floor commercial façade, the removal of the paint on the brick walls and the reintroduction of the gable roof dormers. To ensure the sensitive conservation of this historic building and to create a historically compatible result, the works were undertaken using historic research and an attention to detail in the craftsmanship.

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 Robert White Building is associated with fabric dyer and scourer (cleaner), Robert White. He worked as a dyer and scourer beginning in 1865 at various addresses along Princess Street prior to moving to 79-83 Princess Street around 1882. Robert White died March 8, 1890 at age 51. His wife Agnes assumed operation of the business until passing it off to their son Albert in 1894. The property was sold to Robert McLeod in 1895 and used as a commercial rental property. One notable renter is Clark W. Wright, son of Clark Wright (Hatter and Furrier, who lived at 25 Colborne Street). In 1908, after leaving his father's fur business, Clark Jr. operated as an insurance agent and license inspector at 81 Princess 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 property has contextual value because it is a landmark.

The Robert White Building is significant in defining and maintaining the character of the streetscape along the north side of Princess Street, between King and Wellington Streets. The street displays many early commercial buildings in the City of Kingston. The buildings on this section of Princess Street vary in height from one-and-a-half to four storeys and the construction materials include primarily red-brick and limestone.

The Robert White Building contributes to the historic streetscape of Princess Street. With its shallow setback, two-and-a-half storey height, red-brick construction, and location close to the lot lines, the Robert White Building shares a visual and historical relationship with its surroundings, particularly the limestone Moore Building at 75-77 Princess Street, which shares a similar scale and design, and the three storey brick buildings at 85-95 Princess Street. As part of this group of buildings, the subject building creates a streetwall and helps maintain the historic and eclectic character of this portion of Princess Street.

This variety creates a visually appealing and diverse streetscape along Princess Street. With its restored façade and red-brick construction, the Robert White Building is a visual landmark along the street.

Heritage Attributes

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

- Two-and-a-half storey red-brick building with gable roof, two gable dormers and a parapet wall;
- Five-bay second storey of segmentally arched windows, with central projection that holds the middle bay;
- Recessed storefront with two round steel columns, central double door entrance, flanked by a set of three large store windows, all topped by transoms; and
- Two entrances topped by transoms on either side of the storefront, separated by brick pilasters with restored capitals.



**City of Kingston
Report to Council
Report Number 24-205**

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: October 1, 2024
Subject: Operating Budget Status Report – August 2024

Council Strategic Plan Alignment:

Theme: Financial measures/budget

Goal: See above

Executive Summary:

This report provides a financial status update of the general operating budget as at August 31, 2024. Exhibits to the report provide detailed budget and actual information and variances by department and an overall net operating position of 66.4% of the annual budget at August 31, 2024. Revenue and expenditure variances reflect expected timing, seasonality, and other operational factors. Further information on year-to-date results is included in the body of this report.

In order to ensure that net spending remains within approved budget parameters, staff regularly monitor and review budget variance information. This allows for unanticipated variances to be identified on a timely basis and any necessary corrective action to be taken in response to changing circumstances and conditions. August results continue to support a balanced budget by year-end.

Recommendation:

This report is for information only.

October 1, 2024

Page 2 of 5

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

October 1, 2024

Page 3 of 5

Options/Discussion:**Background**

The financial information provided in this report is derived from the financial accounting records of the Corporation as at August 31, 2024. Exhibits to the report reflect the approved operating budget for the 2024 fiscal year together with 2024 actual year-to-date revenue and expenditure information, reported by group and summarized by department. Board and agency transfers and municipal utilities are also summarized.

Exhibit A reflects the net operating information (revenues less expenditures). Exhibits B and C reflect gross revenues and gross expenditures respectively. A variance column is provided for reference purposes which shows the amount of revenues to be generated or expenditures to be spent over the balance of the year. The actual to budget percent column provides a comparative indicator of the proportion of the annualized budget that has been spent or received to date.

