



**City of Kingston
Report to Council
Report Number 17-185**

To: Mayor and Members of Council
From: Lanie Hurdle, Commissioner, Community Services
Resource Staff: Paige Agnew, Director, Planning, Building & Licensing Services
Date of Meeting: July 11, 2017
Subject: North King's Town Secondary Plan: Phase 2 Terms of Reference for Technical Studies

Executive Summary:

The purpose of this report is to present the Terms of Reference for the Phase 2 Technical Studies for the North King's Town (NKT) Secondary Plan to Council.

The community visioning exercise and preliminary market analysis for the NKT Secondary Plan were conducted as the first phase of the overall secondary planning process. The community visioning exercise component involved the creation of a community vision statement, planning principles and design directions for the secondary plan. The preliminary market analysis was intended to support the development of a realistic, balanced and achievable vision for NKT by reviewing local economic factors and broader development market trends. The final Visioning Report and Preliminary Market Analysis for NKT was approved by Council on June 6, 2017.

Phase 2 of the NKT Secondary Plan will involve a number of technical studies including: a land use plan, a transportation plan, a servicing plan, a cultural heritage resources study, and a financial and implementation plan.

Staff anticipate issuing and conducting the RFP process for Phase 2 of the NKT Secondary Plan in July 2017, with consultant selection to take place in early fall 2017. Once the consultant has been selected and the contract executed, it is expected that the Phase 2 Technical Studies for the NKT Secondary Plan will be approximately 12 to 18 months in duration.

Recommendation:

That the Terms of Reference for the Phase 2 Technical Studies for the North King's Town Secondary Plan, attached as Exhibit A to Report Number 17-185, be endorsed by Council; and

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That staff be directed to issue the Request for Proposals for the Phase 2 Technical Studies for the North King's Town Secondary Plan.

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Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

Lanie Hurdle, Commissioner, Community Services

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

Gerard Hunt, Chief Administrative Officer

Consultation with the following Members of the Corporate Management Team:

Denis Leger, Corporate & Emergency Services Not required

Jim Keech, President and CEO, Utilities Kingston

Desiree Kennedy, Chief Financial Officer & City Treasurer Not required

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Options/Discussion:

On May 5, 2015, Council passed the following motion concerning a Secondary Plan for the Old Industrial Area and Inner Harbour Area:

That Council direct staff to prepare a request for proposals to undertake an exceptional, forward-thinking, livable, green and innovative Secondary Plan for the Inner Harbour and Old Industrial Area; and

That Council approve an upper budget of \$600,000 to complete an exceptional, forward thinking, livable, green and innovative Secondary Plan for the Inner Harbour and Old Industrial Area with funding in the amount of \$150,000 from the Municipal Capital Reserve Fund, and \$450,000 reallocated from the approved capital budget within the Planning, Building and Licensing Services Department; and

That Council direct staff to report back to Council on the terms and criteria of any RFP prior to the issuance of that RFP.

The City of Kingston Official Plan identifies both future and completed detailed planning areas, including the Inner Harbour Area and the Old Industrial Area. In the 1980's both of these areas had secondary plans completed which were never fully implemented. Given the Council motion resulting from public input related to the proposed Wellington Street Extension (WSE), the expressed desire to create a long-term vision for this area of the City, and the age of the past planning studies undertaken for both the Inner Harbour and Old Industrial Areas, the City decided to advance the secondary planning effort for this combined area.

The creation of a new secondary plan area that combines the existing Old Industrial and Inner Harbour Areas involves the inclusion of the neighbourhoods that link the two areas, as well as the existing road network. The "North King's Town Secondary Plan" (NKT) name was chosen as the project title to provide an identity to the project and new secondary planning area.

The NKT's Secondary Plan area is located in Central Kingston, within the urban area of the City of Kingston. It comprises approximately the northern two-thirds of the King's Town electoral district, as well as a small portion of the Kingscourt-Rideau electoral district. The area is bounded by John Counter Boulevard and the CN rail line to the north, the Great Cataraqui River to the east (which is part of the Rideau Canal system and part of a UNESCO World Heritage designation), the Central Business District designation in the Official Plan for the downtown to the south, and Division Street to the east.

The community visioning exercise and preliminary market analysis for the NKT Secondary Plan were conducted as the first phase of the overall secondary planning process. The community visioning exercise component involved the creation of a community vision statement, planning principles and design directions for the secondary plan. The preliminary market analysis (PMA) was intended to support the development of a realistic, balanced and achievable vision for NKT by reviewing local economic factors and broader development market trends. The PMA reviewed the demographics for the area, including residential population, housing and

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employment market characteristics. The purpose of the PMA was to test if proposed changes represent reasonable opportunities for the area with respect to their implementation, while being considerate of where new growth is likely to occur and where new investment should be encouraged. Phase 2 of the secondary plan will include an update of the demographic information for NKT, once all of the 2016 Census data has been released. The final Visioning Report and Preliminary Market Analysis for NKT was presented to the Planning Committee on May 18, 2017 ([Report Number PC-17-043](#)), and approved by Council on June 6, 2017.

The next phase of the NKT Secondary Plan will involve a number of technical studies including: a land use plan, a transportation plan, a servicing plan, a cultural heritage resources study, and a financial and implementation plan. Once complete, the secondary plan will be implemented through an amendment to the City’s Official Plan to include a new section specifically for NKT. The work done through the secondary plan for NKT will be consistent with the broader policies of the Official Plan, but will allow the city to develop additional policies that specifically guide the future development of the NKT area, based on the work completed through the Visioning Report and Preliminary Market Analysis, and tested through the technical studies discussed in the terms of reference for Phase 2 (Exhibit A).

Staff anticipate issuing and conducting the RFP process for this project in July 2017, with consultant selection to take place in early fall 2017. Once the consultant has been selected and the contract executed, it is expected that the Phase 2 Technical Studies for the NKT Secondary Plan will be approximately 12 to 18 months in duration.

In selecting a consultant, the city will review all proposals received and score them in relation to the evaluation criteria and points identified below:

- | | |
|--|-----------|
| 1. Understanding of Project Objectives | 10 points |
| 2. Experience and Qualifications of the Project Team | 30 points |
| 3. Proposed Work Plan and Quality of Approach and Submission | 35 points |
| 4. Compliance with the Accessibility Standards for Customer Service, <i>Ontario Regulation 429/7</i> | 5 points |
| 5. Cost | 20 points |

A copy of the terms of reference for the Phase 2 Technical Studies for the NKT Secondary Plan is attached as Exhibit A to this report.

Existing Policy/By-Law:

The Official Plan includes requirements for the preparation of a secondary plan (Sections 2.1.6, 2.4.11, and 9.7.2), which are to include a full technical analysis of land use and compatibility, transportation (including transit and transportation corridors and facilities), infrastructure (water, waste water, storm water, natural gas, electric power generation and transmission, and telecommunications), natural and cultural heritage features and areas, public service facilities, phasing and financial implementation.

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Secondary plans are to be prepared, presented for public consultation, and adopted in the same manner as the Official Plan, and are to be read in conjunction with other Official Plan policies. Section 2.4.11.b of the Official Plan notes that all secondary plans are to be prepared by the City of Kingston in accordance with the applicable policies of the Official Plan and in partnership with affected land owners.

Notice Provisions:

An e-mail notification of this Council report was sent to all individuals who have expressed an interest in the NKT Secondary Plan and have provided their contact information.

Accessibility Considerations:

Not applicable

Financial Considerations:

There are funds in the capital budget for the technical studies required as part of the second phase of the NKT Secondary Plan. However, the additional work regarding cultural heritage resources in NKT is outside of the original scope and budget of the secondary plan. Staff recommends that the RFP for Phase 2 of the NKT Secondary Plan be issued, with the request that all proposals submitted provide separate costs for each of the five technical studies listed in the terms of reference, including the proposed Cultural Heritage Resources Study. Once a preferred consultant has been selected, staff will prepare a report to Council that will outline the selection process and whether any additional resources are required to complete Phase 2 of the NKT Secondary Plan.

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Other City of Kingston Staff Consulted:

Kim Brown, Manager, Infrastructure & Development, Engineering

Tyler Lasko, Supervising Engineer, Engineering

Ian Semple, Manager, Service Development, Transportation Services

Colin Wiginton, Cultural Director, Cultural Services

Jim Miller, Director, Engineering & HR, Utilities

Mike Fischer, Utilities Engineer, Utilities

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Exhibits Attached:

Exhibit A North King's Town Secondary Plan – Phase 2: Technical Studies – Terms of Reference

North King's Town Secondary Plan Phase 2: Technical Studies

Terms of Reference

1. Introduction

The City of Kingston is requesting proposals from qualified consultants to undertake the second phase of the North King's Town Secondary Plan. The secondary plan will provide direction on the future growth and development of a significant portion of the City's urban core. The work in this second phase will include a number of technical studies (identified below in Section 3), and follows the work done in the first phase through the community visioning exercise and preliminary market analysis (online link: [North King's Town project webpage](#)).

Consultant teams should include expertise in land use planning, urban design, natural and cultural heritage planning, civil engineering, transportation planning and engineering, and public consultation and community engagement. It is expected that the project lead will be a Registered Professional Planner (RPP).

The following sections in this terms of reference are intended to guide the preparation of proposals for Phase 2 of the North King's Town Secondary Plan for the City of Kingston. This document has been prepared by the City of Kingston under the guidance of the Director of Planning, Building and Licensing Services.

2. Background of the Project

2.1 Study Area

The North King's Town Secondary Plan area is located in Central Kingston, entirely within the urban area of the City of Kingston. It comprises approximately the northern two-thirds of the King's Town electoral district, as well as a small portion of the Kingscourt-Rideau electoral district. The secondary plan area is strategically located between Highway 401 and historic Downtown Kingston. The area is bounded by John Counter Boulevard and the CN rail line to the north, the Great Cataraqui River to the east (which is part of the Rideau Canal system and part of a UNESCO World Heritage designation), the Central Business District designation in the Official Plan for the downtown to the south, and Division Street to the east.

The secondary plan area was refined and expanded through Phase 1 with the community visioning exercise and preliminary market analysis and now covers 355 hectares of land. A map showing the secondary plan area for North King's Town is included in Appendix A.

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2.2 Project Rationale and Context

The City of Kingston Official Plan identifies both future and completed detailed planning areas. Two of these identified areas are the Inner Harbour Area and the Old Industrial Area. In the 1980's both of these areas had secondary plans completed which were never fully implemented. Given the recent public input related to the proposed Wellington Street Extension (WSE), the expressed desire to create a long-term vision of this area of the City, and the age of the past planning studies undertaken for both the Inner Harbour and Old Industrial Areas, the City has decided to advance the secondary planning effort for this combined area.

The proposed WSE has generated considerable public discussion in recent months. Most of the public comments received by City staff to-date have expressed doubt with the needs justification for the WSE, and a deep level of concern with the impacts of the planned roadway on the surrounding natural, social, cultural and economic environment. Beyond the specific concerns related to the WSE, there is also an expressed desire to create a long-term vision and options that will support redevelopment in both the Inner Harbour and Old Industrial Areas in a manner that promotes a sustainable, healthy, vibrant, and livable community.

A community visioning exercise and preliminary market analysis for the North King's Town Secondary Plan were conducted as the first phase of the overall secondary planning process. The community visioning exercise component involved the creation of a community vision statement, planning principles, and design directions for the secondary plan. It involved extensive consultation throughout a large portion of 2016 and included numerous community engagement events. The preliminary market analysis was intended to support the development of a realistic, balanced, and achievable vision for NKT by reviewing local economic factors and broader development market trends.

The secondary plan area for North King's Town described above in Section 2.1 includes both the Inner Harbour and Old Industrial Areas, as well as the area between them, focused around the neighbourhoods on either side of the Montreal Street corridor (refer to Appendix A).

2.3 Land Use and Built Form

Given the size of the secondary plan area, land use within North King's Town is quite varied and diverse. The northern portion that includes the Old Industrial Area is mostly designated as General Industrial in the Official Plan, with some policy direction to consider Business Park type uses for the Division Street and Montreal Street corridors. South of the Old Industrial Area, properties are mostly designated Residential in the Official Plan, with some Open Space, Institutional and District Commercial designations and uses. The Inner Harbour Area is designated a mix of Residential, Open Space, District Commercial and Institutional, while the shoreline of the Great Cataraqui River is designated Environmental Protection Area, with some Harbour Area designation in the

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south-eastern portion. Appendix B shows an excerpt from the Land Use Schedule 3-A from the Official Plan for the North King's Town Secondary Plan area.

The secondary plan area also includes a number of vacant and underutilized properties, particularly in and around the Old Industrial Area, as well as the former Davis Tannery property on the waterfront. Part of this relates to the historic uses in the area (refer to Section 2.4 below) and is the reason that this area is included within one of the project areas for the City of Kingston's Brownfields Community Improvement Plan (refer to Section 2.7.c below).

