

# Heritage Committee Orientation Session



**CHO - PCO**  
*Community Heritage Ontario*  
*Patrimoine communautaire de l'Ontario*

October 29, 2019

# Introductions & Thanks

- Town of Gravenhurst
- CHO
  - Association of municipal heritage committees
  - We are volunteers
  - Annual conference – Markham – May 28 – 30, 2020 –Vision 2020
- Presenter
  - More than 40 years in heritage conservation in Ontario
- Participants



# You may interrupt me

- Questions are welcome
  - I will not spear you
- You will get a copy of the presentation



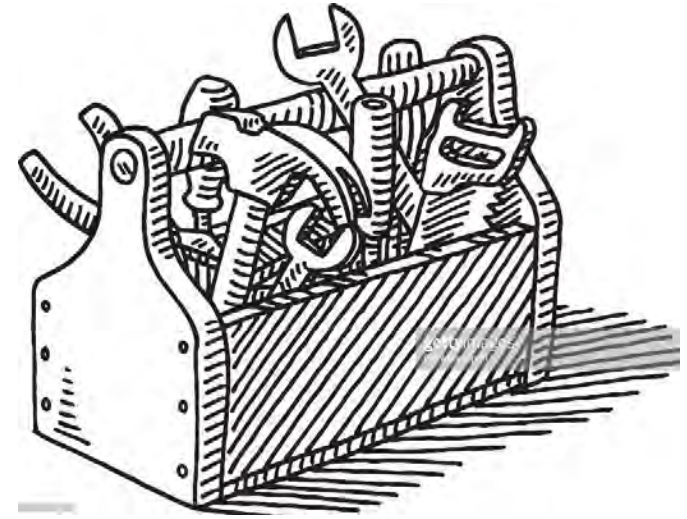
## *To assist:*

- New Municipal Heritage Committee (MHC) members
- A refresher for existing MHC members
- All members in understanding recent Ontario Heritage Act (OHA) changes
  - Recent changes are on a 'go forward' basis; not retroactive
- Municipal staff and councillors in understanding the role of MHCs and heritage legislation



# *Takeaways:*

1. Your role as a MHC member is important;
2. There are many tools to protect heritage;
3. Each tool has strict process requirements;
4. Work with your Council & staff; and
5. It can be fun and rewarding.



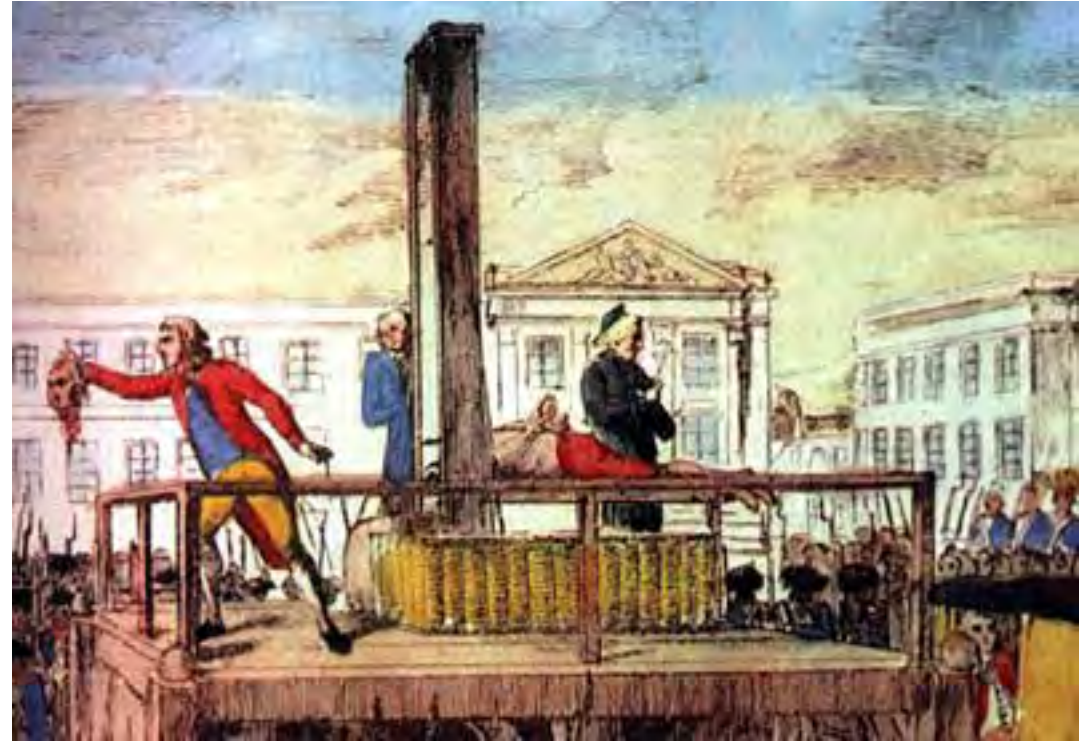
# *Scope of Session:*

- Background
- Role of MHC
- Council/staff relations
- Heritage Register
- Listing a Property in the Register
- Part IV - Individual Property Designation
  - Designation
  - Alteration & Demolition
  - Amending or Repealing designation
- Part V - District Designation
  - Designation
  - Alteration & Demolition
- Heritage Easement Agreements
- Planning Policy & Application Reviews
- Heritage Property Standards
- Grants
- Research
- Outreach/education

Background

# *Background:*

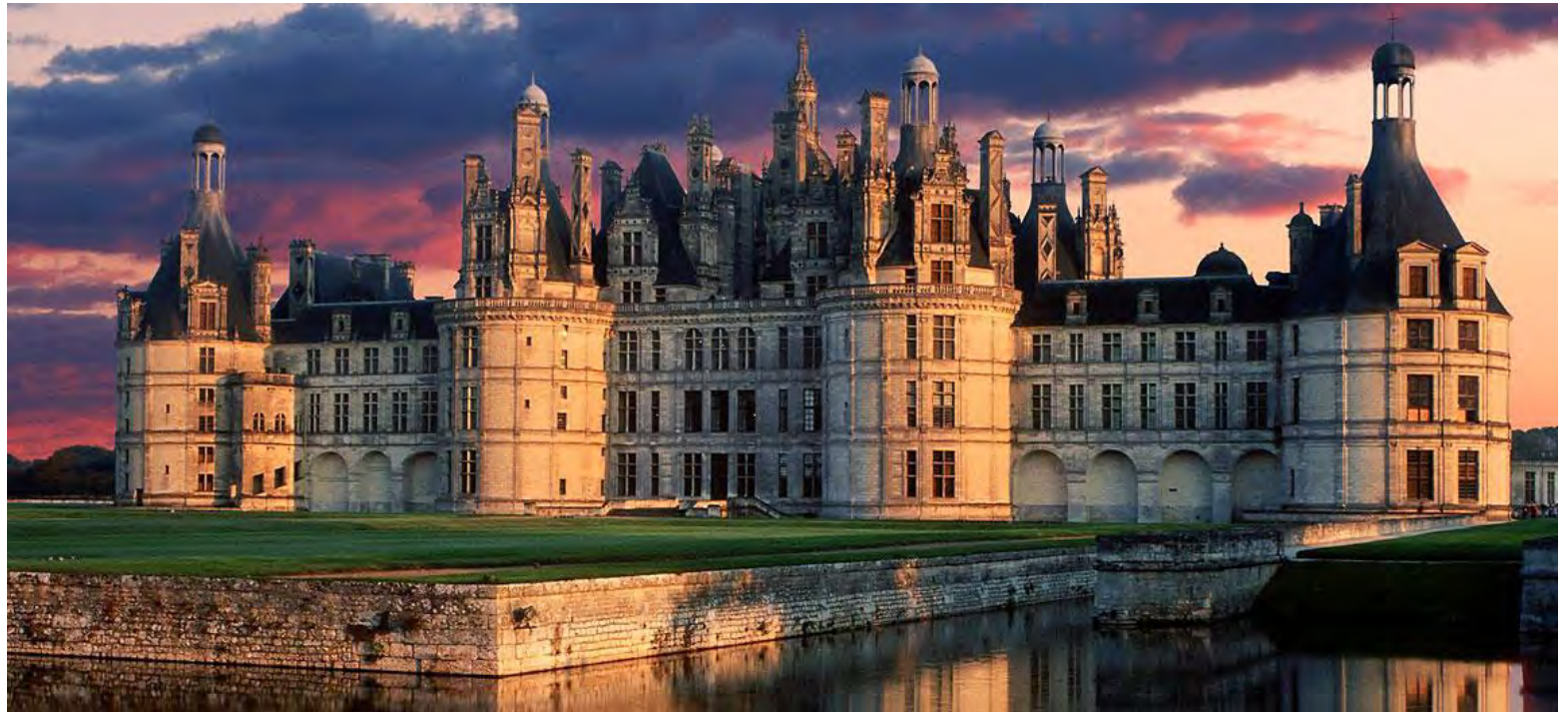
- Welcome to heritage conservation
- Heritage conservation largely began in the late 1700s when many people lost their heads:





# *Background:*

- During the French revolution - Heritage resources - not just the aristocracy but workers who built and maintained the resource, e.g., architects, masons, roofers, woodworkers, servants etc.