Exhibit A shows a net operating position of 66.4% of the total annual budget at August 31, 2024. Revenues and expenditures to the end of August reflect seasonal and other budget variances normally experienced year to year; however, other notable revenue and expenditure variances at August 31st are summarized below.

- Fuel costs are trending lower than anticipated due primarily to lower than projected prices, resulting in a current surplus impacting Transit operations (\$555K) and Public Works (\$100K).
- Winter control costs are trending at approximately 73% of the annual budget, which is slightly higher than the historical average. Costs are managed through the remainder of the year as cyclical winter control costs decline.
- Transit is reporting a \$700K surplus due primarily to lower than projected fuel prices, as noted above, as well as vacancies resulting from past recruitment challenges.
- Transportation revenues are trending lower than expected with a variance of \$129K compared to budget. Increased revenues are expected over the remainder of the year as the automated speed enforcement program is implemented.
- Solid Waste is reporting a \$277K surplus at August 31st as a result of higher than expected revenues from the blue box program subsidies (\$53K), sale of materials (\$82K) and collection recoveries (\$50K).
- Fire & Rescue is reporting a \$654K deficit at August 31st due to higher than anticipated staffing costs related to WSIB, sick-time and backfill costs required in order to maintain the necessary minimum staff levels.
- Licensing & Enforcement is reporting a \$320K surplus year-to-date with raffle and bingo license revenues exceeding expectations by \$130K, as well as savings resulting from the timing of staffing hires.

October 1, 2024

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- A net parking surplus of \$620K to-date, included in the Licensing & Enforcement department, is being transferred to the Parking Reserve Fund in accordance with policy. Parking revenues are \$337K higher than anticipated, reflecting cyclical levels, with the majority of the surplus coming from parking meter and space rentals. The remainder of the surplus is a result of timing of expenditures.
- Climate Leadership Division reflects a surplus of \$200K resulting from a slower than expected implementation timing of the Green Standard Community Improvement Plan program.
- Rideaucrest is reporting year-to-date surplus of \$1.2M with \$800K attributed to vacancies resulting from recruitment challenges and the timing of hires, related mostly to nursing support. The remaining \$400K surplus relates to the receipt of additional Provincial funding.
- The expenditure surplus of \$378K reported by the Community Development and Wellbeing Department reflects a delayed implementation of this new department and the corresponding delays in recruiting for budgeted positions.
- Electricity cost savings of \$345K year-to-date are contributing to the surplus in Facilities Management and Construction Services.
- Airport revenues are approximately \$342K less than the projected at the end of August due to the delays in the resumption of scheduled passenger service. These revenue losses are slightly offset by reductions in lower direct cost spending.
- Legal Services is reporting a deficit of \$433K at the end of July primarily as a result of higher than projected external legal services including costs related to the Davis Tannery project.

The exhibits also include revenue and expenditure variances for municipal utility operations, as managed by Utilities Kingston. The operations of municipal utilities are funded entirely by rate revenues based on established charges approved by Council. Notable revenue and expenditure variances at August 31st are noted below.

- Water – reporting a small deficit as a result of lower-than-expected revenues.
- Gas – revenues and related commodity costs are reporting 12% less than budget due to reduced consumption in the first half of the year as a result of a 10% decrease in heating degree days.

Existing Policy/By-Law

The 2024 budget was proposed under the provisions of the Strong Mayor Powers.

October 1, 2024

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Notice Provisions

None

Financial Considerations

Comments are contained within the Options/Discussion section of this report with reference to the exhibits attached.