2.4 History of the Area

The Kingston area was originally occupied by First Nations groups, and then European settlement began in the 1600s, when the area (known at the time as Cataraqui) was chosen for a French fort and trading post. In 1758, the fort was taken by the British and destroyed, but the area remained a British trading post until the end of the American Revolution, when United Empire Loyalists settled in the area, re-naming it "King's Town", after King George the Third. At the time, development took place primarily along the western shore of the Great Cataraqui River and became centred around what is now known as Princess Street, which developed as a major commercial road.

The downtown and the area north of it, known today as the King's Town District, have been the location of almost all of the City's major historic industrial activity. From its early days as a trading post at the mouth of the Great Cataraqui River to heavy industrial uses and shipment of goods by both rail and water until the 1960s, the area has undergone a number of land use transitions.

Originally, Kingston's main transportation link with the rest of the country was through its waterfront. In 1856, the Grand Trunk Railway was constructed, and later in 1859 the Hanley spur was constructed and extended down to the Canadian Locomotive Works on what was known for many years as Block D in the downtown. Industries and businesses started locating along the rail lines and included: the rail yards of both the Canadian National and Canadian Pacific Railways (now occupied by the Ministry of Health building at Wellington Street and Place D'Armes); the Anglin lumber yard and sash and door factory; the CPR four stall roundhouse at the foot of North Street; the Woolen Mill; and the former Davis Tannery site. Since the 1960s, many of the properties have been redeveloped and the rail lines have been removed.

Residential development in the area also followed the rail lines and the industrial businesses, with small suburbs locating on the outskirts of the early Town of Kingston. This included the development of Charlesville, which is bounded by James Street to the north, Montreal Street to the east, Raglan Road to the south and Patrick Street to the west. The southern portion of the historic Charlesville area intersects with the northern boundary of the St. Lawrence Ward, which is identified on Schedule 9 of the Official Plan as a Heritage Character Area. Located just north of the downtown, the St. Lawrence Ward is one of the oldest areas of the City with an urban style that has

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survived since the 1800s. The St. Lawrence Ward includes McBurney Park. Nicknamed locally as “Skeleton Park”, McBurney Park was a burial ground up until the mid-1800s.

Many of the properties within the North King's Town Secondary Plan area are included on the City of Kingston Heritage Register as properties of cultural heritage value and interest. Many of the properties are also considered to have high archaeological potential due to their proximity to former railways, historic roadways and the Great Cataraqui River, which is part of the Rideau Canal and is designated as a UNESCO World Heritage Site, a National Historic Site of Canada and a Canadian Heritage River. In addition to the rich built heritage in this area, there is a remarkable amount of living memory and connection with the heritage of the area (i.e. intangible heritage) as shown through the work of the Swamp Ward and Inner Harbour History Project (online link: [Swamp Ward History](#)).

2.5 Demographics

According to Statistics Canada's 2016 Census, the City had a population of 123,768 in 2016, which is relatively unchanged from the 2011 Census. Population, housing and employment projections completed for the City in 2013 indicate that the City is expected to grow by almost 19,500 people by 2041 and the total number of jobs is expected to grow by 12,360. The population and employment forecasts predict that growth will peak between 2031 and 2033 followed by a gradual decline due to lower rates of in-migration and an adequate supply of working-age people. The City will be updating these projections following the release of the full data set from the 2016 Census.

To help improve community planning and service delivery, the City has defined 43 distinct “neighbourhoods”. Most of these neighbourhoods include five to seven blocks with 400 to 700 residents per block, and mirror the census dissemination areas used by Statistics Canada. These blocks are grouped together as a neighbourhood based on criteria including shared social, physical and political attributes, as well as location.

The North King's Town Secondary Plan area covers portions of two of these neighbourhoods – Rideau Heights (area number 24) and Inner Harbour (area number 25). Appendix C shows the secondary plan area in relation to these two neighbourhoods, and profiles on each of the neighbourhoods are available on the City's website (online link: [Neighbourhood Profiles](#)). While the information available for the Inner Harbour neighbourhood is from the 2011 Census and 2011 National Household Survey (NHS), the information for the Rideau Heights neighbourhood is from the 2011 Census only, as NHS data for this neighbourhood is not available as the information was not of sufficient quality for planning purposes.

There are a number of similarities between the neighbourhood profiles, but while the Rideau Heights neighbourhood contains a relatively even distribution of population by age and gender, the Inner Harbour neighbourhood contains a larger portion of persons aged 20-34. Also, while both neighbourhoods have a large portion of apartment dwellings versus single-detached dwellings, the majority of such apartments in the Inner Harbour neighbourhood are fewer than five storeys in height.

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The preliminary market assessment conducted as part of the first phase of the secondary plan includes more information about population and employment (refer to Section 2.6.a below). The demographic information for the North King's Town Secondary Plan area will be updated and reassessed based on 2016 Census data once the complete data set is available. The City will share all available data with the selected consulting team, including any area-specific data. While the selected consulting team will be expected to review the data provided by the City, no additional demographic work is anticipated.

2.6 Previous Studies

a. North King's Town Secondary Plan – Visioning Report and Preliminary Market Analysis (2017)

The Visioning Report and Preliminary Market Analysis was the first phase of the North King's Town Secondary Plan (online link: [NKT project webpage](#)). The report was completed in the spring of 2017 by DIALOG Inc. and its purpose was to develop a vision for how North King's Town should develop and grow over the coming planning timeframe of 20 or more years. The visioning report is intended to inform Phase 2 of the secondary planning process. The community visioning exercise and preliminary market analysis components were complementary exercises that were intended to work together to craft a bold, realizable and implementation-focused vision for North King's Town. For instance, over the first phase of the process, planning and economic analyses were used to inform and test opportunities brought forward through discussions with the community.

The final Visioning Report and Preliminary Market Analysis is a departure from the standard format of other city-produced documents. Based on the direction from Council, the focus has been on articulating the community's vision for the future of NKT, with the understanding that there is still a great deal of technical work to be done before the final secondary plan is complete. There are a number of opportunities included in the visioning report that are not in line with current City of Kingston policies, but instead are based on community input from the visioning exercise. The vision, planning principles, design directions, and opportunities that are discussed in the report will need to be tested in the next phase of the project through a number of technical studies. As noted in the visioning report, the vision, planning principles, design directions, and opportunities may continue to evolve and be refined during the next phase of the project. The NKT Visioning Report and Preliminary Market Analysis from phase one will inform the secondary plan and technical studies that will be completed in Phase 2 of the project.

b. North King's Town Community Inventory and Background Report (2016)

The North King's Town Community Inventory and Background Report was completed prior to the beginning of community visioning exercise and preliminary market analysis (online link: [NKT background report](#)). The report provides basic planning information to help provide a context for the secondary planning process for the area. The report

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summarizes information as it existed at the time of publication on a variety of topics, including: demographics, land use, brownfields, transportation, servicing, natural heritage, cultural heritage, parks and trails, and social services. It should be noted that the NKT background report was completed prior to the expansion of the secondary plan area to include the River Park and McBurney Park neighbourhoods.

c. Old Industrial Area Land Use and Strategic Plan Study (1990)

The Land Use and Strategic Plan Study for the City of Kingston Old Industrial Area (OIA) was based on a multi-disciplinary assessment of land use planning, engineering, and economic influences. A Background Report was prepared in November 1990 that described the existing land use characteristics and infrastructure, current market trends, and land owner responses to a survey questionnaire. The Land Use and Strategic Plan Study was completed in April 1991, and reflected the opportunities and constraints in the OIA, as well as the input of the participants at the time, including the area landowners.

The study noted that the OIA merits renewed commitment and investment by the City, as there is potential to significantly upgrade and enhance the area as a business location. The existing businesses at the time of the study favoured the retention and upgrading of the OIA, particularly because of its valuable inner-city location, proximity to affordable housing and labour pool, and large blocks of undeveloped land. It is an excellent location, offering proximity to the high volume of traffic along Division Street and Montreal Street, and to the proposed third bridge crossing at John Counter Boulevard to Gore Road. There is also a great deal of underutilized land, due mainly to rail line rights-of-way and former rail yards. It was the intent of the OIA Plan to renew the area by upgrading existing services and properties, promoting expansion onto underutilized properties, and increasing the presence and awareness of the area as an important inner-city business and employment area.

The Old Industrial Area of the City continues to undergo a period of transition. Upgrades have been made to some streets in the study area, and land use changes have been occurring, but only on a site-by-site basis. The overall road network that was recommended has not been implemented, and therefore, significant properties (i.e., the rail yards) have not been developed as anticipated.

d. Inner Harbour Land Use Study (1984)

The Inner Harbour Study was presented in October 1984 with the goal of examining the land use transition that the area was undergoing, and produced a concept plan for the future development of the area. The study area was represented by the area bounded by River Street to the north, the Great Cataraqui River to the east, Place D'Armes to the south, and Rideau Street to the west.

Following the establishment of goals and objectives, development criteria, and an analysis of the study area, a concept plan was developed for the Inner Harbour Area. The concept plan anticipated that over time, the majority of the study area would be

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redeveloped to residential uses, with the possibility of a few exceptions. These exceptions included: a hotel in the Anglin Bay area; commercial and/or light industrial uses; a sewage pumping station at the foot of River Street; park and open space along the waterfront; and/or existing marine industrial uses (i.e., the dry dock operation). The concept plan also recommended either the widening of Rideau Street or the extension of Wellington Street, to increase the street traffic capacities associated with future development. These recommendations recognized that the existing Rideau Street would be near capacity based on the traffic generated by the concept plan. Comments were also provided on municipal infrastructure systems.

With the exception of a few properties in the area of Cataragui Street, much of the land area of the Inner Harbour Study Area has been redeveloped.

2.7 Municipal Documents

a. Official Plan

The Official Plan for the City of Kingston was adopted on July 15, 2009 and obtained ministerial approval and came into force on January 27, 2010 (online link: [Official Plan](#)).

The current Official Plan includes study requirements for the preparation of a secondary plan (Sections 2.1.6, 2.4.11, and 9.7.2), which are to include a full technical analysis of land use and compatibility, transportation (including transit and transportation corridors and facilities), infrastructure (water, waste water, storm water, natural gas, electric power generation and transmission, and telecommunications), natural and cultural heritage features and areas, public service facilities, phasing, and financial implementation.

Secondary plans are to be prepared, presented for public consultation, and adopted in the same manner as the Official Plan, and are to be read in conjunction with other Official Plan policy. Section 2.4.11.b of the Official Plan notes that all secondary plans are to be prepared by the City of Kingston in accordance with the applicable policies of the Official Plan and in partnership with affected land owners.

Information regarding the Official Plan designations within the North King's Town Secondary Plan area has been included in Section 2.3 of this document, and Appendix B shows an excerpt from the Land Use Schedule 3-A from the Official Plan for the Plan area.

The City of Kingston has just completed a five-year review of the Official Plan. The updated OP was adopted by Council on March 7, 2017 and has been submitted to the Ministry of Municipal Affairs and Housing. The final adopted draft Official Plan, and information on the five-year review, is available on the City's website at the following link: [Official Plan Update](#).

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b. Zoning By-Law Number 8499

The City of Kingston has five principal Zoning By-Laws and a further five site-specific older remnant Zoning By-Laws in effect. The Zoning By-Laws do not conform to the Official Plan and are a continuing legacy from pre-amalgamation. The zoning by-law in effect for the majority of the North King's Town Secondary Planning area is Zoning By-Law Number 8499 of the former City of Kingston, passed in 1975. A very small portion of the secondary plan area adjacent to the downtown along Wellington Street and Place D'Armes is covered by By-Law No. 96-259, City of Kingston Downtown and Harbour Zoning By-Law, passed in 1996.

The Zoning By-Laws are available on the City's website at the following link: [City of Kingston Zoning By-Laws](#). It must be noted that documents on the City's website are the most recent consolidated versions but are not certified true copies. For accurate reference, copies of the official By-Laws should be consulted in the Office of the City Clerk, Council Support Division.