# *Background:*

- In Canada began in the 1870s
- Governor General, Lord Dufferin
- proposal - demolish Quebec City defense structures following British military withdrawal



# Role of MHC

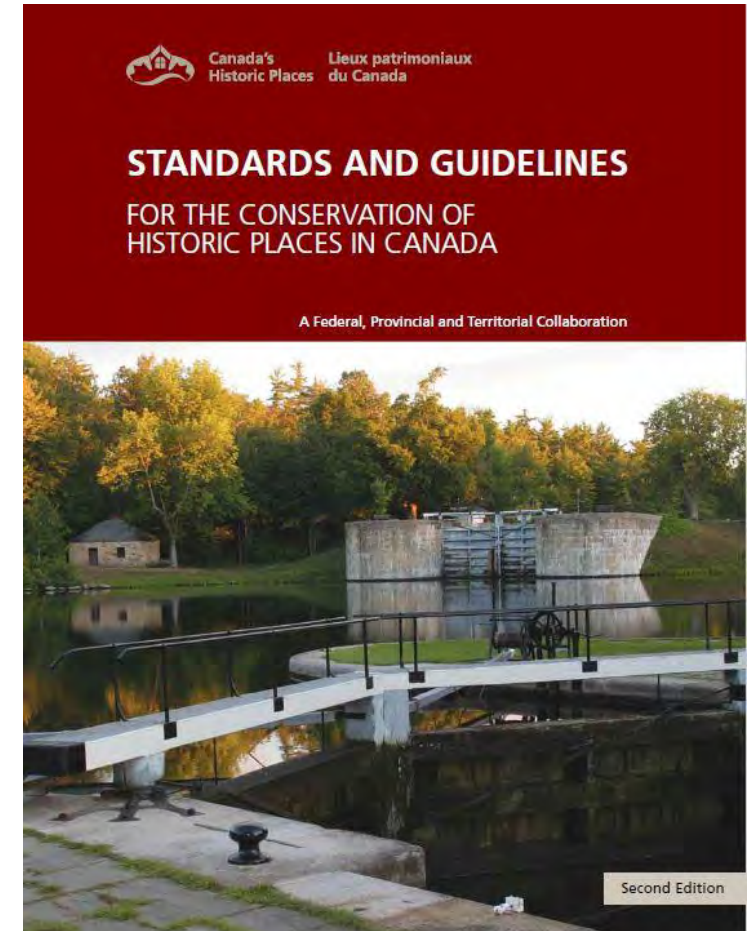


# *The role of a MHC:*

- To **advise** Council on heritage conservation matters
- Heritage Act – requires Council to consult its MHC on:
  - Listing in the Register;
  - Council's intent to designate (Part IV);
  - Council's intent to amend or repeal a designation (Part IV);
  - Proposed alteration of a designated property (Part IV);
  - Proposed demolition or removal of a building or structure on a designated property (Parts IV of V);
  - Heritage Conservation District studies (Part V): and
  - Heritage Easement Agreements.
- Other matters in the municipal by-law and planning documents

# *MHC members should be aware of:*

- Municipal By-law establishing the MHC
- **Ontario Heritage Act**
  - Regulation 9/06 – Criteria for Designation
- Municipal Planning documents – e.g. Official Plan
- Provincial guidelines & policies – Ontario Heritage Toolkit & PPS
- Standards and Guidelines
- Municipal protocols re: heritage
- Others?





# Council / Staff Relations

# *Council / Staff Relations*

- MHC should use all channels to communicate with its Council:
  - Through a subcommittee of Council, e.g., Planning committee
  - MHC meeting agendas / minutes
  - Through the member(s) of Council on the MHC
  - Direct discussions with councillors –speak with one voice
  - Reports to council
  - Through municipal staff
  - Other?

# *Council / Staff Relations*

- MHC should have good working relations with critical staff -
  - Clerk
  - Planning
  - Chief Building Official (building / demolition permits)
  - Culture / Recreation
  - Others?

# The Heritage Register

# *The Heritage Register*

- **Legislation** – OHA Section 27
- Clerk keeps a Heritage Register
- Register shall include all **DESIGNATED** properties
- Register may include property not designated but Council “believes to be of cultural heritage value or interest” – **LISTED**



Listing a Property in the Register

# *Reason to List Property in the Heritage Register:*

- **EFFECT** of a property in Register as LISTED
  - **DELAY IN DEMOLITION** - 60 days notice to Council of a municipality
    - If not listed – Chief Building Official must issue a demolition permit within 10 business days of receipt of application unless safety issues
- **FLAG** – to municipality & other government agencies that Council's considers that the property may have heritage value

# *Listing a Property in the Heritage Register*

- **Legislation – OHA Section 27:**
  - CONTENT of Listing:
    - must include a location description of the property
    - NEW - Cultural heritage value or interest of property – see notification
  - CONSIDER:
    - New - ‘prescribed principles’ – OHA - 26.0.1; unknown at this time
  - CONSULT WITH MHC:
    - Council must consult with its MHC prior to listing a property in the Register
  - NOTIFICATION:
    - NEW- Council must notify owner of listing within 30 days after inclusion in Register
    - Notice to property owner must include:
      - Why property of cultural heritage value or interest
      - Statement of effect of listing – delay in demolition
  - OBJECTION BY OWNER:
    - NEW - Owner may object to listing to Council with reasons for objection
      - No time limit for objection or number of times owner may object
  - COUNCIL DECISION AFTER OBJECTION:
    - After filing objection, Council must decide on continued inclusion in Register
    - Provide notice to owner within 90 days of Council’s decision

# *Listing a Property in the Heritage Register*

- Why property of cultural heritage value or interest – Regulation 09/06

(2) A property may be designated under section 29 of the Act if it meets one or more of the following criteria for determining whether it is of cultural heritage value or interest:

1. The property has design value or physical value because it,
  - i. is a rare, unique, representative or early example of a style, type, expression, material or construction method,
  - ii. displays a high degree of craftsmanship or artistic merit, or
  - iii. demonstrates a high degree of technical or scientific achievement.
2. The property has historical value or associative value because it,
  - i. has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community,
  - ii. yields, or has the potential to yield, information that contributes to an understanding of a community or culture, or
  - iii. demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.
3. The property has contextual value because it,
  - i. is important in defining, maintaining or supporting the character of an area,
  - ii. is physically, functionally, visually or historically linked to its surroundings, or
  - iii. is a landmark. O. Reg. 9/06, s. 1 (2).

← This could change

# *Listing a Property in the Heritage Register*

- **Municipal Experience:**

- Who researches listed properties – MHC, staff, consultants?
- Who initiates listing – MHC, Council, public, planning application?
- Notify property owners? – Who? When? Now required after Listing
  - Municipal requirements?
  - **SUGGESTION** – notify prior to taking to heritage committee and/or Council
- Handling objections?
- Scope of information in Register? Heritage values – Reg 9/06?
- How do you put it forward to your Council?
- Removal from Register- process?
- Emergencies – how handled?



# Listing - Ajax – Heritage Register Experience

**Ontario Regulation 9/06:  
Criteria for determining cultural  
heritage value or interest**

Non-designated properties being considered for listing on the Town's heritage register are evaluated using a set of provincially regulated criteria. If a property is deemed to satisfy one or more of the nine criteria below, listing on the heritage register is warranted.

**1. Design or Physical Value**

The property:

- i. is a rare, unique, representative or early example of a style, type, expression, material or construction method;
- ii. displays a high degree of craftsmanship or artistic merit; or
- iii. demonstrates a high degree of technical or scientific achievement.

**2. Historical or Associative Value**

The property:

- i. has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community;
- ii. yields, or has the potential to yield, information that contributes to an understanding of a community or culture; or
- iii. demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.

**3. Contextual Value**

The property:

- i. is important in defining, maintaining or supporting the character of an area;
- ii. is physically, functionally, visually or historically linked to its surroundings; or
- iii. is a landmark.

**Where can I get more information?**

For more information, contact the Town of Ajax's Heritage Planner at 905-619-2529 x3200 or [heritage@ajax.ca](mailto:heritage@ajax.ca). The Heritage Planner can also provide general information on heritage conservation and land use planning. Additional information can be found on the Town's website at [ajax.ca](http://ajax.ca).

**Frequently Asked Questions  
from Property Owners**

**Is special approval required to renovate or make changes to my listed property?**

There are no special requirements for a listed property over and above those applicable to all properties in the Town. However, if a building permit is required for any renovation work, the Town's Heritage Planner may contact you to provide suggestions on how to ensure that the heritage value of the property is protected through the renovation process.

**Will being listed prevent future development on my property?**

Listing on the heritage register will not prevent future development on your property. However, if the Town receives a development application for your listed property, it may decide to proceed with a heritage designation which could influence the form and level of development that is permitted. There are many good examples in Ajax of new developments that incorporate heritage properties. It is the goal of the Town to balance the benefits of heritage conservation with those of new development.

**Will being listed impact the real estate value of my property?**

Listing on the heritage register should not impact your property's real estate value since the process of listing is purely an administrative one with no legal implications. Interestingly, however, studies conducted in Ontario involving designated heritage properties have demonstrated a positive relationship between designation and real estate value. These studies have shown that real estate values for designated properties are more resilient in times of market fluctuation and can increase at a faster rate than non-designated properties.

**Will being listed affect my property insurance?**

The cost of your insurance is based primarily on two principles: the level of risk and the type of coverage. Older properties may be subject to higher risk due to antiquated systems and materials, so risk is likely to be higher regardless of whether they have been listed on a heritage register. Similarly, some types of insurance, such as full replacement cost insurance, which provides for repair or replacement with "like kind and quality," can be more expensive than others. Since listing has no bearing on the type of coverage required, it should not have an impact on your insurance rate.

**How can I get my property listed on the heritage register?**

The first step is to complete and submit the required application form. Once the application is received by the Town of Ajax Heritage Planner, a summary report will be written that provides a recommendation to the Town's Heritage Advisory Committee. The matter will then be forwarded to Town Council for a final decision.

**How can I get my property removed from the heritage register?**

To initiate this process, the applicant must complete and submit the required application form along with any required reports. Once the application package is received by the Town of Ajax Heritage Planner, a summary report will be written that provides a recommendation to the Town's Heritage Advisory Committee. The matter will then be forwarded to Town Council for a final decision. Applications for removal must be supported by a Cultural Heritage Evaluation Report (CHER) completed by a qualified heritage consultant. The Town will only support the removal of a property from the heritage register if it is demonstrated that the property does not possess heritage value.

**How do I go about demolishing a building on my listed property?**

Anyone wishing to demolish a building on a listed property must complete and submit a Notice of Intention to Demolish application to the Town along with any required reports. Once this application package is received, the Town has 60 days to determine whether or not to proceed with heritage designation under the OHA. If the Town does not pursue heritage designation, a demolition permit can be submitted to the Town following the expiration of the 60-day period. In the event that the Town does pursue heritage designation, the applicant will be bound by the requirements of the OHA.



**Town of Ajax  
Non-Designated  
("Listed") Heritage  
Properties**





# Listing - Ajax – Heritage Register Experience

## 34 Arnold Estate Lane



**Name:** The Arnold Estate  
**Year Built:** 1867  
**Historic Use Category:** Residence  
**Historic Use Type:** Single Dwelling  
**Style:** Georgian  
**Structure Type:** Masonry – Stone  
**Cladding:** Stone – Dressed  
**Heritage Status:** Heritage Inventory

### **Design/Physical Value:**

- 2-storey, 5-bay rectangular-plan main house with single-storey rear and west wings, all constructed of dressed fieldstone
- Original single-storey house was modified in 1924 with the addition of a second storey to give a traditional Georgian appearance
- Gabled roof is clad in imitation slate, includes bell-cast eaves and reveals stone chimneys at both ends
- Main entrance includes half-sidelights and a brick lintel under a gabled portico with columns executed in the Doric order
- Value exists in craftsmanship and as a rare two-storey stone dwelling

### **Historical/Associative Value:**

- Built by wealthy Irish businessman William Wright in 1867 on lands purchased from Major John Smith in 1829
- Sold to John Fothergill in 1908 and Harry & Irene Arnold in 1924 (\$25k)

### **Contextual Value:**

- The property originally fronted on Kingston Road but is now located within a condominium development with a small parkette to the west
- Front entrance is located on a cul-de-sac and is marked by a plaque
- Layout of Arnold Estates preserves visual connection to Kingston Road



View of north façade (2016)



View of northwest corner (2016)

## 34 Arnold Estate Lane



### Ontario Regulation 9/06 Criteria

1. The property has design value or physical value because it,

- i. is a rare, unique, representative or early example of a style, type, expression, material or construction method, ✓
- ii. displays a high degree of craftsmanship or artistic merit, or ✓
- iii. demonstrates a high degree of technical or scientific achievement.