Contacts:

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

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

Christa Walsh, Manager, Financial Planning

Other City of Kingston Staff Consulted:

Applicable City Departments

Laura Deak, Manager of Finance, Utilities Kingston

Randy Murphy, Chief Financial Officer, Utilities Kingston

Exhibits Attached:

Exhibit A - Net Operating as at August 31, 2024

Exhibit B - Gross Revenue as at August 31, 2024

Exhibit C - Gross Expenditures as at August 31, 2024

City of Kingston

Net Operating as at August 31, 2024

Department	Actuals Year to Date	Annual Budget	Variance \$	YTD=67% Actual to Budget %
Transit Services	11,768,175	18,728,494	(6,960,319)	62.8%
Transportation Services	1,630,919	3,070,429	(1,439,510)	53.1%
Engineering Services	269,641	548,472	(278,831)	49.2%
Public Works Services	18,044,175	26,848,255	(8,804,080)	67.2%
Solid Waste Services	6,271,993	9,823,547	(3,551,554)	63.8%
Fire & Rescue	20,458,589	29,706,780	(9,248,191)	68.9%
Commissioner's Office	257,904	376,657	(118,753)	68.5%
Infrastructure, Transportation & Emergency Services	58,701,396	89,102,634	(30,401,238)	65.9%
Planning Services	884,471	1,345,216	(460,745)	65.7%
Building Services	-	-	-	-
Licensing & Enforcement	544,164	1,300,664	(756,500)	41.8%
Business, Real Estate & Environment	578,573	941,376	(362,803)	61.5%
Climate Leadership Division	338,052	816,589	(478,537)	41.4%
Commissioner's Office	251,678	376,307	(124,629)	66.9%
Growth & Development Services	2,596,938	4,780,152	(2,183,214)	54.3%
Heritage Services	1,226,428	2,281,272	(1,054,844)	53.8%
Housing & Social Services	14,515,011	21,802,376	(7,287,365)	66.6%
Recreation & Leisure Services	5,855,893	8,085,305	(2,229,412)	72.4%
Arts & Culture Services	2,328,877	3,382,730	(1,053,853)	68.8%
Residential Long Term Care	3,215,924	6,707,308	(3,491,384)	47.9%

Department	Actuals Year to Date	Annual Budget	Variance \$	YTD=67% Actual to Budget %
Community Development & Wellbeing	478,672	1,034,740	(556,068)	46.3%
Commissioner's Office	199,462	284,471	(85,009)	70.1%
Community Services	27,820,267	43,578,202	(15,757,935)	63.8%
Facilities Management & Construction Services	1,899,623	3,750,515	(1,850,892)	50.6%
Communications & Customer Experience	1,865,748	2,880,952	(1,015,204)	64.8%
Information Systems & Technology	3,288,872	5,043,575	(1,754,703)	65.2%
Human Resources & Organization Development Services	2,541,154	3,944,621	(1,403,467)	64.4%
Corporate Asset Management & Fleet	-	-	-	-
Major Projects	-	-	-	-
Commissioner's Office	342,674	500,048	(157,374)	68.5%
Corporate Services	9,938,071	16,119,711	(6,181,640)	61.7%
Airport	409,929	329,629	80,300	124.4%
Mayor & Council	1,111,598	1,550,663	(439,065)	71.7%
Office of the CAO	230,416	699,529	(469,113)	32.9%
Legal Services	1,643,379	1,815,668	(172,289)	90.5%
Office of the City Clerk	1,289,653	2,078,966	(789,313)	62.0%
Strategy Innovation & Partnerships	831,616	970,468	(138,852)	85.7%
Financial Services	1,401,599	2,267,178	(865,579)	61.8%
Finance & Administration	6,918,190	9,712,101	(2,793,911)	71.2%
Agency Transfers	51,599,878	74,041,698	(22,441,820)	69.7%
Fiscal Services & Capital Levy	33,751,419	50,621,185	(16,869,766)	66.7%