In accordance with Section 26(9) of the *Planning Act*, the City has initiated the updating of its current zoning by-laws in order to bring them into conformity with the Official Plan. The Comprehensive Zoning By-Law Review Project is being undertaken in a two phase approach. The first phase has been completed with the preparation of a Zoning Issues and Strategy Study. The Zoning Issues and Strategy Study identified the City's zoning issues and opportunities and provided the framework for developing a new comprehensive zoning by-law. The second phase of the Comprehensive Zoning By-Law Review Project is the actual drafting of the new zoning by-law and advancing the document to Council adoption. The second phase of the project is currently underway, and the first draft of the new zoning by-law is available on the project webpage (online link: [Zoning By-Law Review](#)).

c. Other Available Information

In addition to the Official Plan and the Zoning By-Laws, there are several studies and reports that may be relevant to the North King's Town Secondary Plan. Some of the more pertinent studies and reports include:

- 1) Kingston's Strategic Plan 2015-2018, prepared by the City of Kingston (online link: [Kingston's Strategic Plan](#))
- 2) City of Kingston and Kingston CMA Population, Housing and Employment Projections, prepared by Meridian Planning and C4SE, October 17, 2013 (online link: [Population Study](#))
- 3) City of Kingston Employment Lands Strategy Review, prepared by Watson and Associates Economists Limited, in association with Dillon Consulting Limited, March 2015 (online link: [Employment Lands Strategy](#))

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- 4) City of Kingston Commercial Land Review, prepared by SGL Planning and Design Inc., in association with urbanMetrics Inc., 2016 (online link: [Commercial Land Review](#))
- 5) Kingston Transportation Master Plan, prepared by AECOM, 2015 (online link: [KTMP](#))
- 6) Walk 'n' Roll Kingston Plan (Active Transportation Master Plan), prepared by MMM Group, currently underway (online link: [ATMP](#))
- 7) Kingston Transit 5-Year Business Plan 2017-2021, prepared by Kingston Transit (online link: [Kingston Transit Business Plan](#))
- 8) City of Kingston Brownfields Community Improvement Plan, as amended, March 2013 (online link: [Brownfields CIP](#))
- 9) Development Charges Background Study and By-Law, prepared by Watson and Associates Economists Limited, 2014 (online link: [DC Study](#))
- 10) Parks and Recreation Master Plan, prepared by Monteith Brown Planning Consultants, May 2010 (online link: [Park and Recreation Master Plan](#))
- 11) Waterfront Master Plan, prepared by thinc design, 2016 (online link: [Waterfront Master Plan](#))
- 12) Wellington Street Extension Environmental Study Report, prepared by Morrison Hershfield, May 2006 (online link: [Wellington Street EA](#))
- 13) Third Crossing Action Plan, currently underway (link to project webpage: [Third Crossing](#))
- 14) Utilities Kingston Water and Wastewater Master Plan Updates, prepared by WSP Canada Inc., 2016 (online link: [UK master plan updates](#))

3. Objectives and Study Approach

3.1 Objectives

The main objective of the project is to create a comprehensive secondary plan for the area that supports the vision, planning principles, and design directions outlined in the Visioning Report & Preliminary Market Analysis for North King's Town.

3.2 Study Approach

The secondary plan process will include the following major components:

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a. Land Use Plan

The intent of the land use plan is to realize the NKT vision for a diverse community with a variety of housing and employment options, including industrial uses and complementary uses designed to support the people that live and work in the area. The development of the land use plan will involve an analysis of pertinent information and data gathered through the North King's Town Background Report and Land Use Inventory, the Visioning Report and Preliminary Market Analysis for NKT, and other completed or on-going city studies, as well as newly available information from the 2016 Census. A preliminary version of the land use plan should be used to guide the development of the transportation plan and servicing plan, which will in turn be used to validate the structure and recommendations of the final land use plan.

The land use plan will support the vision and planning principles, as well as the design directions that emerged through the Visioning Report and Preliminary Market Analysis in Phase 1 of the secondary planning process. The emerging design directions include the following:

- 1) Strengthen connections between the waterfront and a network of public realm destinations, with an emphasis on active transportation and transit. Protect open spaces and public access to the waterfront, and enhance recreational opportunities in North King's Town.
- 2) Extend and enhance a fine-grained network of pedestrian-oriented streets and blocks.
- 3) Plan for compact mixed use and intensification around nodes and corridors.
- 4) Cultivate a new hub for entrepreneurs, craft/maker-builders, and knowledge-based businesses.
- 5) Honour the Belle Island Accord with regards to the management and protection of these lands. Continue to involve local Indigenous Peoples in the future plans for North King's Town.
- 6) Shape the character areas identified in Phase 1 to guide appropriate growth and change.
- 7) Continue to intensify the Division Street and Montreal Street corridors.
- 8) Create a vibrant industrial employment area, supported by improved access and connections and complementary services and amenities.
- 9) Conserve and promote the area's cultural heritage resources, and guide future growth and development to respect their heritage value.
- 10) Promote environmental sustainability and resiliency as a key component of future growth and development in North King's Town.

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The land use plan will also explore: options for a conservation strategy for natural heritage resources; opportunities to include a range of housing options to meet the needs of the community; a recommendation for a strategy that examines access to healthy food in NKT; and a recommendation for development scenario planning for some key sites, such as around the Davis Tannery and Outer Station.

In support of the land use plan, urban design guidelines will be developed that aim to foster a comfortable and safe public realm, complementing the character and structure of open spaces identified in the land use plan, as well as the heritage character of existing neighbourhoods.

b. Transportation Plan

The intent of the transportation plan for NKT is to realize the vision for a walkable, pedestrian-oriented and multi-modal network, with minimal emphasis on the vehicle, and specify recommendations to reflect this vision. The transportation plan will be a review of the entire transportation system in NKT including its relationship with the wider transportation network in the city. The transportation plan for NKT will review the infrastructure, facilities and service needs of all modes of transportation, including pedestrians, cyclists, transit and vehicles. The findings of other city studies, such as the 2015 Kingston Transportation Master Plan (KTMP) and the Active Transportation Master Plan (ATMP) currently being developed, will be reviewed and considered as part of the NKT transportation plan.

The transportation plan for NKT will need to:

- 1) Explore opportunities to support the NKT vision and land use plan during the next phase;
- 2) Test and refine the opportunities related to movement identified in the NKT Visioning Report and Preliminary Market Analysis;
- 3) Identify solutions to improve access in the Old Industrial Area, as well as to other vacant and under-utilized properties (including the Davis Tannery);
- 4) Integrate plans for the Public Works campus on Division Street with any future changes for the Old Industrial Area;
- 5) Determine design characteristics and the location of pedestrian priority streets, with the understanding that there are limitations to the width of the road allowance on many of the streets in the older neighbourhoods and that this may impact opportunities for all streets to have the full complement of all amenities (e.g. wider sidewalks, benches, street trees, bus shelters, cycling lanes, and on-street parking, etc.);
- 6) Review the road classifications of both Division Street and Montreal Street with recommendations on how they should operate in the future, with an

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understanding of the implications on the public realm and future development opportunities along these two important corridors;

- 7) Look to support active transportation and transit use and grow their allocation of the modal split, with reference to the Active Transportation Master Plan (currently underway) and the Kingston Transit 5-Year Business Plan 2017-2021;
- 8) Consider the final decision of Council regarding the Third Crossing Action Plan; and
- 9) Re-evaluate the need for and alternatives to the proposed WSE.

One of the main reasons for undertaking the NKT Secondary Plan was the input from the community requesting that the city review alternatives to the proposed WSE. The transportation plan will re-evaluate the need for all portions of the proposed WSE, in consultation with the public, using different parameters and a study framework that balances a variety of objectives that are important to the community. These objectives will minimize the emphasis on the vehicle and will consider the following objectives, which include, but are not limited to:

- 1) Protection of the waterfront, parks and open spaces;
- 2) Protection of natural heritage resources;
- 3) Protection of cultural heritage resources, including the UNESCO World Heritage Site designation for the Rideau Canal and Kingston Fortifications;
- 4) Promoting environmental sustainability;
- 5) Promoting active transportation and transit;
- 6) Improving access and multi-modal connectivity within NKT and to adjacent neighbourhoods; and
- 7) Prioritizing the vision for NKT to create a pedestrian-oriented environment and a multi-modal transportation network.

The development of the transportation plan will include consultation with Kingston, Frontenac, Lennox & Addington (KFL&A) Public Health about health impacts as part of the review and analysis of the proposed road extension. The transportation plan will ultimately consider alternatives to the proposed WSE, and the analysis will include considering the option of maintaining the right-of-way as a multi-use path as suggested by members of the community.

c. Servicing Plan

The servicing plan for NKT will measure utility capacity and help to determine the extent of intensification that can be supported in the secondary plan area. The plan will

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evaluate water, sanitary, storm water, electrical, natural gas and telecommunication infrastructure. The servicing plan should also address areas of combined sewer and storm water and how this will impact areas identified through the land use plan for intensification. The final servicing plan will be coordinated with concurrent and on-going initiatives for servicing upgrades and improvements in the study area, where feasible, and will inform the financial and implementation plan regarding the timing and cost implications for infrastructure upgrades and improvements.

Due to the size of some properties that may be developed or redeveloped within NKT, and their associated infrastructure needs, there may be opportunities to use more sustainable models of energy generation, consumption and management. These opportunities are complex and require planning that would precede decisions about the location of land uses and streets (e.g. district energy). It is important that energy planning be given a logical priority when undertaking all of the components of the secondary plan, recognizing the infrastructure requirements and constraints within the existing corridors.

The servicing plan, and its supporting research, should investigate and to the extent feasible, prioritize sustainable development options, including, but not limited to: district energy systems for larger redevelopment sites; cogeneration for higher density residential buildings; opportunities for net metering and behind the meter electrical generation and storage systems; and low-impact stormwater management features, including on-site water treatment and capture.

Additional information regarding the servicing plan for NKT is contained in the memo from Utilities Kingston, which is attached as Appendix E.

d. Cultural Heritage Resources Study

One of the recommendations from the Visioning Report and Preliminary Market Analysis in Phase 1 was to undertake a Cultural Heritage Resources Study for NKT. The NKT community has a very rich history and the cultural heritage resources include: the culture and heritage of First Peoples; the industrial heritage of the area; the built heritage; the natural landscape; archaeological resources; the cultural heritage landscape of the Rideau Canal (a UNESCO World Heritage Site); and a significant amount of intangible heritage – the active living memory and the connection that many people have to the history of the area.

In order to effectively address the diversity of the cultural heritage resources noted above, the NKT Secondary Plan will include a Cultural Heritage Resources Study. The study will identify and assess the cultural heritage attributes and values of the area, and provide recommendations on the protection and commemoration of the identified cultural heritage features and areas. The Cultural Heritage Resources Study for NKT will also inform the other technical studies in Phase 2 of the secondary plan so that policies are developed that will guide new development to be respectful of the value of the cultural heritage resources, and to encourage a complementary relationship between new development and existing neighbourhoods.

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There are numerous properties within NKT that have been included on the City's Heritage Register as either a 'listed' property or a 'designated' property. There are also a large number of properties identified as being of cultural heritage interest and requiring further study to determine whether conservation is warranted and which approach is appropriate. To this end, the Cultural Heritage Resources Study for NKT will assess the cultural heritage value of properties in the secondary plan area in accordance with *Ontario Regulation 9/06* (Criteria for Determining Cultural Heritage Value or Interest) and recommend strategies for their conservation. The recommended strategies could include the addition of properties to the City's Heritage Register and/or the creation of an additional Heritage Character Area in the Official Plan (which could precede the creation of a new Heritage Conservation District). The consulting team will work with City staff and the Heritage Properties Working Group of Heritage Kingston to refine the list of properties of cultural heritage interest and review the statements of significance that would be developed as part of the built heritage review. It is anticipated that between 80-130 properties will require assessment.

The Cultural Heritage Resources Study for NKT will also include a review of the area's intangible cultural heritage. The United Nations Educational, Scientific and Cultural Organization (UNESCO) defines intangible cultural heritage as “the practices, representations, expressions, knowledge, skills – as well as the instruments, objects, artefacts and cultural spaces associated therewith – that communities, groups and, in some cases, individuals recognize as part of their cultural heritage. This intangible cultural heritage, transmitted from generation to generation, is constantly recreated by communities and groups in response to their environment, their interaction with nature and their history, and provides them with a sense of identity and continuity, thus promoting respect for cultural diversity and human creativity.” As part of the review of NKT's intangible cultural heritage, it is expected that consulting teams will undertake ethnographic data collection (such as face-to-face interviews) and other research that incorporates the history, collective memory, lived experience, cultural heritage landscapes, and vernacular architecture of the area.

Archaeological resources are also an important component of the cultural heritage character of NKT. All available information regarding archaeological resources in NKT will be made available to the selected consulting team. However, it should be noted that in order to protect these resources, the City of Kingston does not normally publicly release the location of known archaeological deposits. It is also not the intent of the Cultural Heritage Resources Study for NKT to do a comprehensive review of the mapping for areas of archaeological potential, as the City intends on updating the city-wide Archaeological Master Plan in 2018-2019.

e. Financial and Implementation Plan

The financial and implementation plan should be prepared to provide additional detail and recommendations on financial programs and other public investments that may be used to kick-start development in key areas. This could include public realm improvements, as well as focused efforts with interested developers around development scenario planning that aligns a project with the NKT vision and facilitates

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investment in NKT. In preparing the financial and implementation plan, other options to support development in addition to the City's brownfields tax incentive program should be considered, where appropriate.

As a general principle, the financial and implementation plan should examine both capital and operational/life-cycle costs for public realm and servicing improvements. The financial and implementation plan must also demonstrate how the proposed secondary plan area relates to:

- 1) Any by-law passed by the city under the *Development Charges Act*;
- 2) Any by-law passed by the city under the *Municipal Act, 2001* for Impost Fees;
- 3) Any capital reserve program;
- 4) Any city policies covering cost-sharing arrangements for the extension or expansion of on-site and off-site municipal services; and
- 5) Any policies related to the timing and phasing of development, including changes or upgrades to existing infrastructure.