2. The property has historical value or associative value because it,


- i. has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community, ✓
- ii. yields, or has the potential to yield, information that contributes to an understanding of a community or culture, or
- iii. demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.

3. The property has contextual value because it,

- i. is important in defining, maintaining or supporting the character of an area,
- ii. is physically, functionally, visually or historically linked to its surroundings, or ✓
- iii. is a landmark.



# Listing - Ajax – Heritage Register Experience



HR-R

APPLICATION FOR REMOVAL OF A NON-DESIGNATED  
PROPERTY FROM THE HERITAGE REGISTER  
(Under Section 27 (1,2) of the Ontario Heritage Act, R.S.O. 1990 c.O. 18, as amended 2005.)

Planning and Development Services  
65 Harwood Avenue South  
Ajax ON L1S 2H9

Tel: 905-883-4550  
Fax: 905-886-0360  
www.ajax.ca

FOR TOWN USE ONLY

File Number:      Date of Receipt:

**1. Property Identification**

Municipal Address (or description of location):

**2. Contact Information**

	Mailing Address:	Telephone:	Facsimile:	E-mail:
Applicant				
Property Owner				

**3. Property Information**

Property Name			
Listing of all relevant buildings/structures on the property			
Year Built:		<input type="checkbox"/> Known	<input type="checkbox"/> Speculated
Architectural Style			
Structural System:		<input type="checkbox"/> Known	<input type="checkbox"/> Speculated
Cladding Type			

Page 1 of 2

FORM: PLD-089      REVISED: 17/06/12

**4. Reasons for Removal from the Heritage Register:**

Provide a description of why you believe that this property should be removed from the Heritage Register. Please reference any information in the existing Heritage Register property profile that is being disputed, as well as any information asserting that the property does not possess 1) design value or physical value, 2) historical value or associative value, and/or 3) contextual value, as per Ontario Regulation 305.

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**5. Supporting Information**

Required	Optional
<input type="checkbox"/> Cultural Heritage Evaluation Report (by qualified consultant)	<input type="checkbox"/> Historical photographs
<input type="checkbox"/> Chain of ownership (dating to before the construction date)	<input type="checkbox"/> Plan of Survey
<input type="checkbox"/> Current photographs (all elevations of relevant structures)	<input type="checkbox"/> Other information (books, articles, legal documents, etc.)

**6. Affidavit and Sworn Declaration of Applicant**

I agree that all information submitted in support of this application may be made available for public review, pursuant to the Municipal Freedom of Information and Protection of Privacy Act. I hereby certify that all statements contained within this application are true.

Declared before me at the \_\_\_\_\_ of \_\_\_\_\_  
in the \_\_\_\_\_ of \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Commissioner of Oaths


Signature of Applicant      Date

Personal information contained on this form is collected under the authority of the Ontario Heritage Act, RSO 1990, c. O. 18, as amended, and the applicable implementing Ontario Regulation, and will be used to evaluate the application under the Ontario Heritage Act. Questions about the collection of personal information should be directed to the Records Manager/FOI Coordinator, 65 Harwood Avenue South, Ajax, Ontario, L1S 2H9, (905) 683-4550, ext. 3343. If you have any comments on the format or content of this application form, please complete a Customer Feedback Form, which is available at Planning and Development Services, Town of Ajax.

Page 2 of 2

FORM: PLD-089      REVISED: 17/06/12

# *Listing - St Marys – Heritage Register Experience*

North Ward Properties of Cultural Heritage Value		
Address/common identifier	Photograph	Significant owners/ date / brief description
<b>Church Street North</b>		
Street Address: 112 Church North		1905 Queen Anne, two storey red brick villa; built for local quarry owner, James Sclater, then owned for many years by his daughter, Vera Sclater; longtime home of former St. Marys mayor, Jamie Hahn, and his family.

***No longer adequate*** – what are its heritage values?



# Listing in the Heritage Register - Cautions

- **Cautions:**

## Toronto developers accused of carrying out 'stealth' demolitions amid heritage-designation backlog



### STATEMENT OF SIGNIFICANCE: 181 and 183 COLLEGE STREET (REASONS FOR INCLUSION)

The properties at 181 and 183 College Street are worthy of inclusion on the City of Toronto's Heritage Register for their cultural heritage value, and meet Ontario Regulation 9/06, the provincial criteria prescribed for municipal designation, which the City also applies for inclusion on its Heritage Register. This assessment indicates that the properties meet the criteria under design and contextual values, and further research may identify additional values, including associations with communities, individuals and architects.

#### Description

The properties at 181 and 183 College Street were identified for their potential cultural heritage value in the College Street Study Official Plan Amendment adopted by the City of Toronto in 2017.

Located on the south side of the street between McCaul and Henry streets, the properties at 181 and 183 College Street contain a pair of semi-detached house form buildings that were first recorded as "unfinished" in 1886 in the City Directory. Occupied the following year, the dwellings were later converted for mixed residential and commercial uses.

#### Statement of Significance

The properties at 181 and 183 College Street have design value as surviving examples of late 19th century house form buildings on College Street, west of McCaul Street, with detailing from the popular architectural styles of the Victorian era, including the Italianate and Gothic Revival. Placed in the centre of a trio of semi-detached house form buildings that were constructed together, the pair is further distinguished by the surviving decorative wood detailing in the gables.

Contextually, the properties at 181 and 183 College Street are valued for their role in defining, supporting and maintaining the historical character of College Street, west of McCaul Street, which originally developed as a residential neighbourhood. With their later conversion for mixed commercial and residential uses, the buildings reflect the ongoing evolution of the thoroughfare.

The buildings at 181 and 183 College Street are historically, visually and physically linked to their setting where they are part of a series of complementary late 19th century house form buildings adjoining both sides of the intersection with Henry Street.

#### Heritage Attributes

The heritage attributes of the building at 181 and 183 College Street are:

- The setback, placement and orientation of the buildings on the south side of the street between McCaul and Henry streets
- The scale, form and massing of the 2½-storey plans above the raised stone bases



# Designating a Property – OHA Part IV

# *Reason to designate Property - OHA Part IV:*

- **EFFECT** – Council may manage change to a property's heritage attributes:
  - Starting from notice of intent to designate:
    - **Void** prior permits permitting alterations or demolition
    - **No alteration or demolition** affecting heritage attributes without Council approval

# *Designating a Property - Part IV*

- **Legislation** – OHA Sections 29, 30 & 33:
  - REQUIREMENTS:
    - Property must meet at least one of the prescribed criteria – Regulation 9/06
    - NEW - Council must consider 'prescribed principles' – OHA - 26.0.1; unknown at this time
    - NEW - Council may not designate 90 days after 'prescribed event'; unknown at this time
  - CONTENT of by-law and notice:
    - must include a location description of the property
    - Must include statement of cultural heritage value or interest
    - Description of the heritage attributes of the property.
    - NEW – By-law must comply with 'prescribed requirements'; unknown at this time
  - CONSULTATION:
    - Council must consult with MHC prior to expressing intent to designate
  - NOTIFICATION:
    - intent to designate sent to Owner, Trust & published in newspaper
    - Property location; statement of value & heritage attributes;
    - Objection within 30 days after date of publication of notice
  - COUNCIL PASSES BY-LAW

# *Designating a Property - Part IV*

- **Legislation – OHA Sections 29, 30 & 33:**
  - TWO STAGE OBJECTION PROCESS - NEW
    - 1. - to Council on notice of intent to designate:
      - Within 30 days of publication of notice of intent to designate
      - If objection, Council must decide whether to continue with designation
        - Within 90 days of notice of intent to designate
      - If Council designates:
        - Must designate within 120 days of notice of intent to designate unless 'prescribed circumstance' – to be in regulation – unknown at this time
    - 2. - to Local Planning Appeals Tribunal (LPAT) after designation:
      - May object to LPAT within 30 days of publication of notice that by-law has been passed
      - LPAT holds a hearing and issues a 'FINAL DECISION'
        - Dismisses appeal or
        - Orders Council to repeal by-law in whole or part as determined by LPAT

# *Designating a Property - Part IV*

- **Municipal Experience:**

- Who researches properties for designation – MHC, staff, consultants?
- Who initiates designation – MHC, Council, public, applicant for development?
- Does the municipality have property notification requirements?
- Who prepares designation By-law?
  - Legal description of property
  - Statement of heritage value and list of heritage attributes
    - Should meet legislative requirements & provide guidance to the property owner
- How do you put it forward to your Council?
- Emergencies – how handled?
- Appeals – who goes to LPAT?