Department	Actuals Year to Date	Annual Budget	Variance \$	YTD=67% Actual to Budget %
Agency and Board Transfers & Fiscal Services	85,351,297	124,662,883	(39,311,586)	68.5%
Municipal Total	191,326,159	287,955,683	(96,629,524)	66.4%
Taxation Revenue	(286,912,099)	(287,955,683)	1,043,584	99.6%
Total Net Operating - Municipal Operations	(95,585,940)	-	(95,585,940)	
Water	539,493	-	539,493	-
Wastewater	(910,769)	-	(910,769)	-
Gas	(273,337)	-	(273,337)	-
Appliance Rental	(202,909)	-	(202,909)	-
Total Net Operating - Municipal Utilities	(847,522)	-	(847,522)	
Total Net Operating	(96,433,462)	-	(96,433,462)	

City of Kingston

Gross Revenues as at August 31, 2024

Department	Actuals Year to Date	Annual Budget	Variance \$	YTD=67% Actual to Budget %
Transit Services	(10,250,143)	(15,822,189)	5,572,046	64.8%
Transportation Services	(502,041)	(946,608)	444,567	53.0%
Engineering Services	(38,360)	(25,750)	(12,610)	149.0%
Public Works Services	(1,027,064)	(1,521,131)	494,067	67.5%
Solid Waste Services	(4,141,521)	(5,982,363)	1,840,842	69.2%
Fire & Rescue	(705,960)	(905,477)	199,517	78.0%
Commissioner's Office	-	-	-	-
Infrastructure, Transportation & Emergency Services	(16,665,089)	(25,203,518)	8,538,429	66.1%
Planning Services	(877,773)	(1,506,149)	628,376	58.3%
Building Services	(2,410,315)	(3,843,661)	1,433,346	62.7%
Licensing & Enforcement	(7,655,223)	(10,937,933)	3,282,710	70.0%
Business, Real Estate & Environment	(99,159)	(238,590)	139,431	41.6%
Climate Leadership Division	-	-	-	-
Commissioner's Office	-	-	-	-
Growth & Development Services	(11,042,470)	(16,526,333)	5,483,863	66.8%
Heritage Services	(69,473)	(233,953)	164,480	29.7%
Housing & Social Services	(46,387,364)	(76,167,487)	29,780,123	60.9%
Recreation & Leisure Services	(7,923,938)	(11,255,228)	3,331,290	70.4%
Arts & Culture Services	(1,536,108)	(2,281,865)	745,757	67.3%
Residential Long Term Care	(12,233,929)	(17,773,085)	5,539,156	68.8%

Department	Actuals Year to Date	Annual Budget	Variance \$	YTD=67% Actual to Budget %
Community Development & Wellbeing	(50,000)	(95,000)	45,000	52.6%
Commissioner's Office	-	-	-	-
Community Services	(68,200,812)	(107,806,618)	39,605,806	63.3%
Facilities Management & Construction Services	(2,959,109)	(4,636,967)	1,677,858	63.8%
Communications & Customer Experience	(121,847)	(279,633)	157,786	43.6%
Information Systems & Technology	(810,991)	(1,249,993)	439,002	64.9%
Human Resources & Organization Development Services	(156,843)	(297,864)	141,021	52.7%
Corporate Asset Management & Fleet	(167,570)	(250,000)	82,430	67.0%
Major Projects	(152,107)	(226,181)	74,074	67.3%
Commissioner's Office	-	-	-	-
Corporate Services	(4,368,467)	(6,940,638)	2,572,171	62.9%
Airport	(673,090)	(1,522,986)	849,896	44.2%
Mayor & Council	-	-	-	-
Office of the CAO	(377,109)	(247,870)	(129,239)	152.1%
Legal Services	(1,239,087)	(1,943,868)	704,781	63.7%
Office of the City Clerk	(78,337)	(144,155)	65,818	54.3%
Strategy Innovation & Partnerships	(697,462)	(612,679)	(84,783)	113.8%
Financial Services	(1,093,554)	(1,673,404)	579,850	65.3%
Finance & Administration	(4,158,639)	(6,144,962)	1,986,323	67.7%
Agency Transfers	(495,147)	(742,721)	247,574	66.7%
Fiscal Services & Capital Levy	(15,370,015)	(22,420,483)	7,050,468	68.6%