3.3 Public Consultation and Community Engagement

As part of the proposals, the City is expecting the consulting teams to build upon the public consultation and engagement framework from Phase 1 and develop a comprehensive community engagement plan that will engage a wide cross-section of the public during the course of the development of Phase 2 of the NKT Secondary Plan. It is expected that the consulting teams will present the community engagement plan as part of their proposals, and the successful consulting team will be required to finalize the details of the community engagement plan at the beginning of the project, in consultation with City staff. It is also expected that the community engagement plan for the NKT project will be in keeping with the Public Engagement Framework currently being developed by the City (online link: [Public Engagement Framework](#)).

There must be community consultation and engagement events included throughout the secondary plan process, and a variety of mediums are expected to be used to reach as many stakeholders as possible. It is intended that the community engagement plan for the project will include, at a minimum, the following:

- a. Public meetings and workshops – To be held at key intervals in the process to discuss draft reports for each of the technical studies noted above in Section 3.2. Meeting venues within the secondary plan area should be used wherever possible.
- b. Online and social media – It is expected that the consultant will assist in providing content for the following mediums: the North King's Town project webpage (www.cityofkingston.ca/NorthKingsTown); the City's Facebook and Twitter accounts; the information emails sent to a list of community stakeholders (maintained by the City's project manager for the NKT Secondary Plan); and

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postings on the blog maintained by the Director of Planning, Building and Licensing Services.

- c. Meetings with the technical advisory group of key City departments and the NKT Secondary Plan Community Working Group (refer to Section 6.1 below for more information).

4. Available City Resources

4.1 City Services

The City agrees to provide available information and supply the following services:

- a. Within a reasonable timeframe and with reasonable notice, staff required for interviews to collect information.
- b. For viewing and possible copying, all appropriate information, mapping, and documentation relevant to the project. The City will have the sole discretion in determining what information is appropriate to be copied and given to the consultant. The consultant is responsible for verifying the accuracy of all information provided by the City.
- c. The cost of any advertising, room rental and refreshments required for meetings open to the public. The City will be responsible for preparing and placing all advertising and notices and renting appropriate facilities.
- d. Detailed traffic counts for pedestrians, cyclists and vehicles are available for all key intersections throughout the City. A limited number of new traffic counts can be obtained by City staff, if required, at no charge.
- e. The City has retained Dillon Consulting to manage the travel demand model (VISUM) for the entire Kingston region. The City will facilitate any requests for travel demand modelling for this study between the successful proponent and Dillon Consulting.
- f. Kingston Transit travel data can be queried to provide information pertaining to route travel time and delay points.
- g. GIS data is available that represents the on-street parking regulations, cycling infrastructure, transit routing and bus stop locations.
- h. Additional available information regarding servicing is outlined in the Utilities Kingston memo that is attached as Appendix E.

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4.2 Digital Sources of Information

Mapping is recognized as an important key element in the development of the NKT Secondary Plan. The current GIS (Geographic Information Systems) environment at the City of Kingston is an enterprise GIS based on an ESRI/ArcGIS software platform.

The City Base Mapping (CBM) conforms to specifications from the Ministry of Natural Resources 1:2000 Ontario Base Mapping. The CBM contains numerous layers representing various themes of information. The CBM is geo-referenced to Universal Transverse Mercator Projection using coordinate values in metres, based on NAD 1983.

Appropriate base mapping in ArcGIS geodatabase format will be provided to the consultant, subject to the terms of a City of Kingston Data License Agreement, which indicates the municipal ownership of the map data, the requirement for City acknowledgements, and the terms of any third party usage of the information. The terms of the agreement will be included in a form as part of the project contract.

4.3 Aerial Photography and Ortho Imagery

The City's imagery data consists of both contact prints and digital ortho-rectified data. Ortho-rectified digital data is geo-referenced to the City Base Mapping and parcel fabric at 1:2000 scale. Ortho-rectified data is based on a variety of air photo collection dates, with the most recent being 2015.

5. Resource Requirements

The consultant is required to provide details on the resources they will provide and require as part of their proposal. This includes their firm's resources, third party consultants or subcontractors, and City resource requirements outside of those defined in Section 4 above.

6. Milestones and Results

It is expected that the consultant will identify the key milestone dates and any related deliverables as part of the proposal submission. These milestones and deliverables are in part dependent on the proposed program designed for Phase 2 of the secondary plan process by the consultant. However, the following are some of the main milestones and deliverables, not necessarily in order, that will be integral to the project:

- a. Entering into a contract with the City;
- b. Holding a project commencement meeting(s) with the City;
- c. Finalizing the community engagement plan;
- d. Reviewing the background material;
- e. Undertaking the five technical studies as outlined above in Section 3.2;

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- f. Presenting a draft report of each technical study to City staff for review and comment and making revisions to the documents;
- g. Presenting a draft report of each technical study to the public for review and comment and making revisions to the documents;
- h. Drafting the policy chapter for the North King's Town Secondary Plan in the City of Kingston Official Plan to implement the results of the technical studies;
- i. Making recommendations on any other amendments to the Official Plan or zoning by-law(s) in order to implement the results of the technical studies (note: while the consulting team will be responsible for making recommendations and preparing the initial draft of any new policy, the implementation and processing of any amendments to the Official Plan or Zoning By-Law will be done by City staff);
- j. Presenting the final results of the NKT Secondary Plan to the City of Kingston Planning Committee.

6.1 Stakeholder Meetings

It is expected that the consultant team will meet on a regular basis, either in person or via teleconference, with representatives of the policy planning group of the Planning Division and the designated project manager/senior planner.

There will be a technical advisory group comprised of City department representatives and relevant external agencies that would be impacted by the recommendations of the secondary plan. Its purpose will be to provide the consultant team with technical assistance and access to needed information and resources. It is anticipated that there will be a meeting(s) early in the project, followed by occasional group meetings at key intervals.

There will also be meetings with the North King's Town Secondary Plan Community Working Group as part of the Phase 2 process. The role of the working group is:

- a. To contribute toward the development of the North King's Town Secondary Plan;
- b. To provide feedback on the secondary planning process;
- c. To ensure inclusive community consultation and engagement;
- d. To be ambassadors for the project; and
- e. To advise and inform the City of relevant community issues.

Given the diversity of North King's Town, including residential neighbourhoods, existing businesses, social service providers, environmental issues, and cultural heritage resources, the composition of the North King's Town Secondary Plan Community Working Group consists of the following members:

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- a. 2 members of Council;
- b. 1 representative of a local First Nations group;
- c. 1 representative of Heritage Kingston;
- d. 1 representative of the Municipal Accessibility Advisory Committee (MAAC);
- e. 1 representative of the Kingston Environmental Advisory Forum (KEAF);
- f. 1 representative of the Cataraqui Region Conservation Authority (CRCA);
- g. 1 representative of the Kingston Economic Development Corporation (KEDCO);
- h. 1 representative of the Greater Kingston Chamber of Commerce;
- i. 1 representative of KFL&A Public Health; and
- j. 6 members of the community.

Meetings of the NKT working group are generally held in the late afternoon or early evening. It is anticipated that the proposal submission will address the actual number and timing of meetings.

6.2 Presentations

Presentations to the public are critical to the project and its implementation. All of the presentations are to be made by the consulting team and staff within the context of an open and publicly accessible meeting. Also, the consulting team, along with staff, will be responsible for presenting the secondary plan and study products to Planning Committee for their consideration. Committee directed modifications shall also be the responsibility of the consulting group. It is anticipated that these elements of the program will be specifically addressed in the proposal submission.

6.3 Timing

It is the intention of the City to commence Phase 2 of the secondary plan process in October 2017. Phase 2 will be approximately 12 to 18 months in duration. Any anticipated deviations from this timing should be noted in the proposal submission.

6.4 Study Products

The North King's Town Secondary Plan will be a written document supported by illustrations, photographs, and mapping. At a minimum, it shall include:

- a. A detailed summary of the secondary plan, including the purpose, rationale, process, approach, components, analysis, considerations, and community engagement plan. This summary shall include a detailed inventory of all documents, files, models, reports, and studies considered through the course of the plan.

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- b. The following technical studies and reports:
 - 1) Land Use Plan
 - 2) Transportation Plan
 - 3) Servicing Plan
 - 4) Cultural Heritage Resources Study
 - 5) Financial and Implementation Plan
- c. A draft of any amendments to the Official Plan and zoning by-law(s).

7. Interim and Final Reporting

7.1 Study Updates

The successful consultant team shall provide, on a monthly basis, a written status report to the Planning Division. The updates must outline the work completed and provide an estimate of financial commitments.

7.2 Product Delivery

All documentation for Phase 2 of the North King's Town Secondary Plan shall be prepared using Microsoft Office and/or Adobe InDesign software. All mapping will be compatible with municipal software, as outlined in Section 4.2 above. Illustrations, images and photos shall be provided in TIF or JPEG format, and shall be readable by the City's software programs. All inventories, databases and mapping shall be ArcGIS compatible.

In order to ensure that the final document will be suitable for publication on the City's website, specific requirements are listed in the document entitled "City of Kingston Requirements for Web Site Publication of Consultant Reports and Associated Items", which is attached as Appendix D. All materials must be suitable for web publication in accessible formats under the *Accessibility for Ontarians with Disabilities Act* (refer to Appendix D for specific details).

All draft reports are to be submitted in electronic format.

All final reports and products are to be produced in accordance with the requirements of these terms of reference. For the final version of all documents, **five (5) copies**, including a letter of transmittal and any maps and attachments, shall be provided along with the following:

- a. one (1) copy of the final document, including maps, illustrations, photographs and any appendices in a digital format;

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- b. one (1) digital copy of the final document in its original software format;
- c. one (1) digital copy of any maps in ESRI shapefile (or updates as appropriate) and one full size copy of all maps (where applicable);
- d. one (1) digital copy of ArcGIS-compatible data of any inventories or databases; and
- e. one (1) digital copy of photographs and photo re-imaging in TIF or JPEG format.

The delivered products resulting from Phase 2 of the North King's Town Secondary Plan are to be owned by the City of Kingston and are subject to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*.

8. Project Costs and Evaluation of Proposals

8.1 Project Costs

The contract between the City of Kingston and the consultant team shall specify the project cost for the project. The cost shall be considered an upset figure, which should not be exceeded. It should be noted that the City of Kingston does not normally release budgets as part of Requests for Proposals (RFPs). It is noted that project cost is one of the proposal evaluation criteria (refer to Section 8.2 below).

Further in this regard, please note the following:

- a. The cost of advertising, room rentals and refreshments required for meetings open to the public in the context of the public consultation process will be paid by the City of Kingston. The City of Kingston will be responsible for the preparation and placing of all advertising and notices and renting appropriate facilities.
- b. The cost of any presentation support materials, exhibits and project products will be the responsibility of the consultant team.
- c. The proposal must outline all costs associated with supplying the identified services, including printing. Project costs should be listed separately for each of the five technical studies outlined in Section 3.2 above. The total price must be stated clearly in the proposal. Final selection will be subject to successful contract negotiations with the preferred consultant team.
- d. The consultant should consider the tax regime prevailing at the time of the contract submission closing date when determining pricing. All prices should be quoted net of applicable taxes.
- e. The City shall pay the consultant for providing the services in accordance with the payment terms set out in the contract, provided that the cost to complete the services as set out in the proposal shall be the maximum amount that the City shall be obliged to pay the consultant, unless otherwise agreed to in writing between the parties.

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8.2 Evaluation of Proposals

The City is committed to enhancing the environmental, economic, social and cultural sustainability of our organization and our community through the thoughtful purchasing of goods and services. Although purchase price is an important element in the evaluation of proposals, there are other factors that the City considers valuable in evaluating responses.

The City intends to select a proponent on the basis of demonstrated experience, quality of work and best overall value to the City as demonstrated by the proposal which attains the highest score out of the maximum 100 points available based on the following evaluation criteria:

- a. Understanding of Project Objectives 10%
- b. Experience and Qualifications of the Project Team 30%
- c. Proposed Work Plan and Quality of Approach and Submission 35%
- d. Accessibility Standards for Customer Service, Ontario Regulation 429/7 5%

Ontario Regulation 429/7 is made under the authority of the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA). The proponent must provide required documentation that they are in compliance with the Accessibility Standards for Customer Service. For organizations with 20 or more employees, attach a copy of your Customer Service Accessibility Compliance report that was filed through Service Ontario. All components of the community engagement plan for this project must be accessible, and any documents provided for posting to the City’s public website must meet Web Content Accessibility Guidelines (WCAG) 2.0 Level AA standards as outlined in the AODA.

- e. Pricing and Related Costs 20%

Prices are to be quoted in Canadian Dollars, excluding taxes.

Pricing must be all inclusive of the components required to complete this work.

Evaluation points for the purchase price criteria will be awarded using a pro-rated methodology whereby the lowest price submission will receive the maximum available points (20) for purchase price. Higher price submissions will receive a pro-rated reduction in points in relation to the lowest priced submission. For example:

$$\text{Cost Proposal Score} = \frac{\text{Lowest Qualified Financial Proposal}}{\text{Financial Proposal}} \times 20 \text{ points}$$

The successful proponent shall have no potential conflicts of interest in the City of Kingston such as being retained by a private client who could be affected by the results of this study.

