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**Subject:** Heritage Conservation District Plans for Church Street, O'Brien Avenue, and Main Street West

**Staff Report No.** DS-026-24

**Commission:** Development Services Commission

**Date:** June 5, 2024

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**Recommendation:**

- 1) That Council pass By-laws 2024-068-DS, 2024-069-DS, and 2024-070-DS designating the Church Street/Village Centre North, Main Street West/Stouffville Junction, and O'Brien Avenue/City Centre South as Heritage Conservation Districts under Part V of the Ontario Heritage Act.
- 2) That Council adopt the attached Heritage Conservation District Plans for the Church Street/Village Centre North, Main Street West/Stouffville Junction, and O'Brien Avenue/City Centre South.
- 3) That Council pass By-law 2024-065-FI to amend the Fees and Charges By-law removing the fee associated with Heritage Permits.
- 4) That Council pass By-law 2024-067-RE to amend the delegation By-law to allow the Manager of Development Planning to make decisions on Heritage Permits for alterations to existing buildings.

**1. Purpose**

The purpose of this report is to bring the finalized Heritage Conservation District Plans (Plans), having taken into account all comments received to date, to Council for adoption in addition to with the designating By-laws to designate the identified areas under Part V of the Ontario Heritage Act. Additionally, implementation measures are proposed to streamline the processing of permits and to limit financial burden on the owners of the Town's heritage resources.

**2. Executive Summary**

In May of 2022, Council directed staff to prepare Plans for each of the proposed Heritage Conservation Districts (HCDs). The Town retained MHBC to undertake the phase 2 of the Study to prepare the Plans in 2023. Staff have been working with the project team to

prepare the Plans for consideration. Two public open houses and a statutory public meeting have been held to gather input from the community. Plans have been prepared for each of the proposed Heritage Conservation Districts that is in conformity with the Provincial, Regional, and Town policies as well as inclusion of public input received to date.

The Plans are now brought before Council for adoption as well as the designating By-laws to designate these areas under Part V of the Ontario Heritage Act (OHA) as Heritage Conservation Districts.

At this time, staff is also proposing to amend the fees and charges by-law to remove the fee associated with the Heritage Permits (for alteration of properties) and delegate the Heritage Permit approval (for alteration of properties) to staff to streamline the process.

Other implementation options and financial incentives, as included in Attachment 2 of this report, will be examined by staff to be considered at a future Council meeting.

### **3. Background**

#### **3.1 Heritage Conservation Districts endorsed by Council - May 2022**

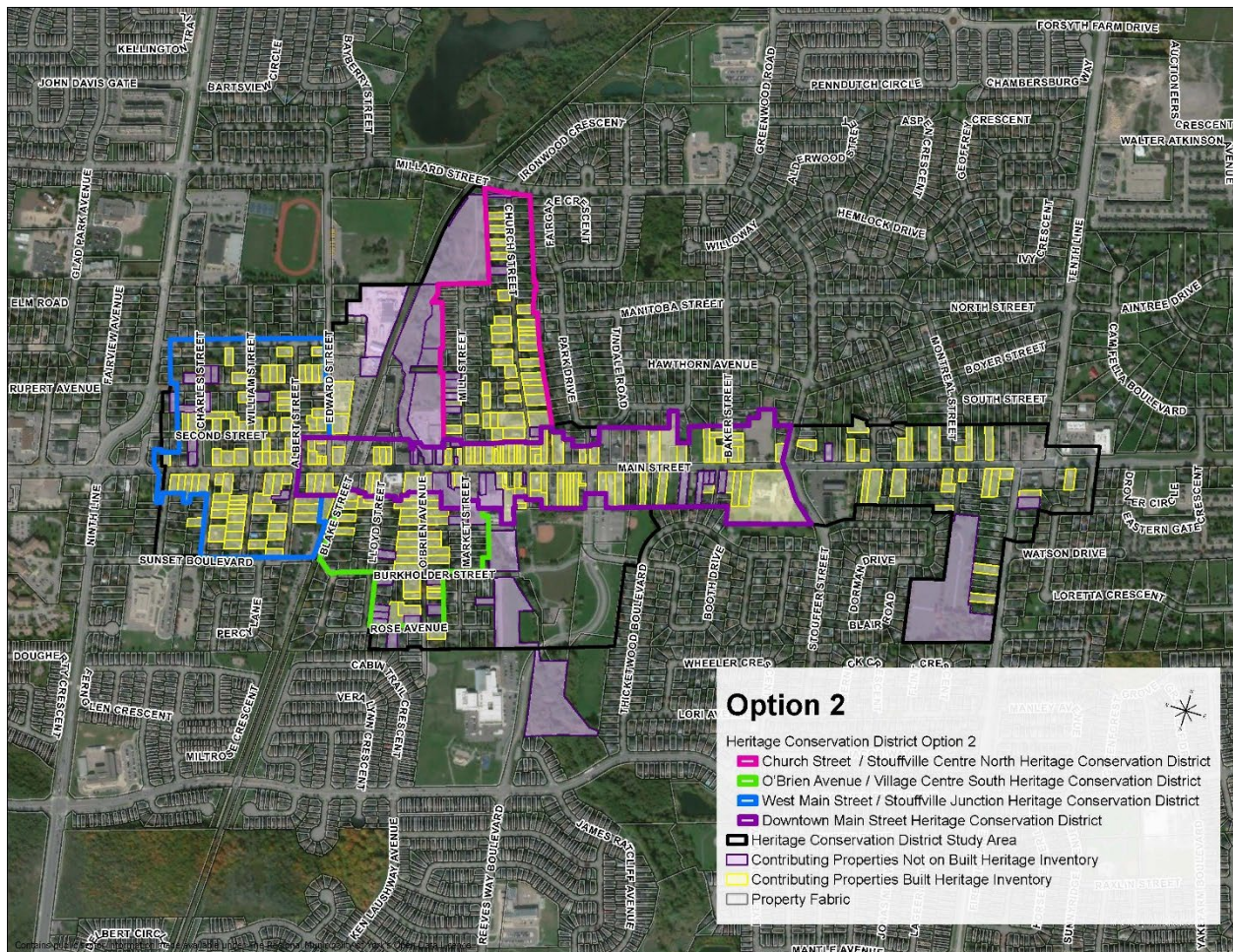
On May 18, 2022 Council endorsed the creation of four (4) Heritage Conservation Districts as outlined in the Town of Stouffville Heritage Conservation District Study and directed staff to proceed with the second phase of the Heritage Conservation District designation process for the purposes of creating a Heritage Conservation District Plan for each proposed Heritage Conservation District, based on the Town of Stouffville Heritage Conservation District Study dated May 5, 2022 prepared by MHBC Planning and in accordance with Part V, Section 41.1 of the Ontario Heritage Act.