# *Designating a Property - Part IV – West Grey*



Carnegie Free Library  
240 Garafraxa Road North,  
Durham





# Designating a Property - Part IV – West Grey

	REASONS FOR DESIGNATION: 240 GARAFRAXA STREET NORTH (STATEMENT OF SIGNIFICANCE)	ATTACHMENT NO. 3
	Durham Carnegie Free Library	
Criteria met	<u>Description</u> <p>The property at 240 Garafraxa Street North is worthy of designation under Part IV, Section 29 of the Ontario Heritage Act for its cultural heritage value, and meets the criteria for municipal designation prescribed by the Province of Ontario under the three categories of design, association and contextual values. Located on the west side of Garafraxa Street North, north of George Street West immediately north of the Knox United Church in the community of Durham, the Durham Carnegie Free Library, built 1911 to 1912, is a 1 storey institutional building constructed as an area library and meeting room.</p>	
Design values	<u>Statement of Cultural Heritage Value</u> <p>The Durham Carnegie Free Library is a well preserved, representative example of a stone and brick, Beaux-Arts Classical Revival style, institutional building in the community of Durham. It was constructed for the municipality of the Town of Durham in response to a \$8,000 grant from the Carnegie Foundation for the construction of a free, public library. The Foundation, founded in 1905, is a philanthropic organization established by the American industrialist, Andrew Carnegie, which, in the early twentieth century, provided grants to municipalities in the English speaking world for the construction of free public libraries to further Carnegie's belief of a society governed by meritocracy through self-education. The Building was designed by the Guelph Architect William Austin Mahoney (1871 – 1952). It was constructed by Hugh McDonald (masonry) and George Kress (carpentry) on land that had been donated to the Town by a mayor, David Jackson Jr. The Library, in its original location facing east, retains the architectural features required by the Foundation and in particular, James Bertram, Carnegie's secretary. The Library, located immediately north of the Knox United (originally Presbyterian) Church, contributes to, and has a strong visual presence on, the streetscape of this predominantly residential area just north of the commercial core of Durham. The Building was used as the community library from its opening until 2017.</p>	
Associative values		
Contextual values	<u>Heritage Attributes</u> <p>The heritage attributes of the property 240 Garafraxa Street North are:</p> <p>On the Exterior:</p> <ul style="list-style-type: none"><li>• The 1-storey institutional building on a raised basement</li><li>• The scale, form, height and massing of this square building on a rectangular-shaped lot</li><li>• The broken coursed, cut limestone basement and the red brick clad first floor; the latter with banding on the principal (east) elevation</li><li>• The low pitched, black asphalt shingled, hip roof with its projecting, plain wood clad eaves on the main building on the portico</li></ul>	
Heritage Attributes		

## SCHEDULE TO THE BY-LAW

- The symmetrical arrangement of the principal (east) elevation with the central entrance, positioned mid-way between the basement and the first floor, flanked on either side by pairs of window openings on the first floor and the basement
- The central portico on the principal (east) elevation, which shelters the front entrance, with arched openings with stepped concrete voussoirs on the three sides, Ionic columns and pilasters on red brick piers supporting the portico and key-stone cartouche in the east opening
- The straight staircase and plain concrete balustrade leading to the portico and the front entrance
- The first floor large rectangular window openings with one over one wooden sash and transom above and concrete lug sills on all elevations
- The concrete lintels over all window openings except those on the first floor of the principal elevation where there are large stepped voussoirs over the semi-circular window openings
- The shorter window openings on the basement with one over one wood sash
- The wide front entrance opening with its semi-circular head, door leafed door and semi-circular transom

### On the Interior on the first floor:

- The high ceilings
- On all windows - wood casings and sills
- Around all door openings - wood casings
- The wood framed, glass paneled swinging doors from the vestibule to the first floor
- All baseboards and chair rails
- The pair of tapered, square, paneled wood columns immediately west of the entrance vestibule
- The moulded wood casing at the base of the arched and straight openings, that latter supported by the pair of square columns,
- The paneled doors to the office and to the basement staircase

### On the interior in the basement:

- The staircase leading from the first floor to the basement, including newel posts, balusters, hand rail, string course, treads and risers
- The door and wall of the basement entrance vestibule
- On all remaining windows – wood casings and sills

Heritage  
Attributes

**Handout - 2**

# Altering a Designated Property – OHA Part IV

*Protection – Managing change to property's heritage attributes*



# *Altering a Part IV Designated Property*

- **Legislation** – OHA Section 33:
  - Council approval required to alter a Part IV designated property
  - Scope of alterations:
    - Alteration limited to heritage attributes
  - Apply to Council for a Heritage Permit to alter:
    - with plans as required by Council and as prescribed by regulation (unknown at this time)
  - Council issues notice:
    - receipt of complete application – issues receipt within 60 days application commenced
  - **Decision Time:**
    - Council, after consulting with its MHC, must make a decision:
    - within 90 days of notice of complete application; or
    - NEW - Within 150 days after application commenced if not a complete application; or
    - alteration deemed approved if Council fails to meet time lines.
  - Council may:
    - Approve
    - Approve with conditions
    - Refuse

# *Altering a Part IV Designated Property*

- Council may delegate its approval authority to municipal employee
  - Refusal remains with Council
- Council issues notice of its decision
- Applicant may appeal Council's decision to LPAT
  - Appeal within 30 days of Council's notice of its decision
- Appeal referred to LPAT which holds hearing & issues decision
  - Dismiss appeal
  - Approval appeal in whole or part and so direct municipal council

# *Altering a Part IV Designated Property*

- **Municipal Experience:**

- Who deals with the applicant in preliminary meetings – MHC, staff?
- What does your Council require to accompany an application to alter?
- Do you have a formal heritage permit process?
- Has your Council delegated approval of alterations to staff?
  - Do you have heritage staff to deal with alterations?
  - What does staff/MHC use as a guide in approving alterations? Standards & Guidelines?
- Who prepares the report to Council on the application?
- Have you negotiated conditions on past approvals to alter?
- Appeals – who goes to LPAT?

# *Altering a Part IV Designated Property*

- **Things to consider:**
  - Are the alterations:
    - ADVERSELY AFFECTING the property's heritage value?
    - SUBORDINATE to the property's heritage?
    - COMPATIBLE to the property's heritage values?
  - Are there options which would achieve the owner's objectives but be better for the property's heritage values?
  - Are the alterations reversible?
  - Do the alterations restore documented heritage features?

# *Altering a Part IV Designated Property - Georgina*

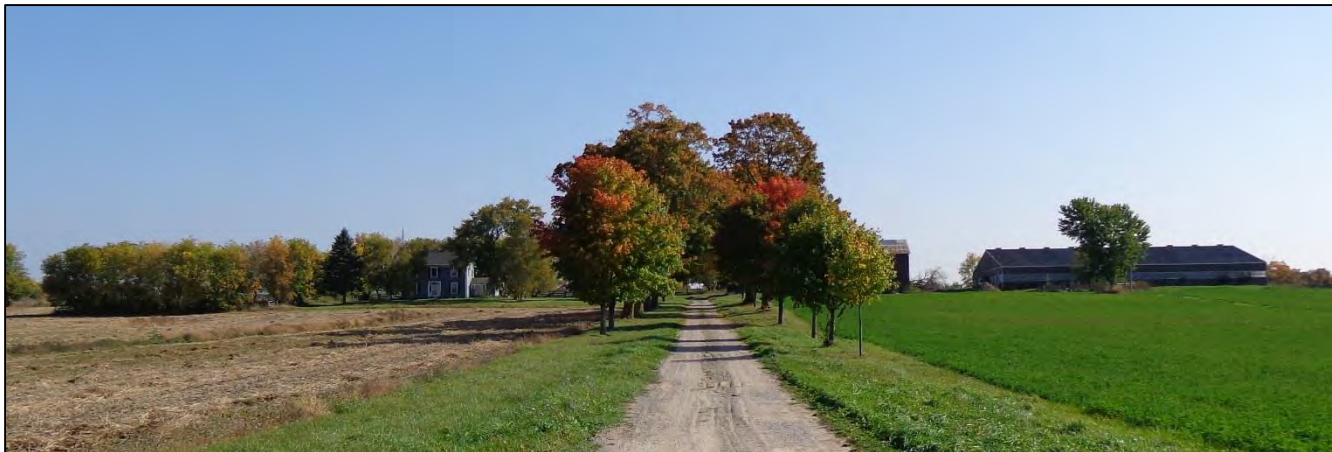


Proposal –  
Rear Addition on a  
farm property



# *Altering a Part IV Designated Property - Georgina*

- Conditions of Approval
  - Heritage Easement Agreement
  - Amend designation by-law to include landscape features
  - Resolve condition issues on heritage building
  - Maintain views of house from main road - landscaping
  - Financial guarantees



# Demolition on a Designated Property – OHA Part IV

*Protection – Council can prevent demolition but owner can appeal to LPAT*

# *Demolition on a Part IV Designated Property*

- **Legislation – OHA Section 34:**
  - Council approval required for demolition or removal on a Part IV designated property of:
    - Heritage attributes
    - A building or structure whether or not it affects the heritage attributes
  - Apply to Council for a Heritage Permit to demolish:
    - with plans as required by Council and as prescribed by regulation (unknown at this time)
  - Council issues notice:
    - receipt of complete application – issues receipt within 60 days application commenced
  - **Decision Time:**
    - Council, after consulting with its MHC, must make a decision:
    - within 90 days of notice of complete application; or
    - NEW - Within 150 days application commenced if not a complete application; or
    - demolition deemed approved if Council fails to meet time lines;
  - Council may:
    - Approve
    - Approve with conditions
    - Refuse



# *Demolition on a Part IV Designated Property*

- **Legislation – OHA Section 34:**
  - Council cannot delegate its approval authority for demolition to municipal employee
  - Owner may appeal Council's decision within 30 days of notice of Council's decision
  - Appeal referred to LPAT:
    - holds hearing;
    - makes final decision in an order to municipal council
  - If demolition approved, Council repeals all or part of designation by-law

# *Demolition on a Part IV Designated Property*



- **Municipal Experience:**

- Who deals with the applicant in preliminary meeting – MHC, staff?
- What does your Council require to accompany an application to demolish?
- Do you have a formal heritage permit process?
- Who prepares the report to Council on the application?
- Have you negotiated conditions on past approvals to demolish?
- Appeals – who goes to LPAT?

# Amending or Repealing an individual Heritage Property By-law – OHA Part IV

*Outcome – Heritage protection removed*

# *Amending or Repealing a Part IV Designation*

- **Legislation** – OHA Section 30.1 (Amending), 31 (Repeal):
  - Council approval required for amend or repeal a Part IV designated by-law
  - Amendment process not required:
    - To clarify or correct statement of cultural heritage value or list of attributes
  - Amendment process: - with time limits
    - Notice to property owner
    - Consult with MHC 
    - Owner may object; if Council does not withdraw, appeal to LPAT
  - Repeal process: - with time limits
    - Notice to property owner & publish in newspaper
    - Consult with MHC 
    - Anyone may object; if Council does not withdraw, appeal to LPAT
  - LPAT
    - Holds hearing
    - Renders final decision and orders Council as appropriate

# Designating a Heritage Conservation District (HCD) – OHA Part V

## *Reason to designate a HCD - OHA Part V:*


- **EFFECT** – Council may manage change to all properties within a heritage area so as to preserve the area's heritage character:
  - Includes all private and public properties within the HCD
  - Excludes interiors of buildings
  - No owner may alter or demolish affecting heritage attributes of the property or area without Council approval
  - There are guidelines for managing change in the HCD

# *Designating a Heritage Conservation District (HCD)*

- **Legislation** – OHA Part V, Sections 39 - 41
- Municipal decisions under Part V - comply with prescribed principles (unknown)
- Municipality may undertake study of area for HCD
  - Section 40 (2) defines scope of study:
    - Area character
    - Boundary
    - Objectives of designation and context of HCD Plan
    - Changes to municipal official plan and by-law
  - MHC must be consulted on HCD study
- Municipality may restrict alterations, demolition and new buildings in study area for up to 1 year
  - Subject to appeal to LPAT
  - Not recommended unless there is an emergency