Department	Actuals Year to Date	Annual Budget	Variance \$	YTD=67% Actual to Budget %
Agency and Board Transfers & Fiscal Services	(15,865,162)	(23,163,204)	7,298,042	68.5%
Municipal Total	(120,300,639)	(185,785,273)	65,484,634	64.8%
Taxation Revenue	(289,277,973)	(292,103,893)	2,825,920	99.0%
Total	(409,578,612)	(477,889,166)	68,310,554	85.7%
Water	(23,858,883)	(36,379,188)	12,520,305	65.6%
Wastewater	(27,745,587)	(42,122,648)	14,377,061	65.9%
Gas	(18,213,484)	(37,371,118)	19,157,634	48.7%
Appliance Rental	(2,593,932)	(3,709,000)	1,115,068	69.9%
Municipal Utilities	(72,411,886)	(119,581,954)	47,170,068	60.6%
Total Gross Revenue	(481,990,498)	(597,471,120)	115,480,622	80.7%

City of Kingston

Gross Expenditures as at August 31, 2024

Department	Actuals Year to Date	Annual Budget	Variance \$	YTD=67% Actual to Budget %
Transit Services	22,018,318	34,550,683	(12,532,365)	63.7%
Transportation Services	2,132,960	4,017,037	(1,884,077)	53.1%
Engineering Services	308,001	574,222	(266,221)	53.6%
Public Works Services	19,071,239	28,369,386	(9,298,147)	67.2%
Solid Waste Services	10,413,514	15,805,910	(5,392,396)	65.9%
Fire & Rescue	21,164,549	30,612,256	(9,447,707)	69.1%
Commissioner's Office	257,904	376,657	(118,753)	68.5%
Infrastructure, Transportation & Emergency Services	75,366,485	114,306,151	(38,939,666)	65.9%
Planning Services	1,762,244	2,851,366	(1,089,122)	61.8%
Building Services	2,410,315	3,843,661	(1,433,346)	62.7%
Licensing & Enforcement	8,199,387	12,238,597	(4,039,210)	67.0%
Business, Real Estate & Environment	677,732	1,179,966	(502,234)	57.4%
Climate Leadership Division	338,052	816,589	(478,537)	41.4%
Commissioner's Office	251,678	376,307	(124,629)	66.9%
Growth & Development Services	13,639,408	21,306,486	(7,667,078)	64.0%
Heritage Services	1,295,901	2,515,225	(1,219,324)	51.5%
Housing & Social Services	60,902,375	97,469,863	(36,567,488)	62.5%
Recreation & Leisure Services	13,779,831	19,340,533	(5,560,702)	71.2%
Arts & Culture Services	3,864,985	5,664,595	(1,799,610)	68.2%
Residential Long Term Care	15,449,853	24,480,392	(9,030,539)	63.1%

Department	Actuals Year to Date	Annual Budget	Variance \$	YTD=67% Actual to Budget %
Community Development & Wellbeing	528,672	1,129,740	(601,068)	46.8%
Commissioner's Office	199,462	284,471	(85,009)	70.1%
Community Services	96,021,079	150,884,819	(54,863,740)	63.6%
Facilities Management & Construction Services	4,858,732	8,387,481	(3,528,749)	57.9%
Communications & Customer Experience	1,987,595	3,160,584	(1,172,989)	62.9%
Information Systems & Technology	4,099,863	6,293,567	(2,193,704)	65.1%
Human Resources & Organization Development Services	2,697,997	4,242,486	(1,544,489)	63.6%
Corporate Asset Management & Fleet	167,570	250,000	(82,430)	67.0%
Major Projects	152,107	226,181	(74,074)	67.3%
Commissioner's Office	342,674	500,048	(157,374)	68.5%
Corporate Services	14,306,538	23,060,347	(8,753,809)	62.04%
Airport	1,083,019	1,852,616	(769,597)	58.5%
Mayor & Council	1,111,598	1,550,663	(439,065)	71.7%
Office of the CAO & Strategic Projects	607,525	947,399	(339,874)	64.1%
Legal Services	2,882,466	3,759,536	(877,070)	76.7%
Office of the City Clerk	1,367,990	2,223,121	(855,131)	61.5%
Strategy Innovation & Partnerships	1,529,078	1,583,147	(54,069)	96.6%
Financial Services	2,495,153	3,940,584	(1,445,431)	63.3%
Finance & Administration	11,076,829	15,857,066	(4,780,237)	69.9%
Agency Transfers	52,095,025	74,784,419	(22,689,394)	69.7%
Fiscal Services & Capital Levy	49,121,434	73,041,668	(23,920,234)	67.3%