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An evaluation team comprised of staff members will review all proposals received and score them in relation to the evaluation criteria and points identified in this section. The evaluation team may interview short-listed proponents in person or via electronic or conference call means. Selection of the successful proponent may be subject to review and approval by City Council.

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Appendix A: Secondary Plan Area



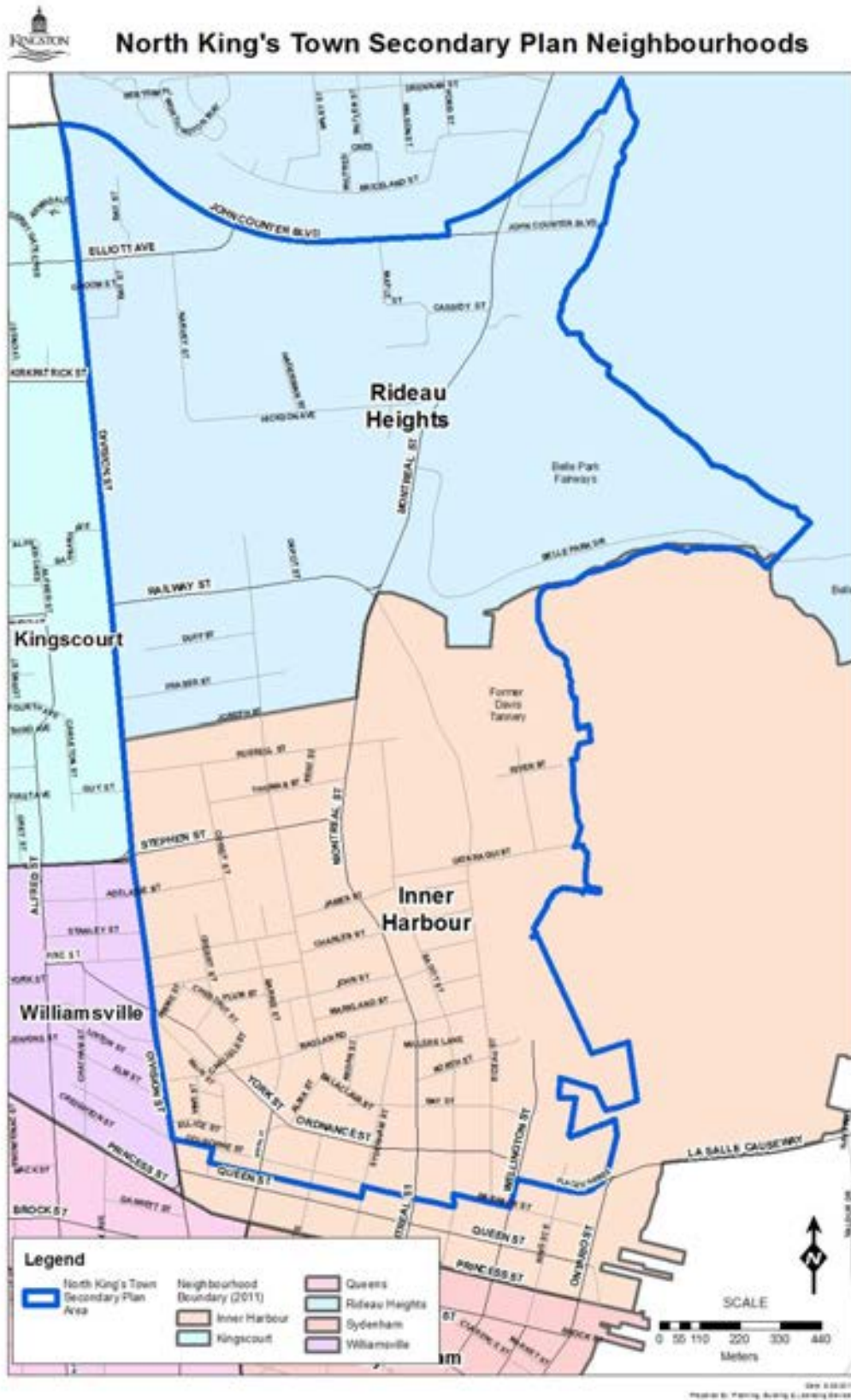
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Appendix B: Excerpt from Official Plan



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Appendix C: Neighbourhood Profiles Map



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Appendix D: City of Kingston Requirements for Web Site Publication of Consultant Reports and Associated Items

The City of Kingston engages consultants to prepare reports and materials, many of which appear on the City's website. Information on the website must comply with the terms of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) and the *Canadian Copyright Act*, and be suitable for web publication in accessible formats under the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA).

Legislative requirements:

- 1) **MFIPPA:** Any piece of information that could be used to identify an individual is considered personal information. The City of Kingston notifies members of the public if the collection of personal information is necessary and may form part of a public agenda. If personal information is **not** needed to make a decision, personal information collected by a consultant should **not** be included in their report.
- 2) **AODA:** As some people use assistive technology to help them use the Internet, it is important that the information provided on the City's web site be compatible with that technology. The City of Kingston requires that report writers/consultants, whose work will be published on the City's website, provide the source materials of their finished work; for example, Word/DTP files and any images, art and maps used in the report submitted in their original format. Any documents provided for posting to the City's public website must meet Web Content Accessibility Guidelines (WCAG) 2.0 Level AA standards as outlined in the AODA.
- 3) **Canadian Copyright Act:** The law of copyright also applies to the Internet, and so most individual works found there are protected. Using Internet text or graphics without the permission of the copyright holder, for instance, is an infringement of copyright law. Images, art and maps contained in consultant reports submitted for publication on the City of Kingston website must have been pre-approved by the copyright holder.

Format requirements:

- 4) **Document size and orientation:** 8.5 x 11 (letter-sized) and portrait orientation are preferred.
- 5) **Standard fonts:** The Canadian National Institute for the Blind (CNIB) clear print guideline recommends a minimum 12 point font size using standard fonts such as Arial or Verdana.
- 6) **Maps/drawings:** The City of Kingston asks consultants to submit scalable maps/drawings in industry-standard graphics formats such as EPS or a vector-based PDF. **Note:** EPS or PDF files that simply encapsulate raster images do not meet this requirement. Specialty mapping/drawing formats, such as DXF/DWG, should be transformed to scalable EPS or PDF, unless documents in the specialty

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format were specifically requested for the project. If the maps/drawings are embedded in another document, such as a file created by word-processing or desktop-publishing software, the City of Kingston asks consultants to provide the original, scalable map/drawing documents as separate files.

- 7) **Web-ready document:** provide digitized copy of source documents, images and maps.

Source: City of Kingston – Strategic Communications Department (December 2015)

Appendix E



Memorandum

To: Sonya Bolton, Senior Planner – City of Kingston

From: Mike Fischer, Utilities Engineer - Utilities Engineering

Cc: Greg Newman, Manager, Policy Planning - City of Kingston
 Jim Miller, Director - Utilities Engineering
 Chris Phippen, Manager – Utilities Engineering

Date: June 15, 2017

Subject: North King's Town Secondary Plan – Scope of Works for Utilities Capacity Assessment as part of Phase 2.

Understanding

The City of Kingston Planning Department is preparing to procure consulting services to undertake Phase 2 of the North King's Town Secondary Plan and is looking for assistance from Utilities Kingston in defining scope of works for determining opportunities & constraints analysis for the Water, Wastewater, Gas and Electric Utilities. Utilities Kingston's assistance will be required for the servicing plan component of this study.

As per the draft terms of reference:

"The servicing plan for NKT will measure utility capacity and help to determine the extent of intensification that can be supported in the secondary plan area. The plan will evaluate water, sanitary, storm water, electrical, natural gas and telecommunication infrastructure. The servicing plan should also address areas of combined sewer and storm water and how this will impact areas identified through the land use plan for intensification. The final servicing plan will be coordinated with concurrent and on-going initiatives for servicing upgrades and improvements in the study area, where feasible, and will inform the financial and implementation plan regarding the timing and cost implications for infrastructure upgrades and improvements.

Due to the size of some properties that may be developed or redeveloped within NKT, and their associated infrastructure needs, there may be opportunities to use more sustainable models of energy generation, consumption and management. These opportunities are complex and require planning that would precede decisions about the location of land uses and streets (e.g. district energy). It is important that energy planning be given a logical priority when undertaking all of the components of the secondary plan, recognizing the infrastructure requirements and constraints within the existing corridors.

The servicing plan, and its supporting research, should investigate and to the extent feasible, prioritize sustainable development options, including, but not limited to: district energy systems for larger redevelopment sites; cogeneration for higher density residential buildings; opportunities for net metering and behind the meter electrical generation and storage systems; and low-impact stormwater management features, including on-site water treatment and capture.”

Below is more detailed information to allow Proponents to better scope their work plans for this assignment, as it pertains to services managed by Utilities Kingston.

Overall Assumptions

It is assumed that the Secondary Planning activity will result in changes to zoning as well as intensification in certain areas within the study area. This will inherently create a change to demands/loads on existing utility infrastructure that needs to be understood and documented within the consultant’s Servicing Plan.

It is assumed that the consulting team will develop lot-by-lot existing and proposed (future) utility demands/loads for a single “full build-out” scenario. The lot-by-lot analysis will be scoped to evaluate areas of anticipated change, likely being limited to strategic nodes and corridors as identified in the North King’s Town Visioning Report. The change may result in a net increase or decrease to loadings, and both are relevant.

The consulting team will also be responsible for part of the analyses, as described below. Utilities Kingston will need to receive information from the consulting team, and be given 4 months of time to undertake our own internal analyses and respond to the consulting team with information that will be included, or taken into consideration, during the development of the Servicing Plan and Financial & Implementation Plan.

It is assumed that a maximum of two iterations will be considered by Utilities Kingston, including an initial and subsequent/final submission.

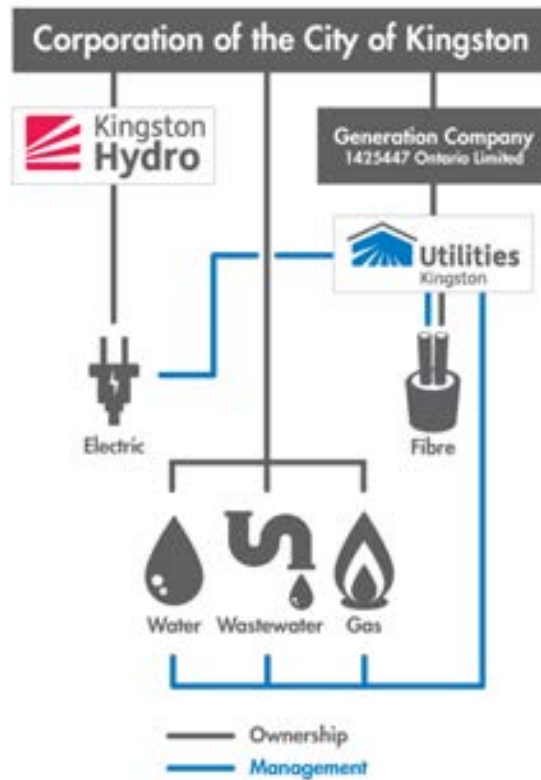
The information provided below identifies specific needs for each of Water, Wastewater Gas, and Electric utilities.

Overview of Utilities Kingston

The local utility structure provides the City of Kingston with a unique advantage over other municipalities.

Throughout the city, the municipality owns the water and wastewater assets.

In the core area of the city, the municipality owns gas assets and Kingston Hydro, which in turn owns the electric assets.



Water Utility

The consulting team shall provide Utilities Kingston with the incremental future demands/needs (including domestic and fire-flows) for the development scenario such that Utilities Kingston can assess the broader-scale impacts to the distribution system in the study area and adjacent, including pressure, conveyance, and ability of the Water Treatment Plants to provide the additional flows, using an available InfoWater model.

Utilities Kingston requests the following information for the study area:

1. Completion of the "lot-by-lot" analysis of to provide incremental water demands (ie. existing and proposed) for areas of change within the study area. Utilities Kingston will utilize this for water modeling and will superimpose this on future 2026, 2036 and full built-out conditions as per the Water Master Plan scenarios. Ideally, existing, proposed and incremental water demands lot-by-lot, in L/s average day flow are required. This should be provided in GIS format, presented as a join table to the City's parcel fabric GIS feature class. The

consultant will be expected to refer to the Water Master Plan to ensure consistency when calculating proposed demands.

2. In addition to the lot-by-lot analysis for water demands discussed above, a lot-by-lot analysis for required fire flows will also be requested. Fire flows shall be estimated by the Consultant using the method outlined in the Fire Underwriters Survey (FUS Method). Required fire flows should be provided in the same GIS format as the water demands.