The four (4) Council endorsed Heritage Conservation Districts are as follows:

- Church Street (Stouffville Centre North Heritage Conservation District)
- O'Brien Avenue (Village Centre South Heritage Conservation District)
- West Main Street (Stouffville Junction Heritage Conservation District)
- Downtown Main Street (Heart of Stouffville Heritage Conservation District)

Figure 1 below illustrates the four (4) Heritage Conservation Districts.

Figure 1



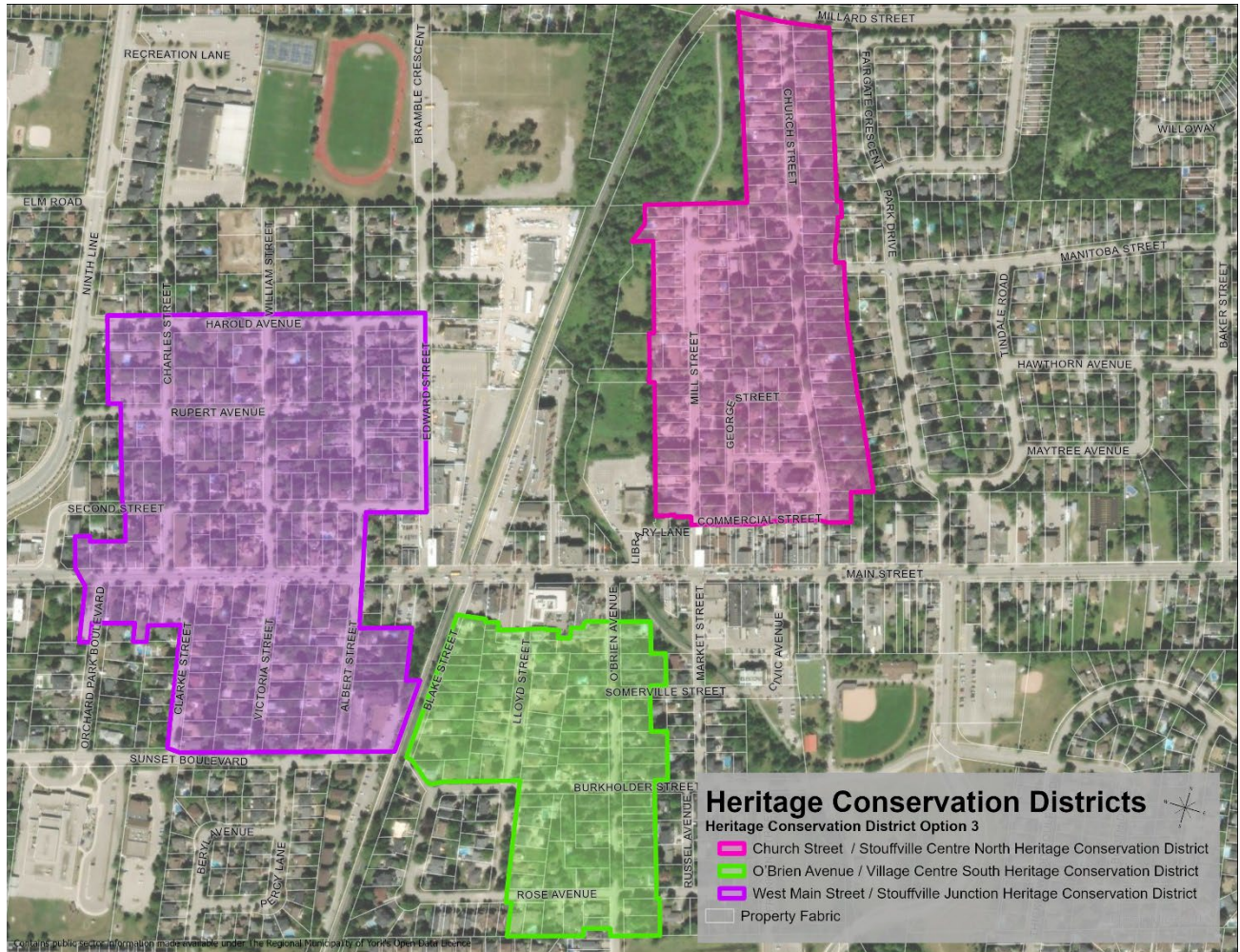
Also see Attachment 1 of this report for a copy of the Map illustrating the four (4) Heritage Conservation Districts.

