



REPORT

TO: Mayor Bonnette and Members of Council

FROM: Laura Loney, Senior Heritage Planner

DATE: April 8, 2022

REPORT NO.: PD-2022-0023

SUBJECT: Heritage Permit Application and Cultural Heritage Evaluation Report Terms of Reference

RECOMMENDATION:

THAT Report No. PD-2022-0023 dated April 8, 2022, titled “Heritage Permit Application and Cultural Heritage Evaluation Report Terms of Reference” be received;

AND FURTHER THAT Council adopt the Heritage Permit Application Form as contained within Appendix A of Report PD-2022-0023;

AND FURTHER THAT Council adopt the Cultural Heritage Evaluation Report Terms of Reference as contained within Appendix B of Report PD-2022-0023.

KEY POINTS:

The following are key points for consideration with respect to this report:

- Staff have prepared an update to the existing Heritage Permit Application to ensure it reflects best practice and current policies and procedures, including recent updates to the *Ontario Heritage Act*.
- Staff have also prepared a Terms of Reference for Cultural Heritage Evaluation Reports to provide additional guidance to heritage consultants.
- Should Council adopt the Heritage Permit Application Form and Cultural Heritage Evaluation Report Terms of Reference, these documents will be made available to applicants and posted on the Town’s website for public access.

BACKGROUND AND DISCUSSION:

In October 2020, Council considered Report No. PD-2020-0050 regarding the proposed regulation to the *Ontario Heritage Act* following the Royal Assent of the *More Homes, More Choices Act* (Bill 108) in June 2019. The regulation was intended to provide improved direction and tools from the Province relating to the implementation and interpretation of the *OHA*, and to provide consistency in the appeals with the shift from the Conservation Review Board to the Local Planning Area Tribunal (now Ontario Land Tribunal). The amendments to the *Ontario Heritage Act* and regulation came into force on July 1, 2021 and included minimum requirements for complete applications for demolition or alteration of a protected property.

The regulation identifies a new 60-day timeline for municipalities to respond to property owners regarding the completeness of an application to alter or demolish a heritage property. The list of minimum requirements for complete applications is summarized below:

- Applicant contact information;
- Municipal approval authority;
- Description of the subject property;
- Photographs of those buildings, structures, and heritage attributes and their existing context that are anticipated to be impacted by the proposal;
- A site plan or sketch showing the location of the proposed alteration or demolition;
- Drawings and written specifications for the proposal;
- Rationale for the proposal and potential impacts to the heritage property;
- Relevant technical studies; and,
- An affidavit or sworn declaration confirming accuracy of the application.

In response to this regulation and as part of an ongoing review of the existing heritage policy framework for the Town of Halton Hills, staff have prepared an update to the existing Heritage Permit Application to ensure it reflects best practice and current policies and procedures (Appendix A). The form will be available on the Town's website, allowing property owners to submit applications electronically. The Town of Halton Hills' existing Heritage Permit Application form was last updated in 2009.

Staff have also prepared a Terms of Reference for Cultural Heritage Evaluation Reports (CHER) following a review of best practices within the Province by other municipalities (Appendix B). A CHER includes the information used by staff to guide independent research and evaluation of properties, in order to determine their cultural heritage value. The CHER is essentially a stand-alone version of the first part of a Heritage Impact Assessment and is used to determine whether a property meets Ontario Regulation 9/06 Criteria for Determining Cultural Heritage Value or Interest.

The Heritage Permit Application and CHER Terms of Reference were reviewed by the Heritage Halton Hills Committee at its meeting of March 30, 2022, and the following resolution was passed:

THAT Heritage Halton Hills recommend that Council adopt the Heritage Permit Application Form and Cultural Heritage Evaluation Report Terms of Reference as presented by staff.

Should Council adopt the Heritage Permit Application Form and Cultural Heritage Evaluation Report Terms of Reference, these documents will ensure that consultants and applicants for projects involving significant cultural heritage resources will have clear guidance and a full understanding of the Town's expectations. The Heritage Permit Application Form reflects best practice in the Province and is in line with other major municipalities in Ontario as well as current legislation. The Cultural Heritage Evaluation Report Terms of Reference also reflects provincial guidance for evaluating potential cultural heritage resources, and will help to ensure consistency in these reports moving forward.

STRATEGIC PLAN ALIGNMENT:

This report aligns to the Town's Strategic plan recognizing the value to preserve, protect and promote our distinctive historical urban and rural character of Halton Hills through the conservation and promotion of our built heritage, cultural heritage landscapes and archaeological resources.

This report also identifies shaping growth as one of the Town's Strategic priorities.

RELATIONSHIP TO CLIMATE CHANGE:

This report is administrative in nature and does not directly impact or address climate change and the Town's Net Zero target.

PUBLIC ENGAGEMENT:

Public Engagement was not needed as this report is administrative in nature.

INTERNAL CONSULTATION:

Staff from Planning & Development were consulted in the preparation of this report.

FINANCIAL IMPLICATIONS:

This report is administrative in nature and does not have any financial implications.

Reviewed and approved by,

Bronwyn Parker, Director of Planning Policy

John Linhardt, Commissioner of Planning and Development

Chris Mills, Chief Administrative Officer