Wastewater Utility

As the study area is large, sewage from the area discharges to a number of different local, collector and trunk sewers. It also includes sewage that originates upstream of the study area and outside its boundary. Sewage from this study area will contribute to the Ravensview Wastewater Treatment Plant via the River Street Sewage Pump Station. Analysis of sewage infrastructure needs, including collection, conveyance and treatment capacity to support intensification within the study area, is therefore complex. The study area also has combined sewers and is funneled through regional bottlenecks in sewer servicing and sewage overflows are present both locally and regionally. Due to the complexity, multiple tools need to be used and/or developed.

To complete the analysis, a combination of local sewer design spreadsheets can be used in conjunction with an available InfoSWMM trunk sewer model, as follows:

- The consulting team will be responsible for completing any and all local sewer capacity analyses by creating MOE sewer design spreadsheets for local and collector sewers impacted by changes in the study area. This may include upstream area as well as combined service area. The scope shall include sewersheds that are projected to experience sewage load increases, including:
 - All sewersheds tributary to the Rideau Heights Collector.
 - All sewersheds tributary to the North End Outlet.
 - All sewersheds tributary to the North Harbourfront Interceptor.
 - All sewersheds tributary to the Harbourfront Trunk Sewer and Twin.

The sewersheds servicing North King's Town are shown in Figure 1. The impact of existing combined sewers needs to be taken into consideration, i.e. storm flows need to be included in those areas.

- Utilities Kingston will complete hydraulic modeling of the trunk sewer system with the InfoSWMM 'trunk sewer' model to determine the broader scale impacts to the trunk sewer system, the pumping stations and the recipient wastewater treatment plant including the volume and frequency of sewage overflows to the environment.

Utilities Kingston requests the following items from the consulting team for the study area to complete the Trunk Sewer InfoSWMM analysis:

1. The consulting team shall provide the “lot-by-lot” analysis of the study area in order to provide incremental sewer loadings (ie. estimated existing and proposed) for the changing parcels in the study area. Utilities Kingston will utilize this for trunk sewer modeling and will superimpose this on future 2026, 2036 and full built-out conditions as per the Wastewater Master Plan scenarios. Ideally, existing, proposed and incremental sewage loadings lot-by-lot, in L/s average day flow are required. The consultant will be expected to refer to the Wastewater Master Plan to ensure consistency when calculating sewage loadings. This should be provided in GIS format, presented as a join table to the City’s parcel fabric GIS feature class. An example is shown below:

Parcel ID (GIS)	Existing Sewage Load (ADF, L/s)	Proposed Sewage Load (ADF, L/s)	Estimated Incremental Load (ADF, L/s)
15739	1.293	2.564	1.271

2. A review and comparison of the Wastewater Master Plan (WSP, 2017) recommendations to identify changes or additions to wastewater infrastructure requirements that would be required to support the implementation of a new secondary plan for the area.

Gas Utility

Utilities Kingston requests the following information regarding future development and intensification within the distribution area:

1. Complete the “lot-by-lot” analysis to determine the incremental increase of total connected gas load for parcels that are expect to change. Also include any areas within Utilities Kingston’s gas distribution area that are expected to experience a decline in population or industrial use.
2. Provide an excel spreadsheet summarizing items 1 and 2 above for each lot.
3. Provide a map of the Study Area clearly identifying the lots corresponding to the excel file referenced above. The map should be in CAD format and PDF for reference.

Depending on the number of properties affected and if appropriate, Utilities Kingston Gas may ask for a block-by-block representation of the items above in order to reduce the complexity required for analysis.

Particular attention should be paid to any increased or decreased industrial activity. Due to potentially high consumption, Utilities Kingston requires detailed loading and location information for all changes to industrial usage.

Electric Utility

Background

The successful proponent shall be familiar with policies, laws and regulations related to Ontario's energy and electricity sector. The following paragraphs provide some important background information.

The North King's Town study area is serviced by the Kingston Hydro distribution system. Utilities Kingston operates and maintains the Kingston Hydro distribution system as the Affiliate Service Provider.

The Kingston Hydro electric distribution system is supplied from the Provincial Transmission Grid which via the Hydro One Networks Inc. (Hydro One) Transmission Networks and Facilities.

The Independent Electricity System Operator (IESO) works at the heart of Ontario's power system as the system operator—directing the flow of electricity across the grid and administering the wholesale electricity market. It sets the hourly Ontario electricity price and ensures there is enough power to meet the province's energy needs in real time. The Ontario Energy Board (OEB) is Ontario's independent energy regulator who makes decisions and rules to protect consumers, establish the rates energy utilities can charge and license energy companies (electricity and natural gas markets). Both the IESO and OEB respond to government directives from the Ministry of Energy.

The Ministry of Energy issues directives from time-to-time some of which most recently relate to sustainable development of energy including Conservation Demand Management (CDM), Distributed Energy Resources (DERs) and Electric Vehicles (EVs) to name a few.

Hydro One 44kV Supply to Kingston Hydro

Hydro One supplies Kingston Hydro via seven (7) 44kV feeders. These 44kV feeders originate from two separate Transformer Stations (TS); Frontenac TS and Gardiner TS. The Frontenac TS receives its supply from the Hydro One 115kV Transmission Network and the Gardiner TS receives its supply from the Hydro One 230kV transmission network.

Kingston Hydro Distribution System

The existing Kingston Hydro distribution voltages for the NKT study area are 44kV (46kV Class) and 4.16/2.4kV (5kV class) and Secondary (less than 1000V).

The 44kV distribution system is the most efficient way for Kingston Hydro to distribute electrical power in bulk to Kingston Hydro owned substations and large customer-owned stations but it is less desirable to service customer loads less than 1MVA due to cost, physical switchgear dimensions and grounding requirements. The typical capacity of a 44kV feeder is 24MVA and the largest transformer size is typically 10MVA.

The 5kV distribution system in contrast is the least efficient way for Kingston Hydro to distribute power in bulk but may provide a more practical servicing solution (cost, physical size, grounding, etc.) for smaller developments. The typical capacity of a 5kV feeder is 1.5MVA and the largest distribution transformer that Kingston Hydro allows is 750kVA.

Secondary distribution (less than 1000V) is generally offered when servicing small development parcels with small electrical services (typically 400Amps or less).

The successful proponent shall refer to the Kingston Hydro Conditions of Service, the OEB Distribution System Code and Utilities Kingston staff when developing the various studies (Land Use, Servicing, Financial, etc.).

Kingston Hydro recently introduced a new supply voltage of 13.8/8kV (15kV class) to reinforce the primary distribution system in the vicinity of Division and Dalton Ave. Throughout the NKT study area and the rest of its distribution system, Kingston Hydro has adopted a policy to replace existing 5kV overhead lines, underground cables and switchgear to a 15kV class rating when warranted by end-of-life replacement however, there are no immediate plans to undertake a voltage conversion from 5kV to 15kV at this time.

Long term capacity needs and land usage planning could trigger the need for additional electrical feeders. Wherever possible, Kingston Hydro prefers to install electrical distribution lines along accessible portions of the City Right-of-Way

Generation

The connection process, technical considerations for connection, connection costs and regulatory issues vary depending upon the size, fuel type and settlement type (to name a few).

Transmission and distribution systems also have technical limits to the amount of generation that can be connected at any point on the network. When the technical limits are reached, the system is considered to have reached its capacity. The capacity of various sections of the transmission and distribution system varies as it is dependent upon the equipment installed along the path from the generator to the user.

A Connection Impact Assessment (CIA) study must be performed to accurately determine if there is sufficient capacity available to connect a generator and the necessary system upgrades. Hydro One and Kingston Hydro offer pre-screening tools to help assess if a generator application is a potential candidate for a CIA study.

Generally speaking, the OEB has established connection processes for Micro (10kW or less), Small (up to 500kW), Mid-Size (Up to 10MW) or Large (Greater than 10MW).

The successful proponent should be aware of generation connection requirements but Kingston Hydro does not intend to conduct any capacity assessments regarding available generation capacity for the NKT study at this time.

Funding of Electrical Infrastructure Upgrades

The OEB regulates and approves Kingston Hydro's capital and operating budgets as well as the economic evaluation methodology for new development. The successful proponent may wish to consider the OEB Distribution System Code (DSC), economic evaluation methodologies and capital contribution models when developing the various studies (Land Use, Servicing, Financial, etc.).

Incremental transmission capacity from Hydro One may also require consideration of the OEB Transmission System Code (TSC), economic evaluation methodologies and/or capital contributions when developing the various studies (Land Use, Servicing, Financial, etc.).

Electric Model

The existing 44kV and 5kV/15kV distribution system has been modeled using CYMDIST. The Secondary (less than 1000V) distribution system is not currently modeled in CYMDIST but Utilities Kingston is currently mapping the connectivity between secondary services/meters and distribution transformers using a "spider network" geodatabase for its Outage Management System (OMS).

Utilities Kingston staff have access to the following data/tools:

- A Gateway tool that automatically updates the CYMDIST model using the latest ArcGIS electric geodatabase information.
- Extensive historic metering data records of the energy purchased from Hydro One and embedded generators
- Extensive historic metering data records of the energy sold to customers.
- Extensive historic loading info (SCADA Historian) of substation transformers and feeders

Scope of Work

Electrical planning requires information about the projected full build-out scenario, i.e. estimated interim development scenarios for short- (~10yr), medium- (~20yr) and longer-term timelines to determine system expansion requirements and costs to service incremental load. This information will also be used to establish capital contribution amounts for developers based the incremental demand and revenue from new development.

Stage 1

Using the Ontario Electrical Safety Code (OESC), recent changes to the 2018 Ontario Building Code (OBC) regarding Electric Vehicles, Kingston Hydro's Conditions of Service and expert knowledge of typical customer load profiles the successful proponent shall provide the following electrical information:

1. Complete a lot-by-lot analysis to determine the maximum incremental electrical demand (i.e. existing and proposed) and electrical service size for each lot with consideration of the following:
 - a) Provide an EXCEL Worksheet for each lot showing Winter and Summer OESC load calculations (refer to Example 1 and Example 2 in Attachment A) based on the highest density use. Include notes about assumptions used to develop the electric load calculations with consideration of appliance energy efficiency, emerging electric appliances such as electric vehicle charging stations as well as fuel/energy source options for high demand loads such as cooking, laundry, heating and cooling equipment.
 - b) Provide an EXCEL Worksheet summarizing the loading of each development lot in the NKT study area (Refer to Example 3 in Attachment A) including but not limited to:
 - i. an opinion of the Predicted Power Factor and maximum electrical demand in kVA for each lot
 - ii. an opinion of the Predicted Site Specific Demand Factor (SSDF) and Predicted Demand of the incremental load for each lot.
2. Provide a geodatabase file containing the estimated transformer size/location forecast for the near term and long term planning scenarios. The geodatabase file shall use the UTM NAD83 coordinate system and will be imported into the Utilities Kingston ArcGIS Electric map. This will enable Utilities Kingston staff to export the forecast system loading to Cymdist using a Gateway tool should future modeling of the 44kV and 5kV distribution system be required.
3. Provide a map of the Study Area clearly identifying parcels corresponding to the EXCEL workbook and worksheets referenced above.

Stage 2

Utilities Kingston will require 4 months to perform the following analysis:

1. Capacity analysis of 5kV feeders, substation transformers, 44kV feeders and Hydro One Supply
2. Capacity analysis of contingency supply scenarios at the 5kV feeder level
3. Capacity analysis of contingency supply scenarios at the 44kV feeder level
4. Capacity analysis of contingency supply scenarios at the Hydro One Supply scenario
5. Identify corridors for new primary distribution feeders
6. Identify potential "high level" system upgrades

Stage 3

The consulting team will complete the Land Use, Servicing and Financial reports of the NKT Study with consideration of the incremental load, approximate timelines that accompany the projected full build-out scenario and the feedback provided from Utilities Kingston through Stage 2 review and ongoing discussions.

Available References for Electric Study

- 44kV Operating Diagram highlighting distribution within NKT study
- 44kV Map
- 5kV Operating Diagram highlighting distribution within NKT study
- 5kV Map
- Substation Single Line Diagrams
- List of “Normal Supply feeders” and “Back-up” feeders
- 44kV Master Plan
- 5kV Master Plan
- Kingston Hydro Conditions of Service
- Appendix B – Examples 1, 2, 3

Phasing & Implementation

The logical outcome of this study is that some infrastructure improvements are likely to be required to support proposed development. The phasing and implementation of infrastructure upgrades will need to be developed by the consulting team in conjunction with Utilities Kingston, for each utility. To assist Utilities Kingston in this process, some indication of development phasing will be required as is appropriate. Tentatively, Utilities Kingston wishes to understand the anticipated development progress timing in terms of short (~10year), moderate (~20year) and longer-term (beyond 20 years) timeframes.

The development pace should be as realistic as possible, and framed by population growth projections as well as development pace/capacity in other parts of the City of Kingston.