### 3.2 Heritage Conservation District Plans - Project Scope

A budget of \$35,000 was approved by Council for the 2022 Budget to complete the second phase of the HCD which entails the creation of District Plans for each of the proposed HCDs. Through the procurement process, MHBC was selected to prepare District Plans and Guidelines for the three residential districts centred around Main Street West, Church Street, and O'Brien Ave.

See Figure 2 below that illustrates the boundaries of the 3 Heritage Conservation Districts which are subject to this project scope and HCD Plans.

Figure 2



### 3.3 Public Consultation

Public Input was a key component for the HCD Plan. The project team has worked with the community to create Plans that support their vision of their neighbourhoods and will provide for change that is complimentary to the existing fabric and enhances the character of the neighbourhoods.

#### Community Feedback Form - October 2023

A Feedback Form was also sent out to the community to provide feedback through.

With the feedback received from residents at this open house and a thorough review of the draft Plans by staff, the updated drafts of the HCD Plans have been prepared. The intent of the Plans is to provide flexibility to homeowners in terms of materials, while maintaining the character and form of the neighbourhoods.

### **First Public Open House**

On October 4, 2023, the project team held the first public open house at 19 on the Park. This open house was held prior to the preparation of the first draft plans to provide general information on the impacts of the HCDs, the types of policies that can be expected to be implemented through the plans, and to obtain preliminary feedback from residents on the direction that they would like to see the plans progress. Possible policy directions were provided for residents as examples as to how prescriptive or flexible HCD Plans can be. Residents were generally in favour of the proposed HCDs and emphasized that it was the character of the neighbourhoods that was most important to them. Members of the public provided the following comments:

- Expressed desire to see flexibility in the policies provided to allow for modern materials to be used in repairs, maintenance, and energy efficiency upgrades.
- Districts should allow for improved housing availability in the form of additional residential units (ARU) in the existing heritage dwellings, or in detached ARUs as well as the ability to convert existing dwellings into multiplexes.

With this input, the project team prepared the first draft of the HCD Plans.

A newsletter and postcard were mailed out to the community to provide information on the public open house on October 4, 2023.

### **Second Public Open House**

On January 21, 2024, the project team held the second public open house at 19 on the Park. This open house was held to provide residents with the opportunity to review the first drafts of the HCD Plans and provide further feedback and direction on the proposed policies. This was also an opportunity to discuss the districts and ask questions of the project team.

A newsletter was sent to all residents within the proposed districts and posted on the project webpage to provide an update from the last open house as well as to invite them to the January 21, 2024 open house. Additionally, notice was posted on social media, sent to interested parties, and posted on the Town website. The draft HCD Plans were also uploaded to the project webpage to allow residents who were unable to attend the opportunity to review the Plans and provide their input. Residents provided the following comments:

- Generally in favour of the flexibility that the draft HCD Plans provided in the policies encouraging the use of like for like materials in maintenance, but also allowing for modern materials to be utilized; although there was some confusion in the wording of these policies that is to be refined in the next draft.
- Generally in favour of the flexibility provided for rear yard additions, units, sheds, and other uses.

- Some residents were concerned that this project to put regulations in place for heritage properties in the downtown area has come too late and that too many heritage resources have been lost at this point.
- They were concerned that the proposed Districts would not allow for demolition of contributing properties and that it is not fair for these property owners to be restricted now when other properties have been demolished in the past to be replaced by much larger or multiple homes.

### **Statutory Public Meeting May 15, 2024**

On May 15, 2024, the Statutory Public Meeting was held for the proposed Heritage Conservation Districts. Notice of this Public Meeting was mailed to property owners within the proposed districts, emailed to interested parties, posted on the project webpage, and posted on the Notice Page of the Town website. At the Public Meeting, MHBC provided a presentation outlining the work that had been completed, how public input was received, and an overview of the Plans. No members of the public registered to speak, but staff did have follow up conversations with members of the public present and obtained a number of written correspondences. Written correspondence and follow-up conversations with members of public provided the following comments:

- A number of residents were in support of the Heritage Conservation Districts and appreciated the Town taking action to conserve the character of these neighbourhoods.
- Concerns with limiting the development potential of contributing properties located in the HCD, as the buildings on contributing properties will not be permitted to be demolished once the Districts are designated.
- Concerns about the financial implications of the HCDs as properties are to be maintained in accordance with the Plans to protect the character of the neighbourhoods.

All comments received through Public Open Houses and Statutory Public Meeting have process have been considered in the finalization of the Plans.