Department	Actuals Year to Date	Annual Budget	Variance \$	YTD=67% Actual to Budget %
Agency and Board Transfers & Fiscal Services	101,216,459	147,826,087	(46,609,628)	68.5%
Municipal Total	311,626,798	473,240,956	(161,614,158)	65.8%
Taxation Revenue	2,365,874	4,148,210	(1,782,336)	57.0%
Total	313,992,672	477,389,166	(163,396,494)	65.8%
Water	24,398,376	36,379,188	(11,980,812)	67.1%
Wastewater	26,834,818	42,122,648	(15,287,830)	63.7%
Gas	17,940,147	37,371,118	(19,430,971)	48.0%
Appliance Rental	2,391,023	3,709,000	(1,317,977)	64.5%
Municipal Utilities	71,564,364	119,581,954	(48,017,590)	59.8%
Total Gross Expenditures	385,557,036	596,971,120	(211,414,084)	64.6%

From: River Hill

Sent: September 16, 2024 12:16 PM

To: Sullivan, Iain <isullivan@cityofkingston.ca>

Subject: Letter of Resignation from Housing and Homelessness Advisory Committee

Caution: This email is from an external source. Please exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello Iain,

I am writing to tender my resignation from the Housing and Homelessness Advisory Committee of the City of Kingston, effective immediately. I hope I've gone through the right channels to send this, but please feel free to correct me if I've gotten this wrong.

I wish to express my gratitude for the opportunity to contribute to discussions on issues related to homelessness and advocacy. However, I find that my values no longer align with the decisions being made by the mayor, and I cannot, with confidence, continue to engage in this role with the best intentions for our unhoused population. My dissatisfaction stems from a perception of complacency towards discriminatory approaches by certain city officials towards our most vulnerable populations, which impedes my ability to make a meaningful impact with confidence within the committee.

I believe that participating in council meetings as a member of the public would enable me to contribute more effectively. This approach would allow me to speak more freely about my lived experience with homelessness and advocate with greater honesty and intent.

I extend my best wishes to all involved and hope that our collective efforts will lead to a city and community that is safe and welcoming for all individuals, particularly those who are most vulnerable.

Sincerely,

River Hill

**CITY COUNCIL
MEETING OF:**

October 1, 2024

**COMMUNICATION
No: 23-638**

Name

2024-35 Kingston Police Services Board Agenda. The meeting is scheduled for September 19 at 12pm at Kingston Police Headquarters.

2024-36 Kingston Police Services Board Minutes. The meeting was held July 18, 2024.

23-628 Association of Municipalities Ontario AMO Watchfile, dated September 12, 2024.

23-629 Resolution received from the Township of Lake of Bays regarding AMCTO Provincial Updates to Municipal Elections Act, dated September 10, 2024.

23-630 Correspondence received from Jamie Swift with respect to Biogas, dated September 10, 2024.

23-631 Correspondence received from Kerry Hill regarding Knox Farms Biogas & Biosolids Facility Concerns, dated September 11, 2023.

23-632 Correspondence received from Mary Farrar regarding defer Biogas report, dated September 11, 2024.

23-633 Correspondence received from Mark Sibley regarding Kingston Regional Biogas & Biogas Facility Proposal - A potential stranded asset, dated September 11, 2024.