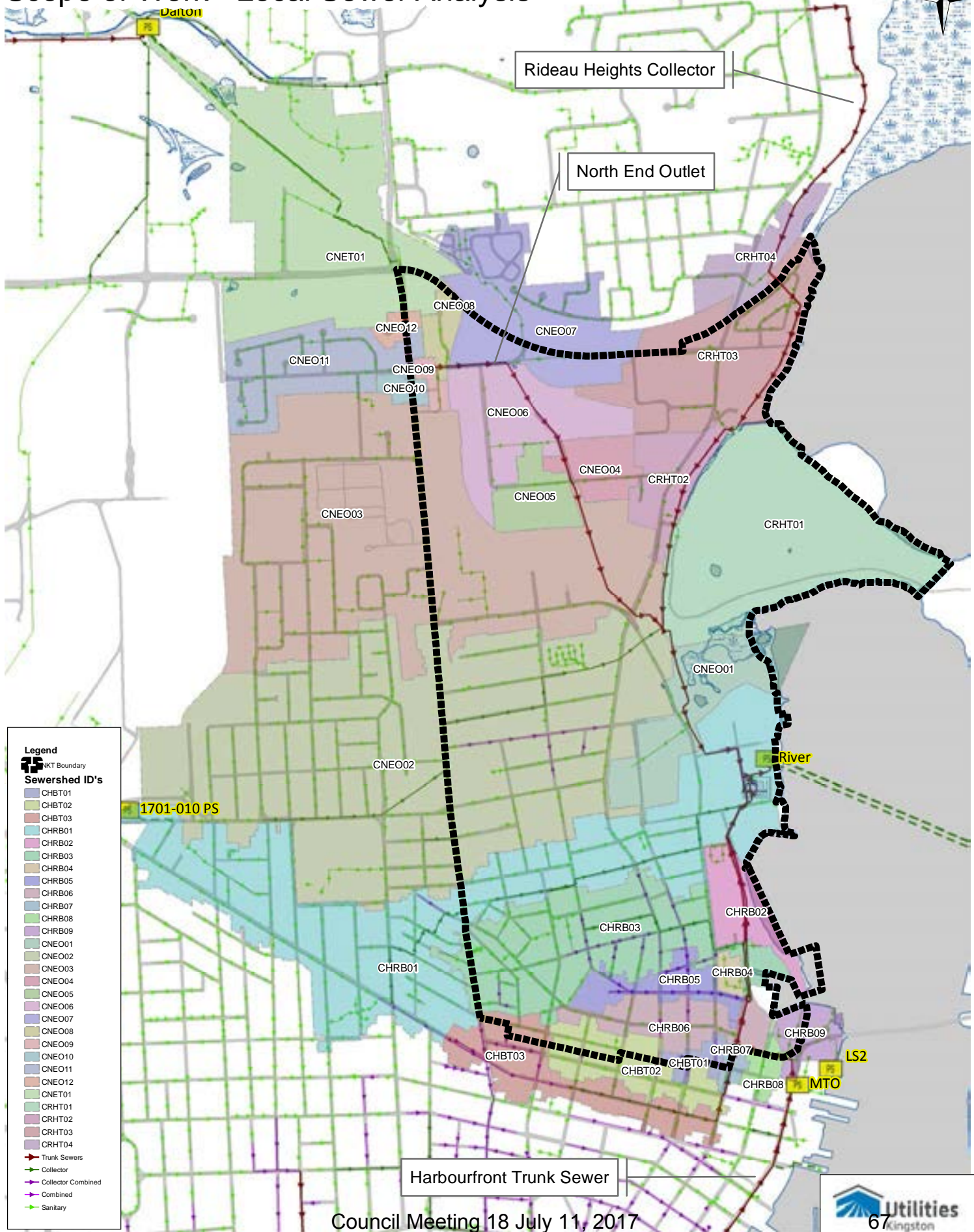
Caveats

It is understood that other studies are being conducted separately that also represent regional changes. Completing these studies distinctly from one another has its shortcomings. Utilities Kingston will only be able to assess impacts that result from proposed changes to the North Kings Town study area.

The analysis for utility needs will be based on the incremental loads provided. In a nutshell, Utilities Kingston needs to understand the full level of impact to its utilities by reviewing the ‘full build-out’ scenario.

Should you have any questions or concerns regarding the above, please don’t hesitate to contact me at your convenience.

Figure 1: North King's Town Secondary Plan Scope of Work - Local Sewer Analysis



- Legend**
- NKT Boundary
 - Sewershed ID's**
 - CHBT01
 - CHBT02
 - CHBT03
 - CHRB01
 - CHRB02
 - CHRB03
 - CHRB04
 - CHRB05
 - CHRB06
 - CHRB07
 - CHRB08
 - CHRB09
 - CNEO01
 - CNEO02
 - CNEO03
 - CNEO04
 - CNEO05
 - CNEO06
 - CNEO07
 - CNEO08
 - CNEO09
 - CNEO10
 - CNEO11
 - CNEO12
 - CNET01
 - CRHT01
 - CRHT02
 - CRHT03
 - CRHT04
 - Trunk Sewers
 - Collector
 - Collector Combined
 - Combined
 - Sanitary

Harbourfront Trunk Sewer

ATTACHMENT 'A' – ELECTRICAL EXAMPLES 1, 2, 3

Example 1

Project X - Kingston - Demand Load Calculation - Winter Months

DATE

Assumes :

- On Sites with a depth less than 33m buildings are 4 stories (60% Block Coverage)
- On Sites with a depth of 34.5m buildings are 5 stories (60% Block Coverage)
- On Sites with a depth of 36m and greater buildings are 5 stories (60% Block Coverage)

u = underutilized
v = vacant

Note 1: Lobby and Amenity Space is defined as difference between Total Building Area and the sum of Residential GFA and Commercial GFA
Note 2 Commercial Area Heating is assumed to be natural gas

SHORT TERM DEVELOPMENT

Block	Block Area (m ²)	Total Building Area (m ²)	Density FSI*	Building Ground Floor Area (m ²)	# of Floors	Residential GFA (m ²)(**)	Commercial GFA (m ²)(***)	Lobby and Amenity Space (Note 1) (m ²)	Number of Residential Units	8-202(3)(a) 100%1st Unit(W)	8-202(3)(a) 65% Next 2 Units(W)	8-202(3)(a) 40% Next 2 Units(W)	8-202(3)(a) 25% Next 15 Units(W)	8-202(3)(a) 10% Remaining Units(W)	Residential Heating(W) 1st 10kW 100% Balance 75%	Total Residential (W)	8-210(a) Commercial Occupancy Basic Load 50W/Sq. m.	8-210(b) Commercial Space Heating (W) (Note 2)	8-210(b) Commercial Special Loads: Restaurant (W)	Total Commercial (W)	8-202(3)(d) Lobby and Amenity Space(Note 1) 25W/sq m @75% (W)	Total Residential/ Commercial/ Lobby & Amenity(W)
u1	3154	11353	3.6	1892	6	9461	1514	378	108	13000	16900	10400	48750	114400	367000	570450	75685	0	50000	125685	7095	703231
v4	3853	18492	4.8	2312	8	16181	1849	462	184	13000	16900	10400	48750	213200	623500	925750	92462	0	50000	142462	8668	1076881
v8	1485	7130	4.8	891	8	6238	713	178	71	13000	16900	10400	48750	66300	242125	397475	35648	0	50000	85648	3342	486465
v10	842	2021	2.4	505	4	1516	404	101	17	13000	16900	10400	39000	0	59875	139175	20215	0	50000	70215	1895	211285
v11	5402	24248	4.5	3241	10	21006	2593	648	239	13000	16900	10400	48750	284700	809125	1182875	129651	0	50000	179651	12155	1374681
u25	1495	7895	5.3	897	10	6998	718	179	80	13000	16900	10400	48750	78000	272500	439550	35887	0	50000	85887	3364	528802
Total	16231	71139	4.4	9739		61400	7791	1948	699	78000	101400	62400	282750	756600	2374125	3655275	389548	0	300000	689548	36520	4381344

* Assumes Total Building Area divided by the block area

**Assumes Residential on and above the 2nd Floor only

*** Assumes 80% of ground floor is available for retail (allowing for 20% lobby and amenity spaces) in retail nodes and 50% retail elsewhere

**** Assumes maximum floor plate of 1200m2 for buildings above 6 stories

Total Residential Units:	698	1 unit per 88m
Total Residential Population:	1326	1.9 people per unit
Total Retail Population:	195	1 person per 40 sq.m.

LONG TERM DEVELOPMENT

Block	Block Area (m ²)	Total Building Area (m ²)	Density FSI*	Building Ground Floor Area (m ²)	# of Floors	Residential GFA (m ²)(**)	Commercial GFA (m ²)(***)	Lobby and Amenity Space (Note 1) (m ²)	Number of Residential Units	8-202(3)(a) 100%1st Unit(W)	8-202(3)(a) 65% Next 2 Units(W)	8-202(3)(a) 40% Next 2 Units(W)	8-202(3)(a) 25% Next 15 Units(W)	8-202(3)(a) 10% Remaining Units(W)	Residential Heating(W) 1st 10kW 100% Balance 75%	Total Residential (W)	8-210(a) Commercial Occupancy Basic Load 50W/Sq. m.	8-210(b) Commercial Space Heating (W) (Note 2)	8-210(b) Commercial Special Loads: Restaurant (W)	Total Commercial (W)	8-202(3)(d) Lobby and Amenity Space(Note 1) 25W/sq m @75% (W)	Total Residential/ Commercial/ Lobby & Amenity(W)		
u1*	3154	11353	3.6	1892	6	9461	1514	378	108	13000	16900	10400	48750	114400	367000	570450	75685	0	50000	125685	7095	703231		
u2	3671	13216	3.6	2203	6	11013	1101	1101	125	13000	16900	10400	48750	136500	424375	649925	55065	0	50000	105065	20649	775639		
u3	4788	17236	3.6	2873	6	14363	1436	1436	163	13000	16900	10400	48750	185900	552625	827575	71817	0	50000	121817	26931	976324		
u4	3481	12532	3.6	2089	6	10443	1044	1044	119	13000	16900	10400	48750	128700	404125	621875	52215	0	50000	102215	19580	743670		
u6	4913	11790	2.4	2948	4	8843	1474	1474	101	13000	16900	10400	48750	105300	343375	537725	73689	0	50000	123689	27633	689047		
u7	2731	6553	2.4	1638	4	4915	819	819	56	13000	16900	10400	48750	46800	191500	327350	40958	0	50000	90958	15359	433668		
u8	1150	2759	2.4	690	4	2069	345	345	24	13000	16900	10400	48750	5200	83500	177750	17244	0	50000	67244	6466	251460		
u9	985	2364	2.4	591	4	1773	296	296	20	13000	16900	10400	48750	0	70000	159050	14775	0	50000	64775	5541	229366		
u10	2279	5469	2.4	1367	4	4102	684	684	47	13000	16900	10400	48750	35100	161125	285275	34181	0	50000	84181	12818	382274		
u11	1565	5635	3.6	939	6	4696	470	470	53	13000	16900	10400	48750	42900	181375	313325	23480	0	50000	73480	8805	395610		
u12	2026	4861	2.4	1215	4	3646	608	608	41	13000	16900	10400	48750	27300	140875	257225	30384	0	50000	80384	11394	349003		
u13	Lot consolidated with adjacent property								0															
u14	Lot consolidated with adjacent property								0															
u15	640	1536	2.4	384	4	1152	192	192	13	13000	16900	10400	26000	0	46375	112675	9602	0	50000	59602	3601	175878		
u16	686	1648	2.4	412	4	1236	206	206	14	13000	16900	10400	29250	0	49750	119300	10297	0	50000	60297	3861	183458		
u17	2437	5849	2.4	1462	4	4386	731	731	50	13000	16900	10400	48750	39000	171250	299300	36554	0	50000	86554	13708	399561		
u18	1996	5988	3.0	1198	5	4790	599	599	54	13000	16900	10400	48750	44200	184750	318000	29939	0	50000	79939	11227	409166		
u19	3662	13182	3.6	2197	6	10985	1098	1098	125	13000	16900	10400	48750	136500	424375	649925	54924	0	50000	104924	20597	775446		
u20	1866	4477	2.4	1119	4	3358	560	560	38	13000	16900	10400	48750	23400	130750	243200	27984	0	50000	77984	10494	331678		
u21	841	2019	2.4	505	4	1514	252	252	17	13000	16900	10400	39000	0	59875	139175	12618	0	50000	62618	4732	206525		
u22	2020	4849	2.4	1212	4	3637	606	606	41	13000	16900	10400	48750	27300	140875	257225	30307	0	50000	80307	11365	348897		
u23	553	1328	2.4	332	4	996	166	166	11	13000	16900	10400	19500	0	39625	99425	8301	0	50000	58301	3113	160838		
u24	619	1487	2.4	372	4	1115	186	186	13	13000	16900	10400	26000	0	46375	112675	9292	0	50000	59292	3484	175451		
u25*	1495	7895	5.3	897	10	6998	718	718	80	13000	16900	10400	48750	78000	272500	439550	35887	0	50000	85887	3364	528802		
v1	2911	10480	3.6	1747	6	8733	873	873	99	13000	16900	10400	48750	102700	336625	528375	43665	0	50000	93665	16375	638415		
v2	2154	7754	3.6	1292	6	6462	646	646	73	13000	16900	10400	48750	68900	248875	406825	32308	0	50000	82308	12116	501249		
v3	2048	4915	2.4	1229	4	3686	614	614	42	13000	16900	10400	48750	28600	144250	261900	30720	0	50000	80720	11520	354140		
v4*	3853	18492	4.8	2312	8	16181	1849	462	184	13000	16900	10400	48750	213200	623500	925750	92462	0	50000	142462	8668	1076881		
v5	1144	2746	2.4	687	4	2060	343	343	23	13000	16900	10400	48750	3900	80125	173075	17164	0	50000	67164	6436	246675		
v6	853	2558	3.0	512	5	2047	256	256	23	13000	16900	10400	48750	3900	80125	173075	12791	0	50000	62791	4797	240663		
v7	778	1866	2.4	467	4	1400	233	233	16	13000	16900	10400	35750	0	56500	132550	11663	0	50000	61663	4374	198587		
v8*	1485	7130	4.8	891	8	6238	713	178	71	13000	16900	10400	48750	66300	242125	397475	35648	0	50000	85648	3342	486465		
v9	843	2023	2.4	506	4	1518	253	253	17	13000	16900	10400	39000	0	59875	139175	12647	0	50000	62647	4743	206564		
v10*	842	2021	2.4	505	4	1516	404	404	17	13000	16900	10400	39000	0	59875	139175	20215	0	50000	70215	1895	211285		
v11*	5402	24248	4.5	3241	10	21006	2593	648	239	13000	16900	10400	48750	284700	809125	1182875	129651	0	50000	179651	12155	1374681		
Total	69870	228260	3.3	41922		186338	23883	18039	2117	429000	557700	343200	1472250	1948700	7227375	11978225	1194132	0	1650000	2844132	338239	15160596		