## **4. Analysis**

### **4.1 Purpose of Heritage Conservation Districts**

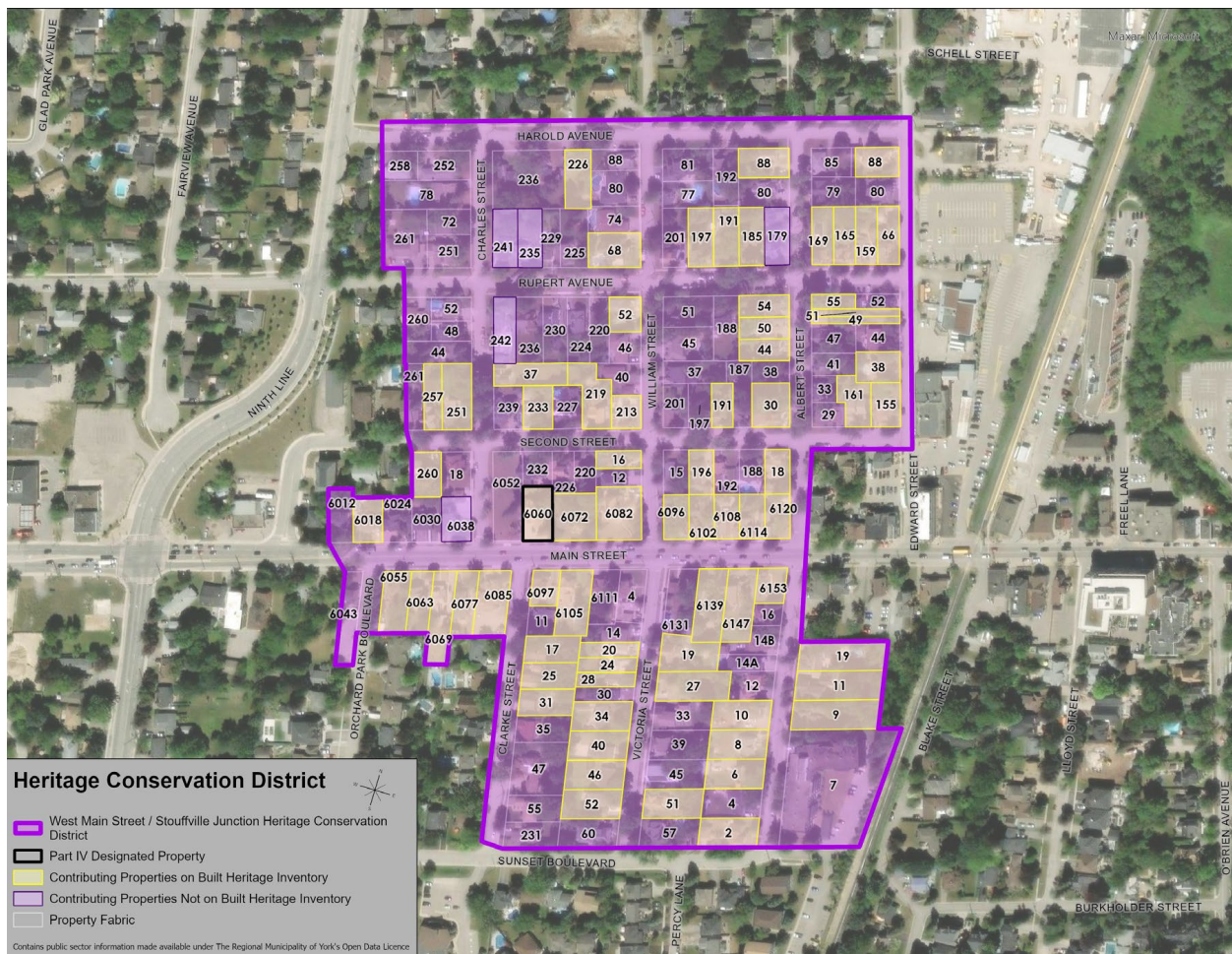
The purpose of the proposed HCDs is to provide a policy framework that will guide future development in a form complimentary to the existing heritage neighbourhoods within the Village core of Stouffville. The policies will provide staff with the tools required to ensure that new development does not overwhelm or detract from the existing built fabric. The HCDs will not freeze development in place or prevent the continued use of the buildings within its boundaries but will ensure that the existing 19<sup>th</sup> and early 20<sup>th</sup> century residential character is protected and that the heritage attributes of each district, as identified in their respective Plans, are also protected. Policies will guide alterations to existing buildings, criteria for new development, and also policies surrounding the public realm that the Town must uphold.

### 4.2 Main Street West/Stouffville Junction Heritage Conservation District Plan

The Main Street West/Stouffville Junction Heritage Conservation District generally covers the area west of the train tracks to Ninth Line that was largely built in a railroad boom after the railway arrived in Stouffville in the 1870s. It contains a mixture of properties that were built as housing for railway workers and industrial uses that came as a result of the railway and also larger dwellings for middle class professionals.

Figure 3 below, displays the boundaries of the HCD and property classification for West Main Street / Stouffville Junction HCD.

Figure 3



Attachment 2 of this report includes a copy of the West Main Street / Stouffville Junction Heritage Conservation District Plan.