23-634 Correspondence received from Jerri Jerreat regarding the biogas and methane facility proposed for Knox Farm, dated September 11, 2024.

23-635 Correspondence received from Kathleen OHara regarding propped biogas facility, dated September 11, 2024.

23-636 Correspondence received from Maurice & Margaret Breslow regarding Biosolid facility, dated September 10, 2024.

23-637 Correspondence received from James Edgar regarding biosolids, dated September 10, 2024.

23-638 Correspondence received from River Hill regarding resignation from Housing & Homelessness Advisory Committee, dated September 16, 2024.

23-640 Correspondence received from Hannah Kaufman regarding concerns about possible ICH closure, dated September 13, 2024.

23-641 Correspondence received from Mignon Morphet regarding 'shame on you', dated September 13, 2024.

23-642 Correspondence received from Janice Couch regarding closing the hub, dated September 13, 2024.

23-643 Correspondence received from Amanda Maggiacomo regarding Encampment-ICH-CTS Closure Unacceptable, dated September 14, 2024.

23-644 Correspondence received from Tara Kainer regarding Urgent Request to Halt Belle Park Evictions & Support Harm Reduction, dated September 14, 2024.

23-645 Correspondence received from Islay Brown regarding ICH, CTS as essential care, dated September 14, 2024.

23-646 Correspondence received from Phyllis Waugh regarding Urgent Request to Halt Belle Park Evictions and Support Harm Reduction Services, dated September 14, 2024.

23-647 Correspondence received from Morgan Mainguy regarding Integrated Care hub eviction, dated September 14, 2024.

23-648 Correspondence received from Margaret Little regarding ICH & CTS, dated September 14, 2024.

23-649 Correspondence received from Bridget Doherty regarding Kingston residents, dated September 16, 2024.

23-650 Correspondence received from Nancy Nicol regarding Bell Park Evictions and Harm Reduction Services, dated September 16, 2024.

23-651 Correspondence received from Grace Wedlake regarding protect community members at Belle Park, dated September 16, 2024.

23-652 Correspondence received from Olivia Ransberry regarding urgent request to halt Belle Park Evictions and Support Harm Reduction Services, dated September 16, 2024.

23-653 Correspondence received from Matt Rogalsky regarding violence near the Hub, dated September 14, 2024.

23-654 Correspondence received from Kathleen OHara regarding another shameful act, dated September 15, 2024.

23-655 Correspondence received from John Brackenbury regarding urgent request to halt belle park evictions & support harm reduction services, dated September 15, 2024.

23-656 Correspondence received from Sharon Way-Brackenbury regarding urgent request to halt belle park evictions & support harm reduction services, dated September 15, 2024.

23-657 Correspondence recieved from Alexandra C regarding urgent request to halt Belle Park evictions and support harm reduction services, dated September 15, 2024.

23-658 Correspondence received from Carley Hoja regarding response to Mayors comments, dated September 15, 2024.

23-659 Correspondence received from Claya Way Brackenbury regarding urgent request to halt Belle Park evictions and support harm reduction, dated September 15, 2024.

23-660 Correspondence received from Lisa Varrette regarding urgent request to halt Belle Park evictions and support harm reduction services, dated September 15, 2024.

23-661 Correspondence received from Judi Wyatt regarding ICH be preserved, dated September 15, 2024.

23-662 Correspondence received from Toni Thornton regarding urgent appeal against eviction and closure of essential services in Kingston, dated September 15, 2024.

23-663 Correspondence received from Jessica Shaughnessy regarding Belle Park evictions, dated September 15, 2024.

23-664 Correspondence received from Beth Schreiner regarding urgent request to halt Belle Park evictions and support harm reduction services, dated September 15, 2024.

23-665 Correspondence received from Shobhana Xavier with respect to urgent request to halt Belle Park evictions and support harm reduction services, dated September 15, 2024.