# *Designating a Heritage Conservation District (HCD)*

- **Legislation** – OHA Part V, Sections 39 - 41
- Municipality may designate an area as a HCD
  - Must inform the public and have at least one public meeting
  - MHC must be consulted on HCD designation 
  - Subject to appeal - LPAT
- Municipality must have policies in its Official Plan permitting HCDs
- In designating a HCD, the municipality must also adopt a HCD Plan
  - Plan content defined by OHA 41.1 (5)
    - Statement of HCD objectives
    - Statement of cultural heritage value of interest
    - Heritage attributes of the HCD and properties in the HCD
    - Policy statements, guidelines and procedures for managing change
    - List of minor alterations that do not require a heritage permit
- **EFFECT** - Once the HCD established, a heritage permit required for:
  - Exterior alterations;
  - Erection, demolition or removal of any heritage attribute of a property
  - Municipality may not pass by-laws or undertake works contrary to HCD plan

# *Designating a Heritage Conservation District (HCD)*


- HCD do not have to be large areas – For example:
  - Brock Avenue in Centre Wellington Township (Fergus) – 6 properties & street



# Altering a Property in a Heritage District – OHA Part V

Protection – Manage change consistent with the District Plan

# *Altering a Part V Designated Property*

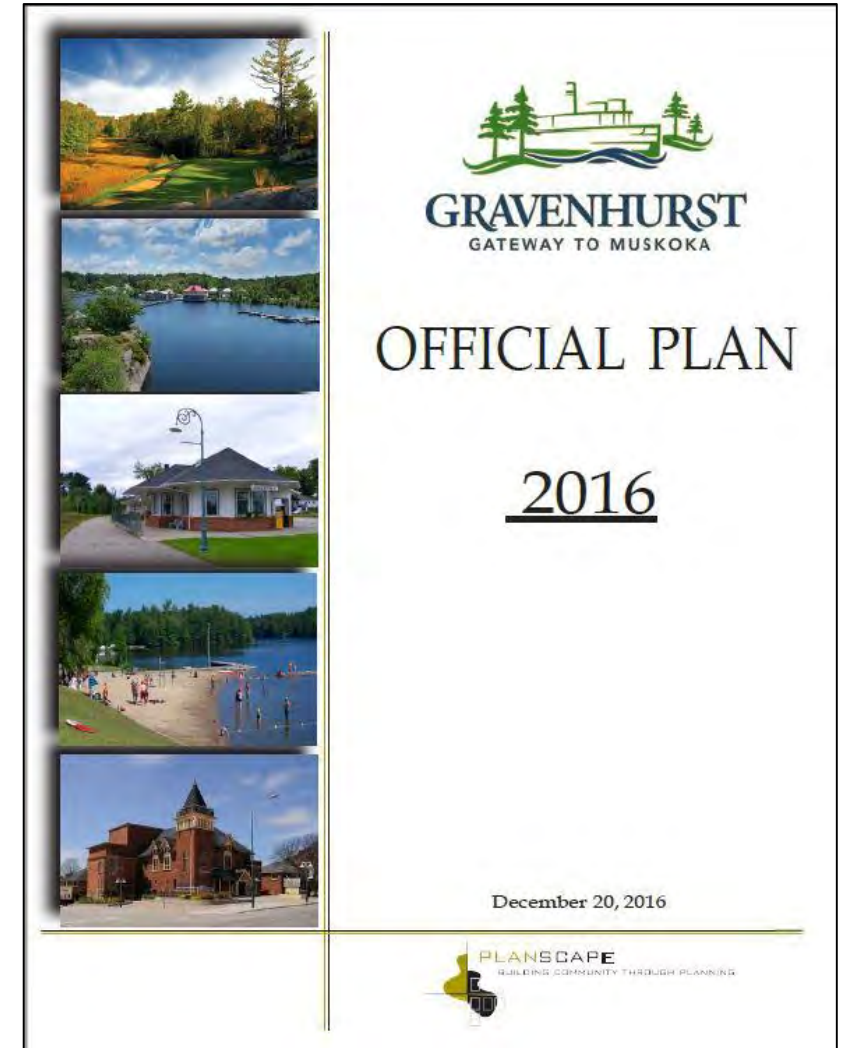
- **Legislation – OHA Section 42:**
  - Council approval required to alter a Part V designated property
  - Application for a Heritage Permit to alter
    - with plans as required by Council and as prescribed by regulation (unknown at this time)
  - Council issues notice - receipt of complete application
  - Council must decide within 90 days of notice or alteration deemed approved;
    - No consultation with MHC required 
  - Council may:
    - Approve
    - Approve with conditions
    - Refuse
  - Owner may appeal Council's decision to LPAT, which renders final decision

# Planning - Policy & Applications

Effect: Municipal Planning can support heritage conservation

# *Planning - Policy Reviews*

- Official Plan & other Planning Instruments
  - When reviews are undertaken, seek input into planning documents that may have heritage implications
  - Can recommend amendment to existing policies





# *Planning - Application*

- Planning Development Applications
  - Monitor applications affecting properties on heritage register
    - Some municipalities require heritage impact assessments with application
      - Assesses impact on heritage values
      - measures to address adverse impacts
  - Be prepared to respond quickly
    - Can include recommendations for:
      - modifications
      - Conditions
      - Must be based on heritage issues






# Heritage Easement Agreements

Protection – Strongest tool for protecting a heritage resource

# *Heritage Easement Agreements*

- **Legislation – OHA Section 37:**
  - Council may pass by-laws for heritage easements
    - Enter into with the consent of the owner usually in connection with:
      - A planning application
      - A grant
      - Property tax relief
      - Sale of surplus municipal heritage property
    - Placed on title
    - Runs in perpetuity
    - Municipal enforcement
    - Decision of council final; no appeal
    - Municipality must consult with its MHC 

# *Heritage Easement Agreements*

- **Content:**

- Reasons for identification
- Photographs
- Requires maintenance & repair by owner
- Permitted alterations
- Property be insured
  - Municipality a named party
  - Proceeds used to restore/reconstruct
- Municipality may reconstruct if owner fails; charge to owner
- Control signage
- Possible plaques on property

# *Heritage Easement Agreements*

- **Examples:**



Maple Leaf Gardens, City of Toronto



Farm house, Town of Georgina

# Heritage Property Standards

Effect: Ensure maintenance of heritage property

# *Heritage Property Standards*

- **Legislation** – OHA Sections 35.3 & 45(1):
  - Council may pass & enforce by-laws for designated properties:
    - Prescribing minimum standards for maintenance of property's heritage attributes;
    - Require that property which does not comply with the standards be repaired
    - Municipality must have a standards by-law under the Building Code already in place
  - Municipality does not have to consult with its MHC on this but MHC can suggest examples where municipalities have such standards



# *Heritage Property Standards*

- ***Example:***

- City of Toronto - **Minimum standards.** Municipal Code 629-44
  - In addition to the minimum standards for the maintenance and occupancy of property in the City as set out in this chapter, the owner or occupant of a Part IV Heritage Property or a Part V Heritage Property shall:
    - A. Maintain, preserve and protect the heritage attributes so as to maintain the heritage character, visual and structural heritage integrity of the building or structure.
    - B. Maintain the property in a manner that will ensure the protection and preservation of the heritage values and attributes.
  - The by-law then addresses repair and replacing of heritage attributes.



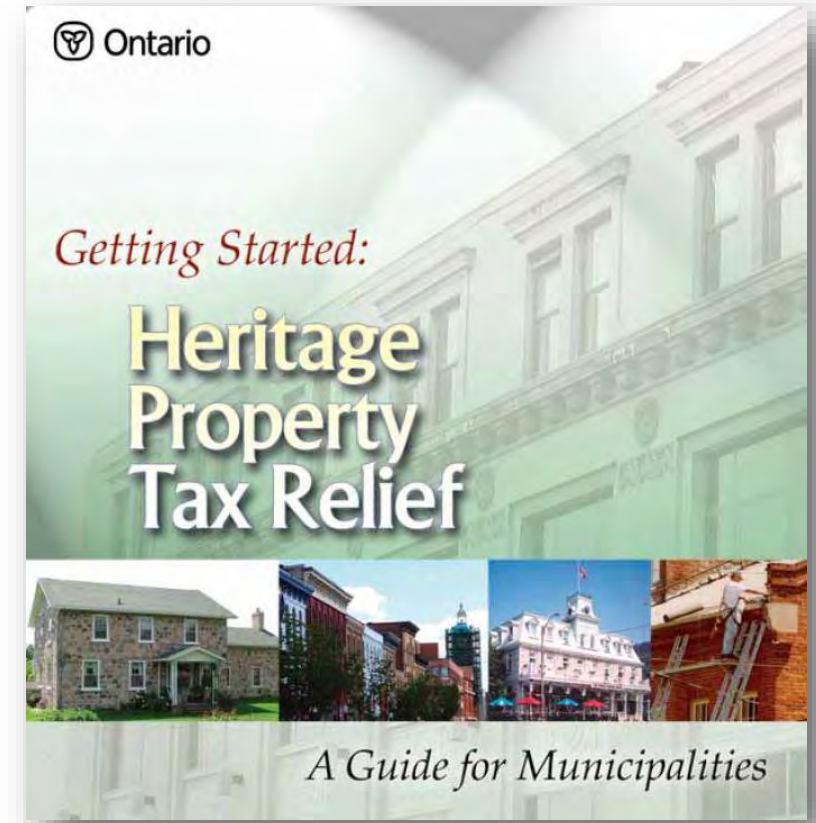
# Property Tax Reduction / Heritage Grants

Effect: Financial incentive for heritage protection

# *Property Tax Reductions / Heritage Grants*

- **Legislation**

- OHA Sections 39 (grants), Municipal Act (taxes):
  - Grants
    - Council may provide grants to designated property owners for the cost of alterations
    - Council can specify the type appropriate alterations
  - Property tax reductions
    - Council may reduce property taxes by 10% – 40%
    - Council may specify eligibility criteria
    - Province shares the cost of the education tax
- Municipality does not have to consult with its MHC on this but MHC can suggest examples