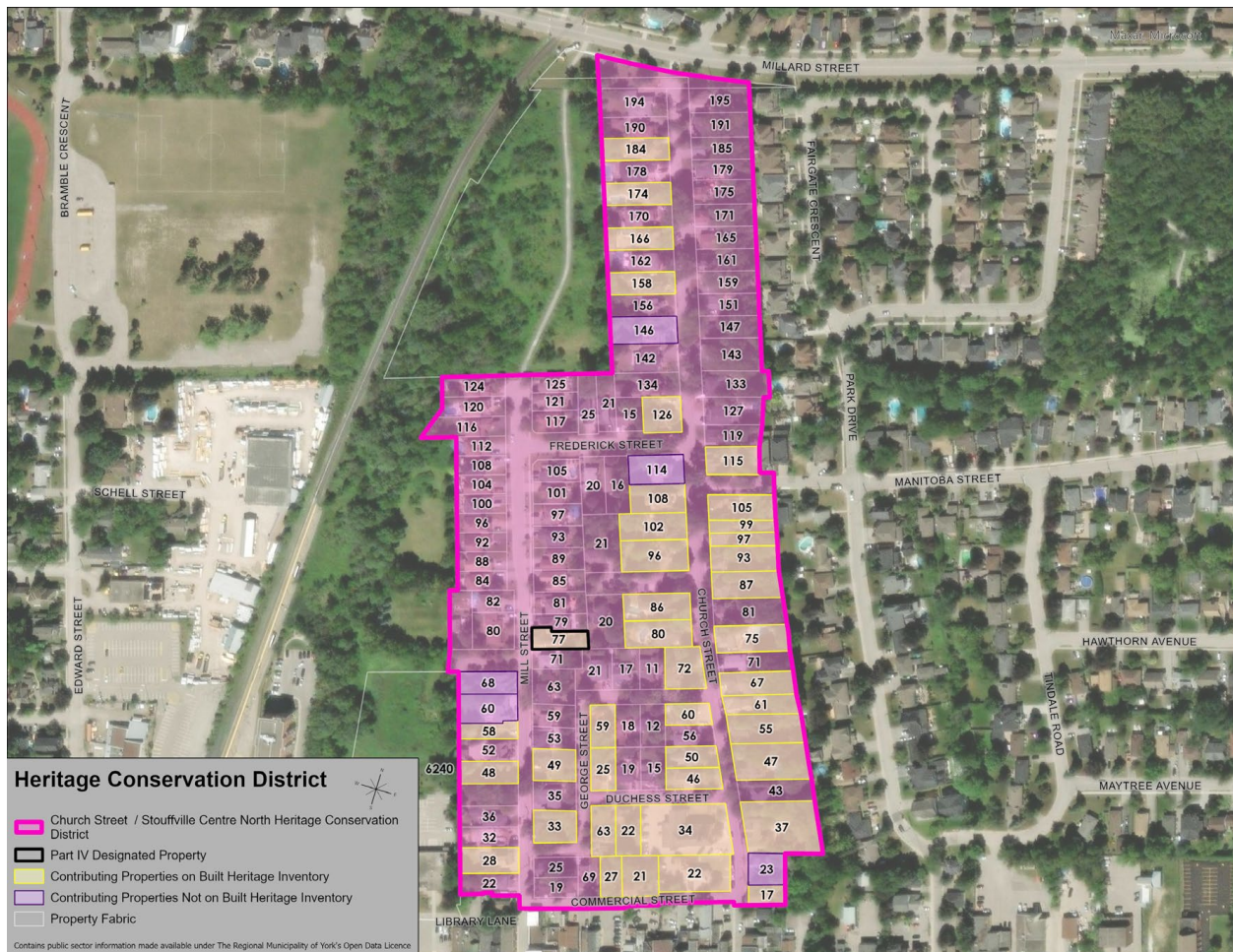
### 4.3 Church Street/Stouffville Centre Heritage Conservation District

The Church Street/Stouffville Centre HCD generally encompasses the areas around Mill Street and Church Street, north of downtown Stouffville. Many of the dwellings along

Church Street are associated with local master builder Nathan Forsyth who primarily built in the Romanesque revival style. Many church leaders also lived along this street as well as the (then) Methodist Church.

Figure 4 below displays the boundaries of the HCD and property classification for Church Street / Stouffville Centre HCD.

**Figure 4**



Attachment 3 of this report includes a copy of the Church Street / Stouffville Centre Heritage Conservation District Plan.

#### 4.4 O'Brien Avenue/Village Centre South Heritage Conservation District

The O'Brien Avenue/Village Centre South HCD generally encompasses the area around O'Brien Avenue from Main Street to Rose Avenue, east to the park, and west to Blake Street. O'Brien Ave has many homes that were originally owned by local merchants and company owners along a tree lined laneway leading to the Hoover Farm.



Figure 5 below, displays the boundaries of the HCD and properties contributing to the District and the boundaries of the District.

**Figure 5**



Attachment 4 of this report includes a copy of the O'Brien Avenue / Village Centre South Heritage Conservation District Plan.

#### 4.5 Heritage Conservation Districts - Significance and Goals

Each of the three districts were developed in a similar time frame, after the arrival of the railroad in Stouffville in the 1870s to around the turn of the century. They therefore have similar significance to the Town. This is captured in their shared statement of district significance:

*“The neighbourhood is representative of a late 19<sup>th</sup> and early 20<sup>th</sup> century residential neighbourhood that has continued to evolve over time. The District character is primarily defined by Romanesque and Victorian housing types, with the repetition of similar plans. Front and side gable roof types are most common, as are two and three bay façade*

*arrangements. Generous porches are present on most buildings and provide a link between private residences and the public streetscape.*

*Streets feature grassed boulevards on one or both sides of the street, open and landscaped lawns with little front yard fencing, and mature trees that provide a canopy to the street and rich vegetated character. Sidewalks are present on one or both sides of the street.*

*Coherence in the District is evident in a general low-profile residential character between one and two-and-one-half storeys, with relatively consistent setbacks from the street.”*

The Plans also state the goals of each of the Districts, which are generally captured within the following statement:

#### **4.6 Heritage Districts Conservation Goals**

General goals associated with the management and conservation of cultural heritage resources within the Town of Stouffville are as follows:

- To protect and enhance the existing 19<sup>th</sup> century and early 20<sup>th</sup> century residential character of the District.
- To conserve the District’s heritage attributes by allowing only those changes that are compatible with the built form and consistent with the cultural heritage value of the District.
- To encourage decision-making that is consistent with the cultural heritage value of the District.
- To manage change through the review and approval of heritage permit application.

