



City of
Peterborough

To: Members of the Peterborough Architectural Conservation
Advisory Committee (PACAC)

From: Erik Hanson, Heritage Resources Coordinator

Meeting Date: October 6, 2016

Subject: Report PACAC16-032
Heritage Permit Process

Purpose

A report to recommend that the PACAC review and endorse the resource guides developed in support of the Heritage Permit application process for designated properties.

Recommendations

That the PACAC approve the recommendations outlined in Report PACAC16-032, dated October 6, 2016 of the Heritage Resources Coordinator, as follows:

- a) That the PACAC review and provide comment, on the resource guides developed in support of the Heritage Permit application process for designated properties, and;
- b) That the PACAC endorse the resource guides developed in support of the Heritage Permit application process for designated properties.

Budget and Financial Implications

There are no budgetary or financial implications associated with this recommendation.

Background

In accordance with Part IV, Sections 33 and 34 of the **Ontario Heritage Act**, the approval of the municipality is required in order to perform certain alterations, construction, or demolition on any part of an individually designated property. The Heritage Preservation Office (HPO) has up to this point required submission of an Application for Alterations from owners who wish to make changes that have the potential to impact the heritage attributes of an individually designated property. Depending on the scope of the proposed alteration, the application may also come to the PACAC for review and comment.

In order to streamline this process, and align it more closely with the process required for properties designated under Part V of the **Ontario Heritage Act**, HPO staff have created a *Heritage Permit Guide for Individually Designated Properties* (Appendix A), which includes an updated application form, and allows for the issuance of a Heritage Permit, provided all conditions are met. The Guide provides a clear description of the steps required by property owners in order to obtain a Heritage Permit and will assist HPO staff in effectively tracking the status of individual applications.

The passage of By-law 16-099 on September 12, 2016, created the Avenues and Neighbourhood Heritage Conservation District (Avenues HCD) and enabled the related District Plan. The properties in the Avenues HCD will be governed by the requirements of Part V. of the **Ontario Heritage Act**.

Under Part V, Section 42 of the **Ontario Heritage Act**, the approval of the municipality is required in order to perform certain alterations, construction, or demolition on any part of a designated property other than the interior. This approval is granted in the form of a Heritage Permit. In anticipation of owners within the Avenues HCD wishing to make alterations to their designated property, HPO staff have created a *Heritage Permit Guide for Heritage Conservation District Properties* (Appendix B), which includes a new application form, and allows for the issuance of a Heritage Permit. While the HCD Plan provides detail about specific alterations within the District, the purpose of the Guide is to describe the steps involved in the application process to assist both owners and staff in effectively facilitating Heritage Permit applications.

In the case of both individually designated properties, and properties within the Heritage Conservation District, a template for a Heritage Permit (Appendix C) has been created with the understanding that the Permit would only be issued once all requirements of the application process have been satisfied. HPO staff are also working with staff in the Information Technology Services, Planning, and Building Divisions, to ensure a uniform process for tracking the status of Heritage Permit applications across relevant Divisions.

Submitted by,

Erik Hanson
Heritage Resources Coordinator

Kathryn Matheson
Heritage Researcher

Contact Name:

Erik Hanson

Heritage Resources Coordinator

Phone: 705-742-7777, Ext. 1489

Toll Free: 1-855-738-3755

Fax: 705-748-8824

E-Mail: ehanson@peterborough.ca

Attachments:

Appendix A: Heritage Permit Guide for Individually Designated Properties

Appendix B: Heritage Permit Guide for Heritage Conservation District Properties

Appendix C: Heritage Permit Template