* indicates development included in Short Term Analysis

Total Residential Units:	2117	1 unit per 88m
Total Residential Population:	4023	1.9 people per unit
Total Retail Population:	597	1 person per 40 sq.m.

Example 2

Project X - Demand Load Calculation - Summer Months Assumes :

On Sites with a depth less than 33m buildings are 4 stories (60% Block Coverage)
 On Sites with a depth of 34.5m buildings are 5 stories (60% Block Coverage)
 On Sites with a depth of 36m and greater buildings are 5 stories (60% Block Coverage)

Date

Note 1: Lobby and Amenity Space is defined as difference between Total Building Area and the sum of Residential GFA and Commercial GFA

u = underutilized
 v = vacant

SHORT TERM DEVELOPMENT

Block	Block Area (m ²)	Total Building Area (m ²)	Density FSI*	Building Ground Floor Area (m ²)	# of Floors	Residential GFA (m ²)(**)	Commercial GFA (m ²)***	Lobby and Amenity Space (Note 1) (m ²)	Number of Residential Units	8-202(3)(a) 100%1st Unit(W)	8-202(3)(a) 65% Next 2 Units(W)	8-202(3)(a) 40% Next 2 Units(W)	8-202(3)(a) 25% Next 15 Units(W)	8-202(3)(a) 10% Remaining Units(W)	Residential Air Conditioning (W)	Total Residential (W)	8-210(a) Commercial Occupancy Basic Load 50W/Sq. m.	8-210(b) Commercial Space Air Conditioning (W)	8-210(b) Commercial Special Loads: Restaurant (W)	Total Commercial (W)	8-202(3)(d) Lobby and Amenity Space(Note 1) 25W/sq m @75% (W)	Total Residential/ Commercial/ Lobby & Amenity(W)
u1	3154	11353	3.6	1892	6	9461	1514	378	108	13000	16900	10400	48750	114400	324000	527450	75685	81822	50000	207507	7095	742053
v4	3853	18492	4.8	2312	8	16181	1849	462	184	13000	16900	10400	48750	213200	552000	854250	92462	99959	50000	242422	8668	1105340
v8	1485	7130	4.8	891	8	6238	713	178	71	13000	16900	10400	48750	66300	213000	368350	35648	38538	50000	124186	3342	495878
v10	842	2021	2.4	505	4	1516	404	101	17	13000	16900	10400	39000	0	51000	130300	20215	21854	50000	92069	1895	224264
v11	5402	24248	4.5	3241	10	21006	2593	648	239	13000	16900	10400	48750	284700	717000	1090750	129651	140163	50000	319814	12155	1422719
u25	1495	7895	5.3	897	10	6998	718	179	80	13000	16900	10400	48750	78000	240000	407050	35887	38797	50000	124685	3364	535099
Total	16231	71139	4.4	9739		61400	7791	1948	699	78000	101400	62400	282750	756600	2097000	3378150	389548	421133	300000	1110682	36520	4525352

* Assumes Total Building Area divided by the block area

** Assumes Residential on and above the 2nd Floor only

*** Assumes 80% of ground floor is available for retail (allowing for 20% lobby and amenity spaces) in retail nodes and 50% retail elsewhere

**** Assumes maximum floor plate of 1200m2 for buildings above 6 stories

Total Residential Units:	698	1 unit per 88m
Total Residential Population:	1326	1.9 people per unit
Total Retail Population:	195	1 person per 40 sq.m.

LONG TERM DEVELOPMENT

Block	Block Area (m ²)	Total Building Area (m ²)	Density FSI*	Building Ground Floor Area (m ²)	# of Floors	Residential GFA (m ²)(**)	Commercial GFA (m ²)***	Lobby and Amenity Space (Note 1) (m ²)	Number of Residential Units	8-202(3)(a) 100%1st Unit(W)	8-202(3)(a) 65% Next 2 Units(W)	8-202(3)(a) 40% Next 2 Units(W)	8-202(3)(a) 25% Next 15 Units(W)	8-202(3)(a) 10% Remaining Units(W)	Residential Air Conditioning (W)	Total Residential (W)	8-210(a) Commercial Occupancy Basic Load 50W/Sq. m.	8-210(b) Commercial Space Air Conditioning (W)	8-210(b) Commercial Special Loads: Restaurant (W)	Total Commercial (W)	8-202(3)(d) Lobby and Amenity Space(Note 1) 25W/sq m @75% (W)	Total Residential/ Commercial/ Lobby & Amenity(W)		
u1*	3154	11353	3.6	1892	6	9461	1514	378	108	13000	16900	10400	48750	114400	324000	527450	75685	81822	50000	207507	7095	742053		
u2	3671	13216	3.6	2203	6	11013	1101	1101	125	13000	16900	10400	48750	136500	375000	600550	55065	59530	50000	164595	20649	785794		
u3	4788	17236	3.6	2873	6	14363	1436	1436	163	13000	16900	10400	48750	185900	489000	763950	71817	77640	50000	199457	26931	990339		
u4	3481	12532	3.6	2089	6	10443	1044	1044	119	13000	16900	10400	48750	128700	357000	574750	52215	56448	50000	158663	19580	752993		
u6	4913	11790	2.4	2948	4	8843	1474	1474	101	13000	16900	10400	48750	105300	303000	497350	73689	79663	50000	203352	27633	728335		
u7	2731	6553	2.4	1638	4	4915	819	819	56	13000	16900	10400	48750	46800	168000	303850	40958	44279	50000	135237	15359	454447		
u8	1150	2759	2.4	690	4	2069	345	345	24	13000	16900	10400	48750	5200	72000	166250	17244	18642	50000	85886	6466	258602		
u9	985	2364	2.4	591	4	1773	296	296	20	13000	16900	10400	48750	0	60000	149050	14775	15973	50000	80748	5541	235339		
u10	2279	5469	2.4	1367	4	4102	684	684	47	13000	16900	10400	48750	35100	141000	265150	34181	36953	50000	121134	12818	399102		
u11	1565	5635	3.6	939	6	4696	470	470	53	13000	16900	10400	48750	42900	159000	290950	23480	25384	50000	98864	8805	398619		
u12	2026	4861	2.4	1215	4	3646	608	608	41	13000	16900	10400	48750	27300	123000	239350	30384	32848	50000	113232	11394	363976		
u13	Lot consolidated with adjacent property								0															
u14	Lot consolidated with adjacent property								0															
u15	640	1536	2.4	384	4	1152	192	192	13	13000	16900	10400	26000	0	39000	105300	9602	10381	50000	69983	3601	178884		
u16	686	1648	2.4	412	4	1236	206	206	14	13000	16900	10400	29250	0	42000	111550	10297	11132	50000	71429	3861	186840		
u17	2437	5849	2.4	1462	4	4386	731	731	50	13000	16900	10400	48750	39000	150000	278050	36554	39517	50000	126071	13708	417829		
u18	1996	5988	3.0	1198	5	4790	599	599	54	13000	16900	10400	48750	44200	162000	295250	29939	32367	50000	112306	11227	418783		
u19	3662	13182	3.6	2197	6	10985	1098	1098	125	13000	16900	10400	48750	136500	375000	600550	54924	59378	50000	164302	20597	785449		
u20	1866	4477	2.4	1119	4	3358	560	560	38	13000	16900	10400	48750	23400	114000	226450	27984	30253	50000	108237	10494	345181		
u21	841	2019	2.4	505	4	1514	252	252	17	13000	16900	10400	39000	0	51000	130300	12618	13641	50000	76259	4732	211290		
u22	2020	4849	2.4	1212	4	3637	606	606	41	13000	16900	10400	48750	27300	123000	239350	30307	32764	50000	113071	11365	363786		
u23	553	1328	2.4	332	4	996	166	166	11	13000	16900	10400	19500	0	33000	92800	8301	8974	50000	67274	3113	163187		
u24	619	1487	2.4	372	4	1115	186	186	13	13000	16900	10400	26000	0	39000	105300	9292	10045	50000	69337	3484	178122		
u25*	1495	7895	5.3	897	10	6998	718	179	80	13000	16900	10400	48750	78000	240000	407050	35887	38797	50000	124685	3364	535099		
v1	2911	10480	3.6	1747	6	8733	873	873	99	13000	16900	10400	48750	102700	297000	488750	43665	47206	50000	140871	16375	645996		
v2	2154	7754	3.6	1292	6	6462	646	646	73	13000	16900	10400	48750	68900	219000	376950	32308	34928	50000	117236	12116	506302		
v3	2048	4915	2.4	1229	4	3686	614	614	42	13000	16900	10400	48750	28600	126000	243650	30720	33210	50000	113930	11520	369100		
v4*	3853	18492	4.8	2312	8	16181	1849	462	184	13000	16900	10400	48750	213200	552000	854250	92462	99959	50000	242422	8668	1105340		
v5	1144	2746	2.4	687	4	2060	343	343	23	13000	16900	10400	48750	3900	69000	161950	17164	18555	50000	85719	6436	254105		
v6	853	2558	3.0	512	5	2047	256	256	23	13000	16900	10400	48750	3900	69000	161950	12791	13828	50000	76619	4797	243366		
v7	778	1866	2.4	467	4	1400	233	233	16	13000	16900	10400	35750	0	48000	124050	11663	12609	50000	74272	4374	202695		
v8*	1485	7130	4.8	891	8	6238	713	178	71	13000	16900	10400	48750	66300	213000	368350	35648	38538	50000	124186	3342	495878		
v9	843	2023	2.4	506	4	1518	253	253	17	13000	16900	10400	39000	0	51000	130300	12647	13672	50000	76319	4743	211362		
v10*	842	2021	2.4	505	4	1516	404	101	17	13000	16900	10400	39000	0	51000	130300	20215	21854	50000	92069	1895	224264		
v11*	5402	24248	4.5	3241	10	21006	2593	648	239	13000	16900	10400	48750	284700	717000	1090750	129651	140163	50000	319814	12155	1422719		
Total	69870	228260	3.3	41922		186338	23883	18039	2117	429000	557700	343200	1472250	1948700	6351000	11101850	1194132	1290953	1650000	4135085	338239	15575174		

* indicates development included in Short Term Analysis

Total Residential Units:	2117	1 unit per 88m
Total Residential Population:	4023	1.9 people per unit
Total Retail Population:	597	1 person per 40 sq.m.

EXAMPLE 3

Planning Study - Electrical Load Summary									
Item	Parcel Reference on Map	Description (address, owner, development name, etc.)	*OESC Calculated Demand, Summer, kW	*OESC Calculated Demand, Winter, kW	Predicted PF	Predicted Max Demand, kVA [max Summer or Winter]/PF	SSFA	Predicted Load, kVA	Comments
1	u1		742	703	0.85	873	51%	447	
2	u2		786	776	0.85	925	53%	493	
3	u3		990	976	0.85	1165	53%	621	
4	u4		752	743	0.85	885	53%	473	
5	u6		728	689	0.9	809	54%	438	
6	u7		454	434	0.9	504	55%	276	
7	u8		259	251	0.95	273	59%	160	
8	u9		235	229	0.95	247	59%	146	
9	u10		399	382	0.9	443	55%	243	
10	u11		398	396	0.9	442	57%	251	
11	v11		1422	1375	0.85	1673	52%	874	44kV Service required for >750kVA load