#### **4.7 Objectives of the Heritage District Conservation Plans**

The Plans outline objectives of the plans which build on the general goals that are identified above and provide a more detailed direction regarding the implementation of the District Plan. These goals are outlined below:

- To maintain and conserve the cultural heritage character and attributes of the identified character areas;
- To ensure the continue appreciation, enhancement and interpretation of the heritage resources located within the recommended boundary;
- To avoid the loss or removal of heritage buildings and landscape features and encourage only those changes that are undertaken in a manner that if such alteration were removed in the future, impacts to the essential form and integrity of the heritage property and materials would be minimized or avoided;
- To encourage building and property owners to make repairs and undertake maintenance of property in order to conserve the overall character and appearance of the District and preserve authentic heritage fabric;

- To maintain the low-profile built form within the District, which is generally that of a 1.5-2.5-storey building height, and to permit greater heights where it is compatible with the District objectives;
- To support existing uses and the appropriate adaptive re-use of heritage buildings;
- To prevent the establishment of those land uses and associated built forms which would be out of keeping with or have adverse effects on the identified character of the District;
- To prevent the demolition of existing buildings, natural features, or structures which are contributing to the identified heritage character, unless necessary for matters related to public safety;
- To embrace appropriate new development or infill that is sensitive to, compatible with, and distinguishable from the character of the District;
- To support the continuing care, conservation and maintenance of heritage properties wherever appropriate be providing guidance on sound conservation practice and encouraging applications for funding for eligible work; and,
- To examine available financial incentive programs and funding sources and support the adoption of other appropriate funding programs within the Town's capability to provide ongoing support to District property owners for applicable projects.

#### **4.8 Policy Framework**

This section will establish the current and relevant policy framework that supports the creation of Heritage Conservation Districts. The overview will include Provincial Plans and policies, York Region Official Plan, and the Town's current Official Plan and Secondary Plan.

##### **4.8.1 Provincial Policy Statement (2020)**

The Provincial Policy Statement (PPS) establishes policies that support the conservation of cultural heritage and archaeology with the following policies:

2.6.1) Significant built heritage resources and significant cultural heritage landscapes shall be conserved.

2.6.3) Planning authorities shall not permit development and site alteration on adjacent lands to protected heritage property except where the proposed development and site alteration has been evaluated and it has been demonstrated that the heritage attributes of the protected heritage property will be conserved.

2.6.4) Planning authorities should consider and promote archaeological management plans and cultural plans in conserving cultural heritage and archaeological resources.

The proposed HCDs contain a significant proportion of the Town's listed non-designated heritage properties within the area of the Village of Stouffville core. The proposed HCD Plans will give staff the tools to ensure the ongoing conservation of heritage elements in

these neighbourhoods and allow for appropriate change to occur. The Provincial Policy Statement promotes the use of cultural plan in conserving cultural heritage resources.

The proposed HCDs are consistent with the Provincial Policy Statement.

#### **4.8.2 A Place to Grow: Growth Plan for the Greater Golden Horseshow, 2020**

The Growth Plan (2020) provides direction on Cultural Heritage Resources with the following policies:

4.2.7.1) Cultural heritage resources will be conserved in order to foster a sense of place and benefit communities, particularly in strategic growth areas.

4.2.7.2) Municipalities will work with stakeholders, as well as First Nations and Metis communities, in developing and implementing official plan policies and strategies for the identification, wise use, and management of cultural heritage resources.

4.2.7.3) Municipalities are encouraged to prepare archaeological management plans and municipal cultural plans and consider them in their decision making.

The objectives of the proposed HCDs include the continued appreciation, enhancement, and interpretation of heritage resources within the Districts which will contribute to the sense of place in the Village core. The Growth Plan supports the creation of municipal cultural plans to achieve these policies.

The proposed HCDs conform with the policies of the Growth Plan.

#### **4.8.3 York Region Official Plan (2022)**

The York Regional Official Plan provides guidance on cultural heritage with the objective to recognize, conserve, and promote cultural heritage resources, cultural landscapes and built heritage of York Region and preserve their value and benefit to the community for present and future residents. It supports this objective with the following policies:

2.4.1) That cultural heritage resources shall be conserved to foster a sense of place and benefit communities.

2.4.2) To promote well-designed built form and cultural heritage planning, and to conserve features that help define character, including built heritage resources and cultural heritage landscapes.

2.4.6) To support local municipal efforts in promoting heritage awareness, establishing heritage conservation districts and integrating identified cultural heritage landscapes into official plans and engaging with indigenous communities in these efforts, where appropriate.

2.4.9) To encourage local municipalities to use community improvement plans and programs to conserve cultural heritage resources.

The proposed HCDs will provide staff with the tools to conserve the heritage character and attributes of these neighbourhoods that contribute to the character of the Village core. They also raise awareness for the significance of the Districts by providing the properties with a designated status which will allow retention on the Built Heritage Inventory. York Region Official Plan supports the creation of HCDs to achieve these policies.

The proposed HCDs are consistent with the policies of the York Region Official Plan.