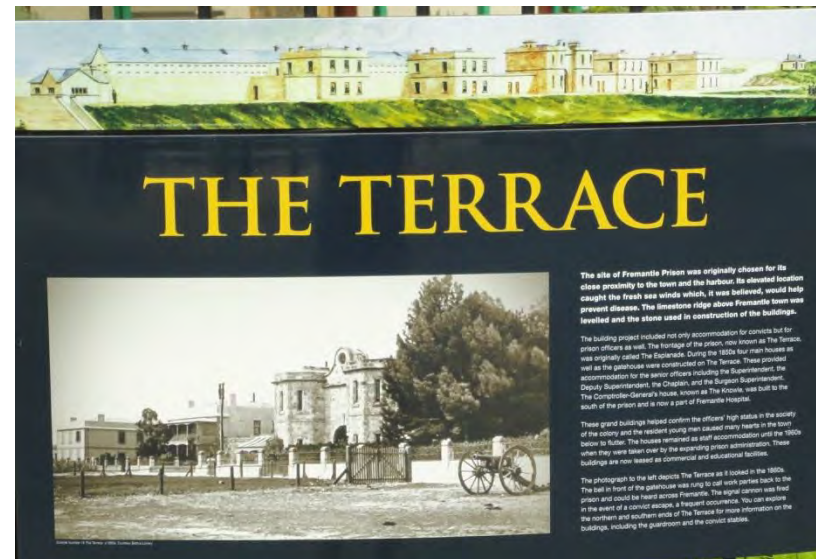
Research

# *Research:* Reasons

- Designation/listing
  - Criteria – Regulation 09/06
    - Values
      - Design or physical
      - Historical or associative
      - Context
  - Research should document one or more value
  - Example – Toronto – Conn Smythe House & Carnegie Library
- Research for designation → defensible – LPAT

# Research: Reasons

- Education
  - Plaquing
  - Information to property owners
  - Walking tours/brochures



# *Research:* General Advice

- **Stay focused**

- What criteria does the property meet for designation
  - Design
  - Associative
  - Contextual
- What are the heritage values & attributes

- **Research must be defensible – LPAT**

- Your research could be challenged

- **Keep an open mind**

- Pet cemetery experience



# *Research:* General Advice

- Pet cemetery - Aurora





# Research: Management

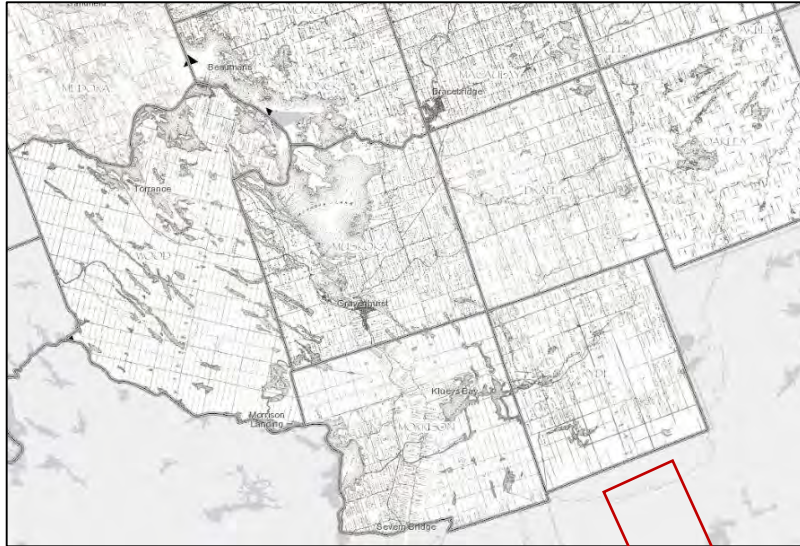
**Handout - 3**

<b>Research – Address:</b>			
Topic	Details	Specifics	Action/Findings
Site Visit	Photographs	Building	
		Landscape	
		Context	
		Adjacent/Nearby	
Maps	Historic		
	Topographic		
	Current		
Aerial Photos	Historic		
	Current		
Census	1851		
	1861		
	1871		
	1881		
	1891		
	1901		
	1911		
	1921		
Assessment Rolls	Historic		
	Current		
Registry Office	Abstract Index		
	Survey		
Land Survey			
Archives	Provincial		
	Local		
Library	Photographs		
	Local Histories		
Directories	1837		
	1843		

# *Research:* Understand your municipality

- When:
  - Surveyed
    - Township – 1857 (Muskoka twp)
  - Municipal gov't established
    - Municipal Act (1850) – County of Muskoka – 1868
    - Gravenhurst – Village – 1878, town - 1887
- Historical Development
  - Themes
  - Information sources
- Amalgamations/ restructuring

# Amalgamations/Restructuring



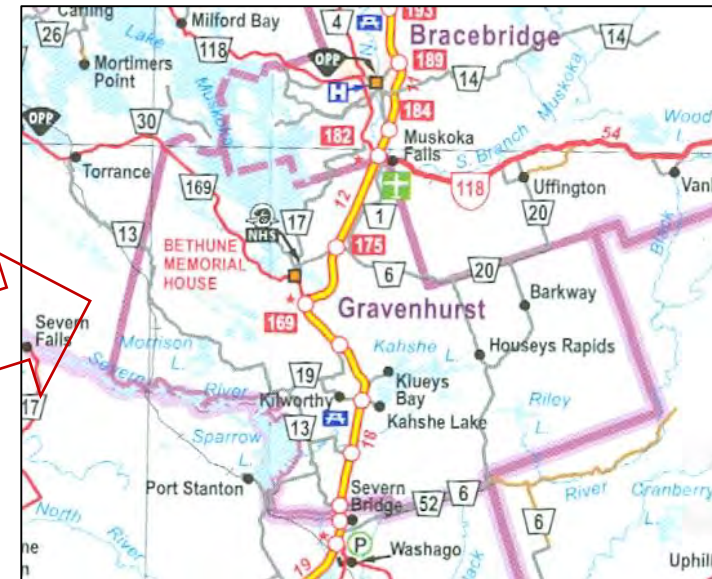
1879  
Guide Book & Atlas  
of Muskoka &  
Parry Sound

Part of Muskoka  
County

2019

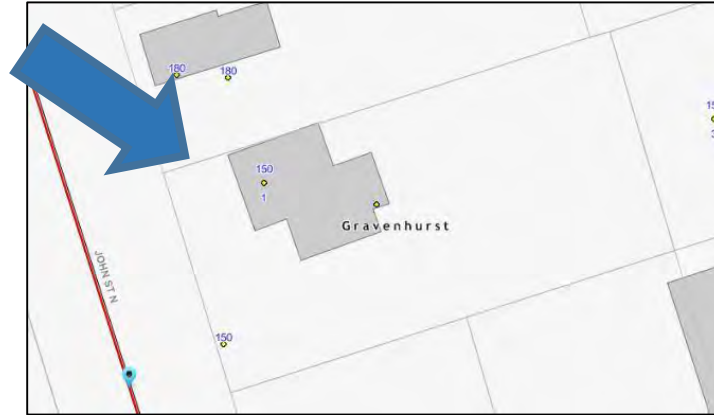


1950



# Research:

- Where is this property?
  - Street Address (can change)
  - Legal Description – e.g., Lot & Concession
  - Assessment Roll Number
  - PIN
- Sources:
  - Muskoka Maps
  - Clerk's Office – Current Assessment Roll
  - Registry Office
- Legal Survey



150 John Street North, Gravenhurst  
Part Lot 8 , West Muskoka Road, Muskoka  
Register Plan 8, Lot 7 East of John Street  
PIN 48191 – XXXX  
Roll No. 440201001105200

# Research:

- Who owned this property?
  - Owner's name – may not have lived in the property
- Sources:
  - Registry Books – Abstract index to deeds & mortgages
    - Registry Office – now on line - [onland.ca](https://onland.ca)
    - Ontario Archives – historical books
  - Clerk's office – current assessment roll
  - Historic assessment/collectors rolls
    - Ontario Archives / local archives – ?
    - help determine who lived on property





# Research: Registry

Registry Books – Abstract index to deeds & mortgages – to establish chain of ownership

LOT No. 7 C. John St. 24

No. of INSTRUMENT.	INSTRUMENT.	IN DATE.	DATE OF REGISTRY.	GRANTOR.	GRANTEE.	QUANTITY OF LAND.	CONSIDERATION OR AMOUNT OF MORTGAGE.	REMARKS.
<del>443</del>	<del>BYD</del>	<del>21 Dec 1876</del>	<del>16 Jan 1877</del>	<del>Dugald Brown &amp; Co.</del>	<del>Hugh M'Isaac Campbell</del>	<del>Plantation</del>	<del>\$75.00</del>	
443	BYD	21 Dec 1876	16 Jan 1877	Dugald Brown & Co.	Hugh M'Isaac Campbell	Plantation	\$75.00	
457	BYD	8 Feb 1877	13 Feb 1877	Dugald Brown	Ralph N. Burgess	" "	1	Other lands
<del>711</del>	<del>BYD</del>	<del>26 April 1877</del>	<del>7 May 1877</del>	<del>Dugald Brown &amp; Co.</del>	<del>Elizabeth Louise Brown</del>	<del>East half</del>	<del>\$150.00</del>	
711	BYD	26 April 1877	7 May 1877	Dugald Brown & Co.	Elizabeth Louise Brown	East half	\$150.00	
<del>1503</del>	<del>BYD</del>	<del>26 July 1894</del>	<del>4 Aug 1894</del>	<del>Trustees of Methodist Church</del>	<del>Jane M'Neice</del>	<del>West 1/2</del>	<del>\$225.00</del>	
1503	BYD	26 July 1894	4 Aug 1894	Trustees of Methodist Church	Jane M'Neice	West 1/2	\$225.00	
<del>1547</del>	<del>BYD</del>	<del>7 Aug 1895</del>	<del>9 Aug 1895</del>	<del>John M'Neice</del>	<del>Jessie M'Neice</del>	<del>" "</del>	<del>\$560.00</del>	
1547	BYD	7 Aug 1895	9 Aug 1895	John M'Neice	Jessie M'Neice	" "	\$560.00	
<del>1548</del>	<del>BYD</del>	<del>14 Aug 1895</del>	<del>14 Aug 1895</del>	<del>Jane M'Neice</del>	<del>Jane M'Neice</del>	<del>" "</del>	<del>\$360.00</del>	
1548	BYD	14 Aug 1895	14 Aug 1895	Jane M'Neice	Jane M'Neice	" "	\$360.00	

# *Research: Registry*

- 2 Systems
  - Registry (historic)
  - Land Titles (recent)
- Abstract Index
  - Change in value
    - In urban areas – may be indicator of development
- Can review individual instruments
  - Rarely do they add to the story
  - Attached survey may show building foot print
  - May explain why property changed hands



# Research: Assessment Rolls

## Historic Assessment Rolls

- Cross reference with census

Thompson & Co., Printers, Colonial Office, 61 King Street East, Toronto.

