



---

**Subject:** Heritage Review Process for Building Permit Applications Related to Listed Properties

**Prepared by:** Carlson Tsang, Planner/Heritage Planning

**Department:** Planning and Development Services

**Date:** April 14, 2020

---

**In accordance with the Procedure By-law, any Member of Council may request that this Information Report be placed on an upcoming General Committee or Council meeting agenda for discussion.**

## **Executive Summary**

At the Heritage Advisory Committee Meeting on February 3<sup>rd</sup>, 2020, the Committee asked Staff to consider developing an approach for protecting listed heritage properties subject to a building permit application. The Heritage Advisory Committee is concerned that the absence of a heritage review process for alterations to listed properties may result in irreversible damages to important heritage attributes.

- Council has approved a 2020 capital budget for the procurement of consultant services to undertake a comprehensive review of the Town's Heritage Registry.
- If a building permit application for a listed property is submitted prior to the completion of the Registry Review, Staff will work with the Heritage Working Group and, if required, the Town's Heritage Consultant to assess the heritage value of the property to determine if it warrants immediate designation for protection from unsympathetic alterations.

## **Background**

Under the *Ontario Heritage Act*, alterations to a listed property do not require a heritage permit. A listed property is protected from demolition for 60 days. The Heritage Advisory Committee is concerned that the absence of a heritage review process for alterations to listed properties may result in irreversible damages to important heritage attributes.

## **Analysis**

Council has approved a 2020 capital budget for the procurement of consultant services to undertake a comprehensive review of the Town's Heritage Registry. This will assist the Town in determining which listed properties are worthy of heritage designation for a greater degree of protection from demolition and unsympathetic alterations.

If a building permit application for a listed property is submitted prior to the completion of the Registry Review, Staff will work with the Heritage Working Group and, if required, the Town's Heritage Consultant to assess the heritage value of the property to determine if it warrants immediate designation for protection from unsympathetic alterations

If the property is rated with a high score, the Town would pursue designation which, once designated, would then provide the Town a legal mechanism under the *Ontario Heritage Act* to control any building alterations through the heritage permit process, subject to approval as per the Delegation By-law 6212-19.

If the evaluation suggests that the property is not worthy of designation, the result would be reported to the Heritage Advisory Committee for information and documented in the municipal archive. The Committee would still be given an opportunity to comment on the proposal for the applicant's consideration. But the proposed alteration would not be subject to any heritage requirements. The applicant would then continue with the building permit application as per the usual process.

## **Legal Considerations**

If the listed property meets the criteria for designation, Council will have to provide notice of its intention to designate the property to the owner. A notice must also be published in a newspaper. Once this notice is given, an owner cannot alter or demolish the listed property.

## **Financial Implications**

N/A

## Communications Considerations

N/A

## Link to Strategic Plan

The conservation of heritage resources supports the Strategic Plan goal of ***Supporting an Exceptional Quality of Life for All*** through its accomplishment in satisfying requirements in objective ***Celebrating and Promoting our Culture***.

## Alternative(s) to the Recommendation

- 1) That the Council provide direction.

## Conclusions

Any alterations to a listed property do not require a heritage permit under the Ontario Heritage Act. The Town has implemented a procedure to protect listed heritage properties subject to a building permit application during the undertaking of the Heritage Registry review. If a building permit application is submitted for a listed property prior to the completion of the Registry Review, Staff will work with the Heritage Working Group and the Town's Heritage Consultant to assess the value of the property to determine if it warrants immediate designation for protection from unsympathetic alterations.

## Attachments

N/A

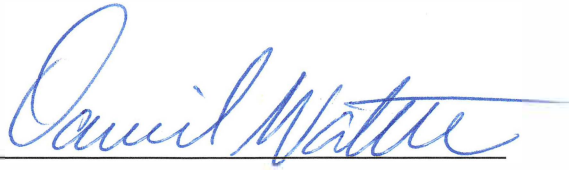
## Previous Reports

N/A

## Pre-submission Review

Agenda Management Team review on March 4, 2020

**Departmental Approval**



**David Waters, MCIP, RPP, PLE  
Director  
Planning and Development Services**

**Approved for Agenda**



**Doug Nadorozny  
Chief Administrative Officer**