#### **4.8.4 Town of Whitchurch-Stouffville Official Plan**

The Town Council on May 1, 2024 endorsed the Town's New Official Plan. Until the new Town Official Plan is approved by the Approval authority, the current Official Plan (2000, Office Consolidation in January 2023) is still in effect.

Section 6.4 of the current Official Plan provides the guiding policies for heritage in the Town, with the stated purpose under section 6.4.1:

*"The Town through the management of its heritage resources seeks:*

- i. The conservation of the Town's heritage resources by identifying, recognizing, preserving, protecting, improving, and managing those resources, including potential for their adaptive reuse;*
- ii. The integration of the conservation of heritage resources into the Town's general planning approach; and,*
- iii. The promotion of an understanding and appreciation of the heritage resources of the Town to both residents and visitors."*

Section 6.4.5 provides further guidance on the "Designation of Heritage Conservation Districts:

##### **"6.4.5.1 Criteria for Designation**

*In the designation of Heritage Conservation Districts regard shall be had to, but not be limited to, the following criteria:*

- i. A significant number of the buildings or structures reflect an aspect of local history by nature of location and historical significance of setting;*
- ii. A significant number of the buildings and structures are of a style of architecture or a method of construction significant historically or architecturally at local, regional, provincial, national, or international level;*
- iii. The district contains other important physical, archaeological, environmental, cultural, or aesthetic characteristics that in themselves do not constitute sufficient grounds for designation of a district, but which lend support in evaluating the criteria for designation; or,*
- iv. The district is an area of special association that is distinctive within the Town and, as a result, contributes to the character of the entire community."*

The Town's Official Plan also sets out a procedure for designation in section 6.4.5.2:

***“6.4.5.2 Designation Procedure***

- i. The Town shall consider designation of Heritage Conservation Districts in consultation with LACAC (now the Heritage Advisory Committee) and prior to the designation of such areas shall:
  - a. Identify its intent to define and investigate an area;*
  - b. Carry out a detailed study of the area which examines the special aspects of the area which contribute to its special character and includes a survey to locate and categorize all buildings and structures and sites of historic and architectural interest; and,*
  - c. Prepare and adopt a Heritage Conservation District Plan which will encourage conservation through controls and incentives and establish criteria for controlling demolition and regulation design through the establishment of the distinctive features which warrant the creation of the District.**
  
- ii. Where the Town, having satisfied the provisions of subsection 6.4.5.1 and 6.4.5.2.i, deems it appropriate to designate a Heritage Conservation District, a by-law shall be passed under the Ontario Heritage Act which shall identify the extent of the area, contain procedures to control the alteration and demolition of existing buildings, as well as the construction of new buildings, based on the criteria in the Heritage Conservation District Plan and outline appeal processes.”*

The Town's Official Plan has policies in place to allow for the creation of HCDs under the OHA. Staff have followed the processes outlined in the Official Plan in the designation procedure and have ensured that the proposed Districts meet the criteria set out for designation in the Official Plan. The HCDs will create a formal process for consideration of proposals within their boundaries that will work to conserving the identified heritage attributes of the areas when change occurs.

The proposed HCDs conform with the policies of the Town's Official Plan.

**4.9 Status of properties located within the Heritage Conservation District**

The Town has been taking measures to address the changes of Bill 23 on the Built Heritage Inventory, in that all listed non-designated properties will be removed from the Built Heritage Inventory on January 1, 2025 and lose the limited protections that this status afforded. A Heritage Conservation District will designate the properties within the District under Part V of the Ontario Heritage Act, which means that these properties will be retained on the Built Heritage Inventory once this date comes. Contributing heritage properties within the District will also be afforded protections from demolition and non-complementary change to ensure the ongoing protection of the Town's heritage resources.

Table 1 below outlines the number of properties within each of the three districts that are included on the Town’s Built Heritage Inventory as well as which are not listed on the Town’s Built Heritage Inventory although are contributing properties to the character of each of the districts. A total of 143 listed properties will be designated under this process, retaining the integrity of the Built Heritage Inventory.

Districts	No. of properties on Built Heritage Inventory	No. of new ‘contributing’ properties (not on Built Heritage Inventory)
Church Street / Stouffville Centre North HCD	41	5
O'Brien Avenue / Village Centre South HCD	30	1
West Main Street / Stouffville Junction HCD	72	5

**4.10 Notice of Passing of the Designation By-law and Appeals Rights**

Should Council pass the HCD Designation by-law, Notice of passing will be issued by staff. The notice is required to be published in On The Road Magazine (OTR) being the Town’s official publication. The notice will be published in the September edition of the OTR given the publication editions and the deadlines which is expected to be in mailboxes on August 26, 2024.

The notice of the passing of the by-law will also be served on the owner of each of the property located in the HCD and the Ontario Heritage Trust.

Any person who objects to the HCD Designation By-law may appeal to the Tribunal by giving the Tribunal and the clerk of the municipality, within 30 days after the date of the publication of the notice of the passing of the by-law.

**4.11 Implementation Recommendations**

Successful implementation of a heritage conservation district(s) and the management of change within a district(s) is typically achieved through the review and approval of heritage permit applications under Section 42 of the Ontario Heritage Act. There are other mechanisms, tools and actions both under the Ontario Heritage Act as well as other Ontario statutes, such as the Planning Act, that also can help complement municipal heritage initiatives.

