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RECEIVED
2025/11/05
(YYYY/MM/DD)
Ontario Heritage Trust

Office of the City Clerk

November 5, 2025

Via email: rdmitchell@cityofkingston.ca

Richard Mitchell, Project Manager
City of Kingston

Dear Richard:

Re: Kingston City Council Meeting, November 4, 2025 – Resolution Number 2025-325 – Application for Ontario Heritage Act Approval – 216 Ontario Street

At the regular meeting on November 4, 2025, Council approved Resolution Number 2025-325 with respect to Application for Ontario Heritage Act Approval – 216 Ontario Street, as follows:

That the application at 216 Ontario Street, be approved in accordance with the details described in the application (File Number P18-051-2025), which was deemed complete on September 9, 2025, with said application to include the replacement of the limestone stairs and railings at the main entrance staircases; cleaning, repointing and stone repair/replacement on all exterior elevations; repair and repainting all exterior wood window frames and doors; localized repairs to copper roofing and rain gear, repairs and repainting of all three roof-top cupolas; and an overall cleaning, repainting and repairs to metal, glass and wooden components on the dome, lantern and clock faces; and

That notwithstanding Part VII, Section 23(i) of By-Law Number 2023-38, Heritage Procedural By-Law, as amended, this approval shall remain in effect for six (6) years subject to periodic inspections by the City per Section 23(f) of the noted By-Law; and

That the approval of the application shall be subject to the conditions outlined in Exhibit A to Report Number HP-25-028.

The Corporation of the City of Kingston
216 Ontario Street, Kingston, ON K7L 2Z3
Phone: (613) 546-4291 extension 1207 cityclerk@cityofkingston.ca

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Derek Ochej', with a stylized flourish at the end.

Derek Ochej
Acting City Clerk
/nb

Encl. Exhibit A to Report HP-25-028

C.C. Ontario Heritage Trust
Ryan Leary, Senior Heritage Planner

Conditions of Approval

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

1. All window works shall be completed in accordance with the City's Window Policy and Guidelines, with special care given to the stain glass units, which are particularly vulnerable during exterior works;
2. All masonry works shall be completed in accordance with the City's Policy on Masonry Restoration in Heritage Buildings. Any replacement masonry units shall be sourced to match, as close as possible, in colour, size and profile with the existing. Any intact or large stones removed from the existing building should be stored for possible reuse in the future. The existing limestone knee-walls and column bases, shall be conserved, retained in their existing profile and repaired as needed;
3. Details related to the colour(s) and specifics of all exterior features, including but not limited to the cladding, windows, roofing, glazing, trim and doors, shall be submitted to Heritage Planning staff for review and approval prior to installation, to ensure it complements the heritage character and attributes of the District;
4. Regular coordination meetings/site inspections shall be scheduled with Heritage Services staff (Planning and/or Programming) to ensure heritage-sensitive practices are prioritized and understood;
5. Meetings shall be scheduled with Arts & Culture Services to ensure impacts to special events are understood and minimized;
6. A Building Permit shall be obtained, as necessary;
7. An Encroachment Permit/Temporary Access Permit shall be obtained, as necessary;
8. All existing trees shall be protected during construction, as necessary, as per the City Guidelines for Tree Protection and Preservation. Tree Preservation details shall be included in the Construction Management Plan. Any pruning shall be performed by Public Works-Forestry staff in advance of any construction activities;
9. Designated Substances and other potentially hazardous building materials must be identified prior to construction or demolition, in accordance with the *Ontario Occupational Health and Safety Act*. A copy of the report must be provided to the general contractor in advance of the initiation of the subject work, who in turn must submit the report to all subcontractors prior to the commencement of any demolition, construction or renovation work (as defined in the Act); and
10. 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 or the District, shall be delegated to the Director of Heritage Services for review and approval.