23-666 Correspondence received from Cleo Boyd regarding urgent request to halt Belle Park evictions and support harm reduction services, dated September 16, 2024.

23-667 Correspondence received from Kori Speck Altenpohl regarding support and compassion regarding Belle Park, dated September 16, 2024.

23-668 Correspondence received from Morgan Mainguy regarding Integrated Care Hub eviction, dated September 14, 2024.

23-669 Correspondence received from Margaret Pappano regarding Mayor Paterson, dated September 17, 2024.

23-670 Correspondence received fro Mignon Morphet regarding reopen Belle Park to residents, dated September 17, 2024.

23-671 Correspondence received from Laura Chaignon regarding urgent request to halt Belle Park evictions and support harm reduction services, dated September 17, 2024.

23-672 Correspondence received from Ayva Tomac regarding support the ICH and please prevent evictions at Belle Park, dated September 17, 2024.

23-673 Resolution received from Town of Tillsonburg regarding Cellular Coverage Concerns, dated September 17, 2024.

23-674 Association of Municipalities Ontario AMO Watchfile, dated September 19, 2024.

23-675 Correspondence received from Peter Clarke regarding proposed development support for Limestone City Cooperative, dated September 18, 2024.

23-676 Correspondence received from Habibe Burcu Baba regarding support the ICH and prevent evictions at Belle Park, dated September 18, 2024.

23-677 Correspondence received from Eleanor Casey regarding support of the ICH and homeless citizens in Belle Park, dated September 18, 2024.

23-678 Correspondence received from Jeff Balderson regarding urgent need to reopen ICH and CTS at Belle Park, dated September 18, 2024.

23-679 Correspondence received from Marney McDiarmid regarding please reopen CTS, dated September 19, 2024.

23-680 Notice of Technical Consent for Lot Addition at 1456 Centennial Drive & 1535 Robinson Court - Comments due October 4.

23-681 Notice of Technical Consent to create easement at 264 King Street East - Comments due October 4.

23-682 Correspondence received from Anthony Gifford regarding the Hub, dated September 21, 2024.

23-683 Correspondence from Libby Alexander regarding urgent request to halt Belle Park evictions & support harm reduction services, dated September 21, 2024.

23-684 Correspondence received from Jerri Jerreat regarding forever chemicals, dated September 21, 2024.

23-685 Correspondence received from Viviane Carpentier regarding Tragically Hip No Dress Rehearsal, dated September 22, 2024.

23-686 Correspondence received from Mary McCollam regarding Belle Park, ICH & CTS, dated September 23, 2024.

By-Law Number 2023-XX

A By-Law to Amend By-Law Number 2022-62, “Kingston Zoning By-Law Number 2022-62” (Removal of Holding Overlay, 2251 Mckendry Road)

Passed: October 1, 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 2251 Mckendry Road; and

Whereas in accordance with Section 5.4 of the Kingston Zoning By-Law, the owner has satisfied the conditions for the removal of the “Second Residential Unit Holding Overlay – Water Supply/Water Quality” on the subject property, including;

- (a) A “Second Residential Unit Holding Overlay – Water Supply/Water Quality” application has been reviewed and approved to the satisfaction of the City’s Environment Division; and
- (b) Clearance has been provided by Engineering Services, Building Services, and CRCA staff for the removal of the “Second Residential Unit Holding Overlay – Water Supply/Water Quality”.

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

1. By-Law Number 2022-62 of The Corporation of the City of Kingston, entitled “Kingston Zoning By-Law Number 2022-62”, is amended as follows:
 - 1.1 Schedule “D1” is amended by removing the Second Residential Unit Holding Overlay – Water Supply/Water Quality from the subject lands, as shown on Schedule “A” attached to and forming part of this By-Law; and
2. This By-Law will come into force in accordance with the provisions of the *Planning Act*.

Given all Three Readings and Passed:

Janet Jaynes
City Clerk

Bryan Paterson
Mayor