The successful implementation of the Stouffville Heritage Conservation Districts will rely on other initiatives and planning policies that directly support or provide a framework for focussing and implementing district conservation efforts. A number of initiatives are proposed in the Municipal Implementation Recommendations document, attached as Attachment 2 to this report, to assist Town staff, Council and the community in

implementing the recommendations contained within the respective Heritage Conservation District Plans. The document recommends nine (9) recommendations as follows:

Recommendation 1: Stouffville HCD Official Plan provisions

- The Town's newly adopted Official Plan policies state that if a heritage conservation is designated, then the policies of the District Plan shall prevail over the previous Heritage Area policies.

Recommendation 2: Planning and development applications

- For Planning Applications within the HCD the Heritage Advisory Committee be consulted

Recommendation 3: Site Plan applications and heritage permits.

- Recommends a process to ensure there is no duplication between site plan application and heritage permit applications.

Recommendation 4: Site Plan applications within the Town's Heritage Area

- Remove the requirement of Site Plan Applications for residential construction over 21 sq.m. and replace with heritage permit process.

Recommendation 5: A Stouffville grants program

- Establish a grants program for the Church Street / Stouffville Centre, O'Brien Avenue / Village Centre South, and West Main Street / Stouffville Junction Heritage Conservation Districts with a program schedule, levels of funding and eligibility criteria to be determined by Council in the context of prevailing municipal budget commitments.

Recommendation 6: Heritage Permit Application form

- Heritage permit application form be prepared for use by the Town under both Parts IV and V of the Ontario Heritage Act

Recommendation 7: Heritage Permit Application Fee

- No fee be charged by the Town for processing heritage permit applications.

Recommendation 8: Enacting a delegation by-law for permit approvals.

- Delegated authority by-law to manage heritage permits.

Recommendation 9: The role of Municipal Heritage Committee (Heritage Advisory Committee)



- Town's Heritage Advisory Committee work with staff to provide advice related to heritage permit applications, unless Town staff adopts a delegated authority by-law which would allow staff-level approval of such applications.

At this time, staff is also proposing to amend the fees and charges by-law as per Recommendation 7 to remove the fee associated with the Heritage Permits (for alteration of properties) to recognize the additional effort that is required of property owners of designated properties both in terms of property upkeep and additional process and review when alterations to their properties are planned. In order to facilitate the Heritage Permit process, staff recommend that the Heritage Permit approval for alterations to properties be delegated to staff to streamline the permit process in accordance with Recommendation 8 of the Implementation Plan attached as Attachment 2 to this report.

Staff intends to initiate examining financial incentives and opportunities as per Recommendation 5 of the Implementation Plan. Based on the comments received from members of public, this recommendation would address concerns received around financial implications of the Districts. Staff are of the opinion that this is a significant aspect of the successful implementation of the Districts. Staff would report back to Council at a future date, on the recommendations highlighted above which will streamline the permit process, ensure a clear policy direction, further limit financial implications for homeowners, and are generally considered best practices in Heritage Conservation.

#### **4.12 Options**

##### **Option A**

Council adopts the Heritage Conservation District Plans and passes the designating By-law for each of the Heritage Conservation Districts. Council directs staff to proceed with the first phase of implementation in removing fees from Heritage Permits, delegating approval of alteration permits to staff, and ensuring a clear policy framework. This will provide staff with tools to maintain the heritage character of these neighbourhoods as change occurs. The implementation efforts will work to streamline the process and reduce financial burden on owners of heritage properties in maintaining the heritage resources of the Town.

##### **Option B**

Council does not adopt the proposed heritage Conservation District Plans and does not pass By-laws to designate these neighbourhoods as Heritage Conservation Districts. These neighbourhoods will continue under the current planning policies and staff will have little control over new development in the neighbourhoods or the impacts of new development on the Town's heritage. The Districts and Plans may be brought forward to a future Council meeting for further consideration.

## 5. Financial Implications

A recommended implementation of the HCD Plans is the removal of the fee associated with Heritage Permits to support property owners in the maintenance of Town heritage properties. There is a financial implication associated with the removal of the fee which is currently listed in the Town's Fees and Charges By-law 2023-143-FI at \$296 per permit. This amendment would result in loss of revenue to the Town.

The HCD Plans also recommend the implementation of a grant program to support property owners in the maintenance of heritage resources. Staff will look into a grant program and can bring this forward to Council at a future date.

## 6. Alignment with Strategic Plan

1. A Town that Grows  
A Town that grows in support of complete communities
2. An Engaging Town  
Increase Community Engagement & Outreach
3. Good Governance  
Provide Good Governance
4. Organizational Effectiveness  
To Elevate our Organizational Effectiveness

## 7. Attachments

1. Map of proposed Heritage Conservation District Plans
2. Heritage District Conservation Plan - Municipal Implementation Recommendations

## 8. Related Reports

1. May 18, 2022 – [Report No. DS-019-22](#) Proposed Heritage Conservation Districts
2. February 21, 2024 – [Report No. DS-009-24](#) Update on Heritage Conservation District Plans and Guidelines
3. May 15, 2024 - [Report No. DS-024-24](#) Heritage Conservation District Plan for Church Street, O'Brien Avenue, and Main Street West

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**For further information on this report, please contact the Department Head:** Dwayne Tapp, Commissioner of Development Services at 905-640-1910 or 1-855-642-8697 ext. 2431 or via email at [dwayne.tapp@townofws.ca](mailto:dwayne.tapp@townofws.ca)