

From: [Conod,Shawn](#)
To: [Woodland,Heather](#)
Cc: [Murphy,Steve](#); [Salter-Keane,Julie](#)
Subject: RE: List of MAAC Reviewed projects
Date: Wednesday, October 14, 2015 2:21:00 PM

Heather,

I am unfamiliar with the steps taken to get projects on your list. I didn't send a request. Perhaps I was supposed to when the capital funds were approved late last year.

If you would ask for volunteers that would be great!

We need to progress quickly through design. Our first schematic drawings are to arrive this week and a preliminary meeting to discuss the first versions will be held with the Architect on Monday.

The general scope is to renovate about 2500 sqft of ground level space to house the City's Customer Service group. They will relocate from Portsmouth Olympic Harbour where they currently operate.

The space will house approximately 24 staff in workstations.

The existing washrooms will be freshened up with new finishes.

A lunch room and a supervisor's office will be added to the space.

The existing ceiling grid and lighting will remain.

Regards,
Shawn Conod

S.M. Conod, P.Eng.,PMP
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From: Woodland,Heather
Sent: Wednesday, October 14, 2015 9:47 AM
To: Conod,Shawn; Salter-Keane,Julie
Cc: Murphy,Steve
Subject: RE: List of MAAC Reviewed projects

Hello Shawn,

I combed through my emails and didn't see a project team request for this one – had one been sent to Cheryl or I?

In any case, I'm happy to initiate the project team request at our next meeting, November 5th, or if it is time sensitive I can email the committee to request volunteers.

Thanks,

Heather Woodland

Committee Clerk
City of Kingston
216 Ontario Street
(613) 546-4291 ext. 1219

From: Conod,Shawn
Sent: Tuesday, October 13, 2015 4:16 PM
To: Woodland,Heather; Salter-Keane,Julie
Cc: Murphy,Steve
Subject: List of MAAC Reviewed projects
Importance: High

Heather, Julie,

I took a quick look at the MAAC Project chart as of August 2015.

I did not see the project to relocate the City Customer Service Centre (Call Centre) from Portsmouth Olympic Harbour to 362 Montreal Street.

This project requires the renovation of a space at the East end of the first floor of 362 Montreal street.

Will this project be assigned a MAAC project team? Bob Baird and David Grightmire worked with me on a project next door in the Provincial Offences Courts.

I am meeting with the Architect on Monday of next week to review early versions of schematics, it may be beneficial to have a MAAC project team member assigned and present.

Regards,
Shawn Conod

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From: [Quittkat,Rachel](#)
To: [Woodland,Heather](#)
Cc: [Newman,Greg](#)
Subject: RE: Accessibility Project Team
Date: Tuesday, October 27, 2015 2:10:41 PM

Great thanks Heather, it will run a bit differently than a construction project. We would likely need the team to review draft deliverables (reports, studies, technical documents) from the consultant before we publish them publically.

Here is a summary of the project:

Comprehensive Zoning By-law

The Planning Department is undertaking a high priority project which will impact all planning across the City. This involves compiling five existing Zoning By-laws into one Comprehensive Zoning By-law. The work plan includes the following tasks:

- Initial Activities – include designing a GIS framework and database, evaluating Official Plan designations and policies to the proposed zones, establishing permitted uses for each zone, harmonizing the zone standards and establishing community standards for each zone, establishing and harmonizing a common list of by-law definitions, and establishing a common series of general provisions.
- Zone Standards - include drafting the zone text, applying zones to the maps
- Web-Based GIS System - As the zone mapping is being completed, it would be entered into a new enhanced GIS and Data System that would then become live and interactive through a web-based platform
- Statutory Process – Move the zoning by-law through the statutory process under the *Planning Act*. The statutory process involves at least one statutory public meeting, the Planning Committee recommendation to City Council, the Council adoption of the entire Comprehensive Zoning By-law and the advertising of the Notice of Decision regarding the passage of the Comprehensive Zoning By-law and establishing the appeal period.
- Public Consultation – Regular meetings with staff, stakeholders, interested members of the public, two public open houses to introduce the public to the project.

The deliverables from the consultants that may require review include the following:

- “Zoning Framework Report” outlining recommended definitions and general provisions. (currently have this in draft form)
- “Technical Memo for New Parking Standards” includes a review of past parking studies is to compile an updated set of parking ratios and parking space requirements for different land uses that will be carried forward into the New Comprehensive Zoning By-law. (to be delivered Jan/Feb 2016)
- “Recommended Zoning and Standards Report” outlining recommended zone boundaries and text for zones. (will be received early Nov 2015)
- Geodatabase of recommended zoning (to be received early 2016)
- Draft Zoning By-law (to be received Feb 2016)

Ultimately, the goal is to have the by-law ready for adoption in early 2017.

Let me know if you need any further information.

Regards,

Rachel Quittkat
City of Kingston

From: Woodland,Heather
Sent: Tuesday, October 27, 2015 11:56 AM
To: Quittkat,Rachel
Cc: Newman,Greg; Salter-Keane,Julie
Subject: RE: Accessibility Project Team

Hi Rachel,

Your timing is perfect. I'm putting together the agenda for next week's MAAC meeting, and we can list your project on the agenda and look for volunteers for the project team.

The only thing I would need from you is just a little bit more detail about the scope of the project. Anything you can send to the members at this point would be great, even if the fine details haven't been ironed out yet. They typically would like to know what the time commitment is, the scope of work, and frequency of meetings.

I will also need from you how many members you would like to be involved. Normally Project Teams have 2-3 members, but let me know if you need something different.

After our meeting next week, I add your project to the [Project Team Tracking Chart](#) and you provide the updates on the chart as needed. I will also send you the names and the contact information of your Project Team.

I hope this helps for now. Let me know if you have any questions.

Take care!

Heather Woodland
Committee Clerk
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From: Quittkat,Rachel
Sent: Tuesday, October 27, 2015 11:42 AM
To: Woodland,Heather
Cc: Newman,Greg; Salter-Keane,Julie
Subject: Accessibility Project Team

Hello Heather,

I was speaking with Julie today regarding the Municipal Accessibility Advisory Committee.

We are currently in the early development stages of our new Comprehensive Zoning By-law work. As well, as a we will be undertaking a review of parking ratios and parking/loading space dimensions as a separate technical document which will provide recommendations to be implemented in the Zoning By-law.

I understand that we will need to appoint a project team from the Committee to the project. Could you please advise how to proceed with setting this up?

Thanks!

Rachel Quittkat, CET
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