ASSESSMENT ROLL FOR THE TOWNSHIP OF

NAMES OF TAXABLE PARTIES.

1	2	3	4	5	6	7	8
No.	OCCUPANTS.	Partners, Co-partners, &c.	Free-holders.	House-holders.	Age.	OWNERS AND ADDRESSES.	No.-Household.
152	Miles, Jane	J. La	7	H	42		
153	Long, East	J. S	7	H	57		
154	John Robinson	J.		H	87		
	do.						
145	Robt. Howard	Just	7	H	100		
146	William Robinson	J.		H	88		

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VALUE AND DESCRIPTION OF REAL PROPERTY.

Personal Property.

9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
School Section.	No. of Corner's	No. of Lot.	No. of Acres.	Street, Square, or other designation.	No. of lot or House No.	No. of Front or other measurement.	Value of each Lot.	Total value of Real Property.	Double Income.	Total Value of Personal Property.	Total Value of Real and Personal Property.	Grain, & Hay, &c., in stacks, &c.	Grain, & Hay, &c., in stacks, &c.	Grain, & Hay, &c., in stacks, &c.	Grain, & Hay, &c., in stacks, &c.	Grain, & Hay, &c., in stacks, &c.
3	1 <sup>8</sup>	77	8	CP			18	200	200	8	8					
3	1 <sup>8</sup>	77	2	CP			81	80		8						
3	1 <sup>8</sup>	78	57	CP			13208									
3	1 <sup>8</sup>	77	45	CP			1800	2620	200	2820						
3	2	4	68	CP			1447	1449		1447						
3	1 <sup>2</sup>	100	85	CP			2686	2655		2685						

# *Research: Assessment/Tax Collector Rolls*

- Information obtained:
  - Assessment Roll
    - Name of owner; age occupation if resident
    - Name, age, occupation of tenant
    - Value of real property (land & buildings)
      - Annual changes in value may indicate development
        - Caution – check against value trends elsewhere
  - Collector's Roll
    - Name of owner
    - Value of property
    - Taxes collected – annual change may indicate development

# *Research: Census of Canada*

- Taken once every ten years in 19<sup>th</sup> and early 20<sup>th</sup> century
  - Population (nominal)
  - Agriculture – only 1851 & 1861 retained
- Begins 1851 (to identify individuals)
- Non-population information
  - varies by census
  - Varies in quality - enumerators
- Some schedules/census records have been lost
- Made public after 90 years
- All on-line – Library & Archives Canada –
  - <http://www.bac-lac.gc.ca/eng/census/Pages/census.aspx>

# Research: Census of Canada

- Finding census records:
  - Search by name of head of household and census division and subdivision

<b>Censuses</b>	<b>Search: 1861 Census of Canada East, Canada West, Prince Edward Island, New Brunswick and Nova Scotia</b>
1861 Census	Enter one or more search terms. You don't need to fill in all the boxes. For instructions and examples of search terms, read the <a href="#">Search Help</a> .
<b>Search: 1861 Census</b>	<b>Wildcard character:</b> * (e.g. John* for Johns, Johnsen, Johnson, Johnston, etc.)
Search Help: 1861 Census	<b>Keywords:</b> <input type="text"/>
Districts and Sub-districts: 1861 Census	<b>Surname:</b> <input type="text" value="Harrison"/>
	<b>Given Name(s):</b> <input type="text"/>
	<b>Age:</b> <input type="text"/>
	<b>Province:</b> <input type="text" value="Canada West (Ontario)"/>
	<a href="#">Hide/Show Advanced Search Options</a>
	<b>Advanced Search Options</b>
	<b>District Name:</b> <input type="text" value="Haldimand"/>
	<b>Sub-District Name:</b> <input type="text" value="Walpole"/>
	<b>Page Number:</b> <input type="text"/>
	<input type="button" value="Search"/> <input type="button" value="Clear"/>

# Research: Census of Canada

- Was there a house on this property and who lived in it?

CENSUS OF CANADA – AVAILABILITY AND SOME INFORMATION

Census	On LAC Website	Population	Agriculture	Property Location info	Housing							Barns and Sheds	Indexed by Last Name
					Material	No of Stories	No of Rooms	No of families	Inhabited/ Uninhabited	Tenure	Under construction		
1851	✓	✓	✓	only on Ag	✓	✓		✓					✓
1861	✓	✓	✓	only on Ag	✓	✓		✓			✓		✓
1871	✓	✓	Several schedules									✓	✓
1881	✓	✓							✓				✓
1891	✓	✓			✓	✓	✓						✓
1901	✓	✓		Schedule 2					✓			✓	✓
1911	✓	✓		sometimes									✓
1921	✓	✓		sometimes	✓		✓			✓			✓

Notes: LAC – Library and Archives Canada website

## *Research: Census*

- Was there a house on this property and who lived in it? – 1881 example

CENSUS 1881-RECENSEMENT.

Province of Ontario District No. 131 Muskoka S. District Bell's Bay, Gravenhurst

SCHEDULE No. 1-Nominal Return of the Living.  
TABLEAU No. 1.-Dénombrement des Vivants. Thos Richardson Commissioner

PAGE 49 PAGE 49

NUMEROS IN THE ORDER OF VISITATION.						NAMES.	SEX.	AGE.	Born within last twelve months.	Country or Province of Birth.	RELIGION.	ORIGIN.	Profession, Occupation or Trade.	Married or Widowed.	INSTRUCTION.		INFERMITY.		Dates of Operations and Remarks.
Vessels.	Shanties.	Houses in construction.	Houses inhabited.	Houses uninhabited.	Families.										Going to School.	Deaf and Dumb.	Blind.	Unsound Mind.	
NUMEROS DANS L'ORDRE DES VISITES.						NOMS.	SEXE.	AGE.	Né dans les douze derniers mois.	Pays ou Province de Naissance.	RELIGION.	ORIGINE.	Profession, Occupation ou métier.	Marié ou veuf.	INSTRUCTION.		INFIRMITÉS.		Dates de l'Enregistrement et Observations.
Navires en chantier.	Shanties en construction.	Maisons en construction.	Maisons habitées.	Maisons inhabitées.	Familles.										Allant à l'école.	Sourds-muets.	Aveugles.	Atteints d'altération mentale.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
						Brown John	M	30	✓	St. J	C Presb	Doct	✓ Lumberman	—	—	—	—	—	—
						Lasbelle	F	22	✓	C	"	"	✓ Housekeeper	—	—	—	—	—	—
						135 1/2 Mr Campbell Hugh	M	26	✓	"	"	Irish	✓ Carpenter	M	—	—	—	—	19 April 1881
						" Minnie	F	27	✓	"	C Methodist	English	—	M	—	—	—	—	—
						" Billie	M	7	✓	"	"	Irish	—	—	✓	—	—	—	—
						" Freddie	M	2 1/2	✓	"	"	"	—	—	✓	—	—	—	—
						" Lulu	F	3	✓	"	"	"	—	—	—	—	—	—	—
						" Lida	F	1	✓	"	"	"	—	—	—	—	—	—	—



# Research: Census

- 1891 – Gravenhurst - example

**CENSUS OF CANADA, 1891.** Province Ontario District No. 116 East Simcoe S. District a Town of Gravenhurst

PAGE 40 SCHEDULE No. 1.—Nominal Return of the Living. Enumerated by me on the 9<sup>th</sup> day of May 1891. Henry Barth Enumerator. PAGE 40

TABLEAU No. 1.—Dénombrement des Vivants. Enuméré par moi ce jour de 9 1891.

NUMERED IN THE ORDER OF VISITATION.					NAMES.	Sex.	Age.	Married or Widowed.	Relation to Head of Family.	Country or Province of Birth.	French Canadian.	Place of Birth of Father.	Place of Birth of Mother.	RELIGION.	Profession, Occupation or Trade.	Employer.	Wage Earner.	Unemployed during week preceding Census.	Employer to state average number of hands employed during year.	INSTRUCTIONS.		EXCEPTIONS.			
Verbal and Character.	House in construction.	House inhabited.	House uninhabited.	Read.																Write.	Deaf and Dumb.	Blind.	Unsound of Mind.		
NUMÉRÉS DANS L'ORDRE DES VISITES.					NAMES.	Sex.	Age.	Married or Widowed.	Relation to Head of Family.	Pays ou Province de Naissance.	Canadiens Français.	Lieu de Naissance du Père.	Lieu de Naissance de la Mère.	RELIGION.	Profession, Occupation ou Métier.	Patron.	Employé.	Sans emploi durant la semaine précédant le recensement.	Nombre de personnes employées par les patrons durant l'année.	Sachant lire.	Sachant écrire.	Mutilés.	Aveugles.	Atteints d'altération mentale.	
1	2	3	4	5																					6
1					1753/	Male	22	1	—	Q	—	Q	Q	G.S.	humber labourer	—	1	—	—	1	1	—	—	—	1
2					"	Female	20	1	W	Q	—	Q	Q	RC	—	—	—	—	—	1	1	—	—	—	2
3					"	Female	2	—	—	Q	—	—	—	"	—	—	—	—	—	—	—	—	—	—	3
4					"	Female	12	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	4
5					1753/	Male	15	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	5

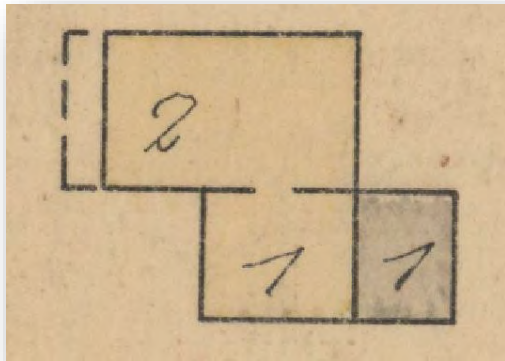
Housing Info



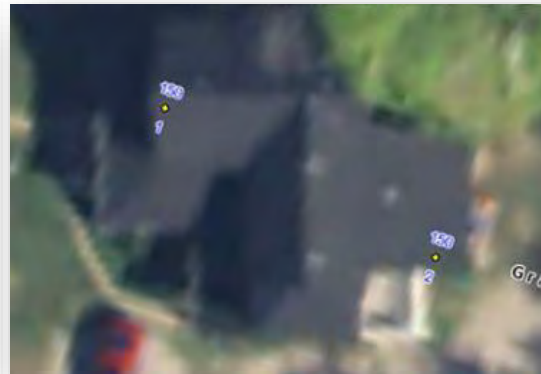
# Research: Maps

- What was on this property?
- Sources:
  - Maps & insurance plans
    - Revisions – often paste overs
  - Historic aerial photographs

