



## Municipal Heritage Committee Report

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<b>Report Number:</b>	<b>KLMHC2021-17</b>
<b>Meeting Date:</b>	May 6, 2021
<b>Title:</b>	<b>Heritage Applications Policy</b>
<b>Description:</b>	Proposed policy regarding applications to alter or demolish a heritage property, repeal and designating by-law, or remove a property from the Heritage Register
<b>Author and Title:</b>	Emily Turner, Economic Development Officer – Heritage Planning

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### **Recommendation(s):**

**That** Report KLMHC2021-17, **Heritage Applications Policy**, be received;

**That** the proposed policy be endorsed and forwarded to Council for approval.

**Department Head:** \_\_\_\_\_

**Financial/Legal/HR/Other:** \_\_\_\_\_

**Chief Administrative Officer:** \_\_\_\_\_

## **Background:**

At its meetings of March 11 and April 8, 2021, the Committee reviewed a draft of a proposed policy regarding the alterations and demolition of heritage properties, the repeal of heritage designation by-laws and the removal of listed properties from the Heritage Register. At those meetings, the Committee provided comments on the policy to staff. Staff have integrated the comments into the final draft policy as well as comments from an internal technical group also reviewing the policy.

This report presents the final draft policy for the Committee's review.

## **Rationale:**

The proposed policy addresses legislative direction from the Ontario Heritage Act which requires municipalities to provide submission requirements for the different types of applications that can be made by an owner under the Act. At present, the City does not have any comprehensive policy addressing the submission requirements and processes for submission of applications related to heritage properties. The goal of the policy is to provide consistent and transparent requirements and processes for heritage applications when they are received. The Municipal Heritage Committee reviews and provides recommendations regarding heritage policy prior to it being finalized and presented to Council.

An overview of the different sections of the policy was presented to the Committee at their meeting of March 11, 2021 and a summary and background on its development can be found in Report KLMHC2021-12. The Committee reviewed the policy again at their meeting of April 8, 2021 and comments were provided to staff at that time which have been integrated into the final draft of the policy. Staff have also added additional content to the policy to provide clarity regarding heritage applications with associated applications made under the Planning Act. This new section clarifies the requirements for these types of applications which will require the applicant to enter into a site plan agreement and/or heritage easement, depending on the type of application. The section also introduces the potential for heritage-specific securities to be required for applications to ensure the preservation of a property during the redevelopment process. Staff have also expanded upon and clarified the requirements for the relocation of a heritage property.

The final draft policy is attached to this report as Appendix A.

### **Other Alternatives Considered:**

There are no recommended alternatives.

### **Financial/Operation Impacts:**

There will be financial impacts for the City as a whole as a result of the new fees which are being introduced through this policy. The applications for which fees are being proposed (demolitions and the repeal of designating by-laws) are very infrequently received by the City and will have a limited impact on the overall budget.

The fee amounts will be established through an amendment to the consolidated fees by-law. As the fees are intended to cover only the costs to the City for processing these types of applications, the recommended fee amount, beginning in 2022, will be \$750 for each of these applications which includes the cost for advertising and public notice, postage, and the registration of a repealing or amending by-law on title.

### **Consultations:**

Ministry of Heritage, Sport, Tourism, and Culture Industries  
Municipal Heritage Committee  
Director, Development Services  
City Solicitor  
Manager, Planning  
Manager, Economic Development  
Chief Building Official  
Policy Planning Supervisor  
Development Planning Supervisor  
Clerk's Office  
Manager, Revenue and Taxation  
Supervisor, Development Engineering

### **Attachments:**

Appendix A – Heritage Applications Policy



Heritage Applications  
Policy Final Draft.docx

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**(Acting) Department Head:** Richard Holy, Acting Director of Development Services