



**DEVELOPMENT SERVICES
MEMORANDUM**

Page: 1
File:
Pending #:

TO: MAYOR A. NUTTALL AND MEMBERS OF AFFORDABILITY COMMITTEE

FROM: A. BRADFORD, PLANNER, EXT. 4896

WARD: ALL

NOTED: M. BANFIELD, RPP, DIRECTOR OF DEVELOPMENT SERVICES

**B. ARANIYASUNDARAN, P. ENG., PMP, GENERAL MANAGER OF
INFRASTRUCTURE AND GROWTH MANAGEMENT**

M. PROWSE, CHIEF ADMINISTRATIVE OFFICER

RE: HERITAGE CONSERVATION DISTRICTS

DATE: JUNE 14, 2023

The purpose of this Memorandum is to provide members of Council with information about Heritage Conservation Districts as directed by Council motion 21-G-227. This memo is a result of that motion passed by the Heritage Barrie Committee requesting staff prepare a report that provides a description of heritage conservation districts and report back.

What are Heritage Conservation Districts?

Heritage Conservation Districts (HDCs) are a planning tool used to direct change and conserve neighbourhoods that are considered to have cultural heritage value. HDCs provide place-based policies that legally protect historic neighbourhoods by municipal by-law. Subsection 41. (1) in Part V of the Ontario Heritage Act enables the council of a municipality to pass by-laws that designate the entire municipality, or any defined area of the municipality, as an HCD. In doing so, Council is able to manage and direct future change in the specified district. Within the boundary of an HCD, every property is subject to the HCD by-law and accompanied HCD Plan. An HCD Plan is required for each district which outlines how change and conservation should be managed within the specified area. HDCs ensure an accepted and consistent standard for heritage conservation and provide the legal protection to ensure appropriate long-term conservation under the Ontario Heritage Act.

Process for Establishing a Heritage Conservation District

In accordance with the Ontario Heritage Act (OHA), the first step in establishing an HCD is to nominate an area and undertake an HCD study. Areas for study can be identified by members of the public, the Heritage Committee, or staff. Prior to the designation of an area, a study is required to evaluate whether the area warrants designation, and to make recommendations to Council in terms of the geographic boundaries, the content, and any changes required to the City's Official Plan, and/or municipal by-laws. Under Section 40 (2) of the OHA, an HCD study analyzes the study area, and catalogues its buildings, structures, streetscape(s) and other features, to determine if it qualifies for designation. Based on the findings of the study, an HCD Plan is created which includes detailed design guidelines and provides the policy and development framework for the district. The HCD Plan forms part of the designation by-law. The OHA requires that Council consult with the Heritage Committee about any area(s) being considered as a heritage conservation study area. Public consultation is a necessary part throughout the process. While the OHA only requires one public meeting before passing the by-law to designate the district, it is recommended that there be three or more well-advertised public meetings before the draft plan and by-law are submitted for public comment at the statutory public meeting.



DEVELOPMENT SERVICES MEMORANDUM

Page: 2
File:
Pending #:

Council may pass an HCD study area by-law for a period of one year. The intent of the by-law is to ensure protection of the area while the HCD study and plan are being prepared. The by-law may prohibit or limit property alterations, including the erection and/or demolition of buildings within the study area while the study is being conducted. Any person can appeal the HCD study area by-law to the Ontario Land Tribunal (OLT) within 30 days of the publication of Notice of the by-law.

Once the HCD Plan is prepared as a result of the HCD study, Council may pass a by-law under Section 41 of the OHA designating any defined area or areas as a heritage conservation district and in turn adopt the corresponding HCD Plan. HCD Plans incorporate the information from the HCD study and include further detail explaining the cultural heritage value of the HCD, describe heritage attributes of the properties within the district and neighbourhood at large, provide a statement of objectives and guidelines for managing change, and describe the classes of alterations that are minor or require further permit approval.

Costs Associated with Establishing Heritage Conservation Districts

Establishing HCDs is an in-depth process that would require specialized consultants and expertise from professional members who are in good standing with the Canadian Association of Heritage Professionals (CAHP). Staff in Development Services have conducted an initial analysis to determine the cost of implementing Heritage Conservation Districts within the City. Through a comparative analysis of RFPs put forward by other municipalities across Ontario, staff estimate the costs associated with hiring a consultant to establish an HCD would be approximately \$100,000 per study area. The figure presented in this memo is an approximation and is identified as a low number. Staff note that this figure can vary substantially based on the size of the proposed HCD and the attributes studied.

For more information, please contact Allison Bradford at 705-739-4220 ext. 4896 or via email at allison.bradford@barrie.ca