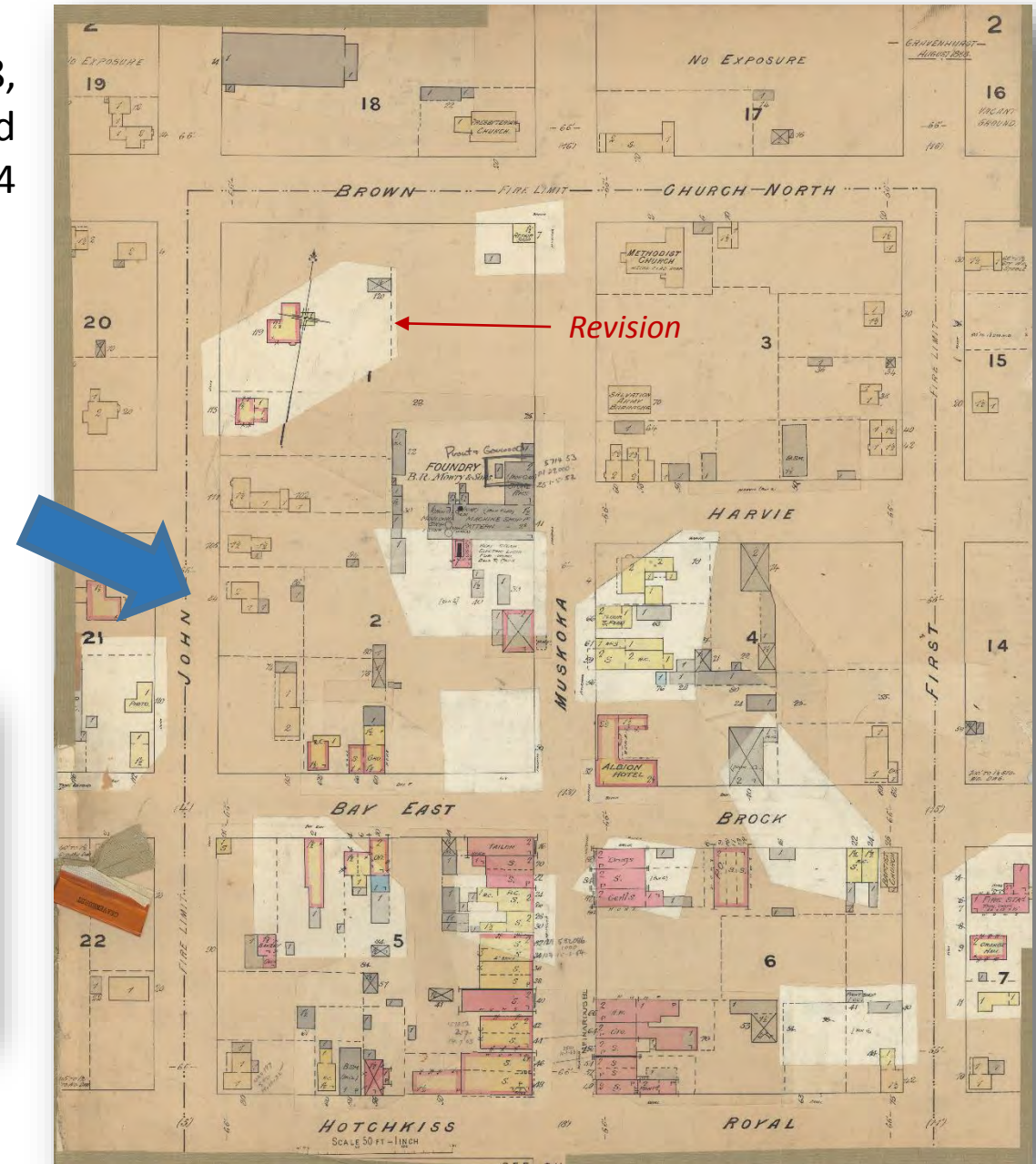
1888,  
revised  
1904



1888



2013



Handout – 5 & 6

# Research:

- What was on this property?
- Sources:
  - Maps & insurance plans
  - Historic aerial photographs

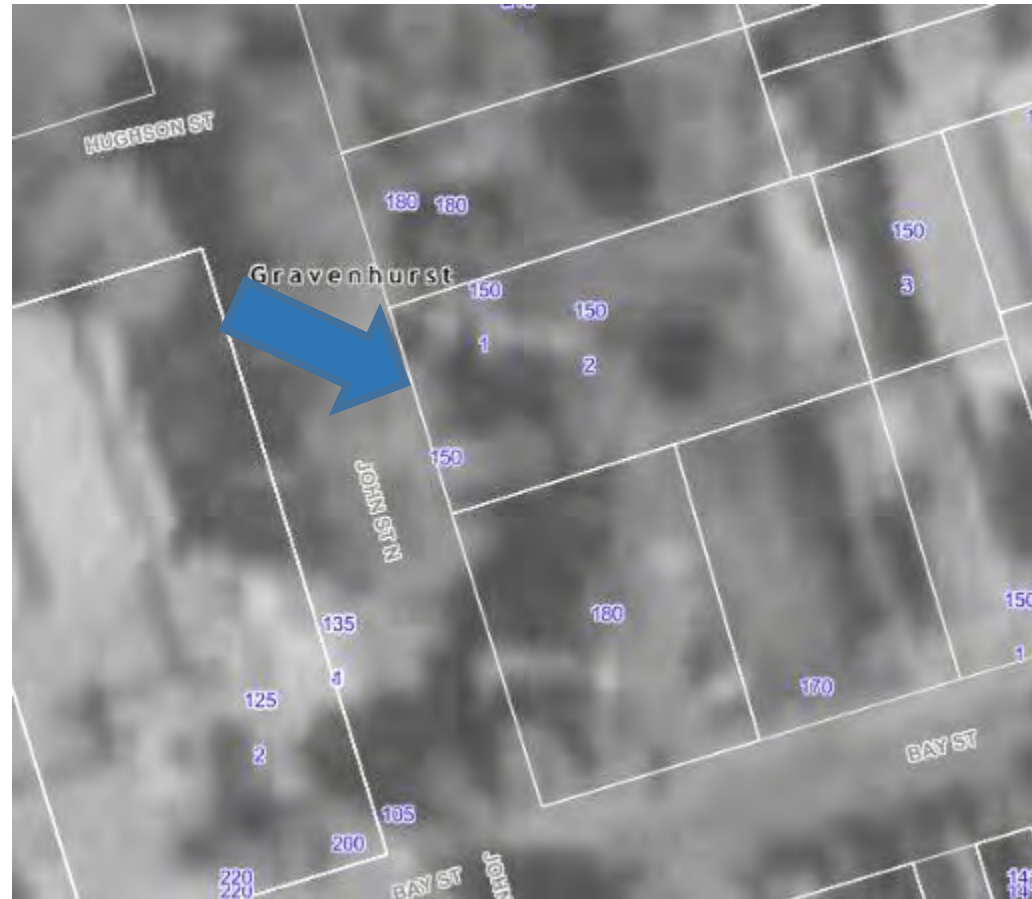
1879  
Guide Book & Atlas of  
Muskoka & Parry Sound



# Research:

- What was on this property?
- Sources:
  - Maps & insurance plans
  - Historic aerial photographs

1969





# Research: Air Photos

National Airphoto Library: - 1927 earliest for Gravenhurst - charge

Government of Canada / Gouvernement du Canada | Canada.ca | Services | Departments | Français

## Natural Resources Canada

Our Natural Resources | Climate Change | Energy Efficiency | Maps, Tools and Publications | Public Consultations | Science and Data

Home → EODMS


Start | Search | Results

**Search Results** | Undock Panel

Select Option | Review Search Results | 1/43 selected | View Less | View More

Footprint on Map	Order	Date	Roll Number	Photo (Click)	Scale	Metadata	Thumbview	Preview A
<input type="checkbox"/>	<input type="checkbox"/>	1927-06-23	HA330	0044	15000	<a href="#">View</a>	<input type="checkbox"/>	false
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1927-06-23	HA330	0045	15000	<a href="#">View</a>	<input type="checkbox"/>	false
<input type="checkbox"/>	<input type="checkbox"/>	1927-06-23	HA330	0046	15000	<a href="#">View</a>	<input type="checkbox"/>	false
<input type="checkbox"/>	<input type="checkbox"/>	1927-06-23	HA330	0071	15000	<a href="#">View</a>	<input type="checkbox"/>	false
<input type="checkbox"/>	<input type="checkbox"/>	1927-06-23	HA330	0072	15000	<a href="#">View</a>	<input type="checkbox"/>	false
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<input type="checkbox"/>	<input type="checkbox"/>	1931-06-11	A3454	0032	15000	<a href="#">View</a>	<input type="checkbox"/>	false
<input type="checkbox"/>	<input type="checkbox"/>	1931-06-11	A3454	0033	15000	<a href="#">View</a>	<input type="checkbox"/>	false
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<input type="checkbox"/>	<input type="checkbox"/>	1931-06-11	A3455	0035	15000	<a href="#">View</a>	<input type="checkbox"/>	false
<input type="checkbox"/>	<input type="checkbox"/>	1931-06-11	A3455	0036	15000	<a href="#">View</a>	<input type="checkbox"/>	false
<input type="checkbox"/>	<input type="checkbox"/>	1951-05-29	A13125	0136	70000	<a href="#">View</a>	<input type="checkbox"/>	false
<input type="checkbox"/>	<input type="checkbox"/>	1951-05-29	A13125	0137	70000	<a href="#">View</a>	<input type="checkbox"/>	false

Map Options



Gravenhurst

# *Research: Exteriors*

- What do the buildings and landscape look like?
- Sources:
  - Google Streetview
  - Your on-site photography
    - Do not venture onto property without owner's permission
- Significant landscape features



2013





# *Research: Interiors*

- What do building interiors look like?
- Sources:
  - Websites
    - Realtors' website if property sold
  - Your on-site photography
    - Do not venture onto property unless you have the owner's permission



Recent interior view  
Peterborough House from  
realtor's website

# *Research: Photographs*

- What did the buildings & landscape look like? – old photographs
- Sources:
  - Websites
  - Museums
  - Local histories
    - Tweedsmuir histories
  - Libraries
  - Public Archives



1927

1890





# Research: Newspapers

- Scanned digital images of historic newspapers
  - Searchable by last name of owner
  - Local improvements column may specify construction activity
  - Obituary may discuss the contribution a person made to the community
- Sources:
  - Public Archives
    - Gravenhurst Archives
    - Ontario Archives

*Example – Construction of  
a building on Main Street,  
Newmarket - 1863*



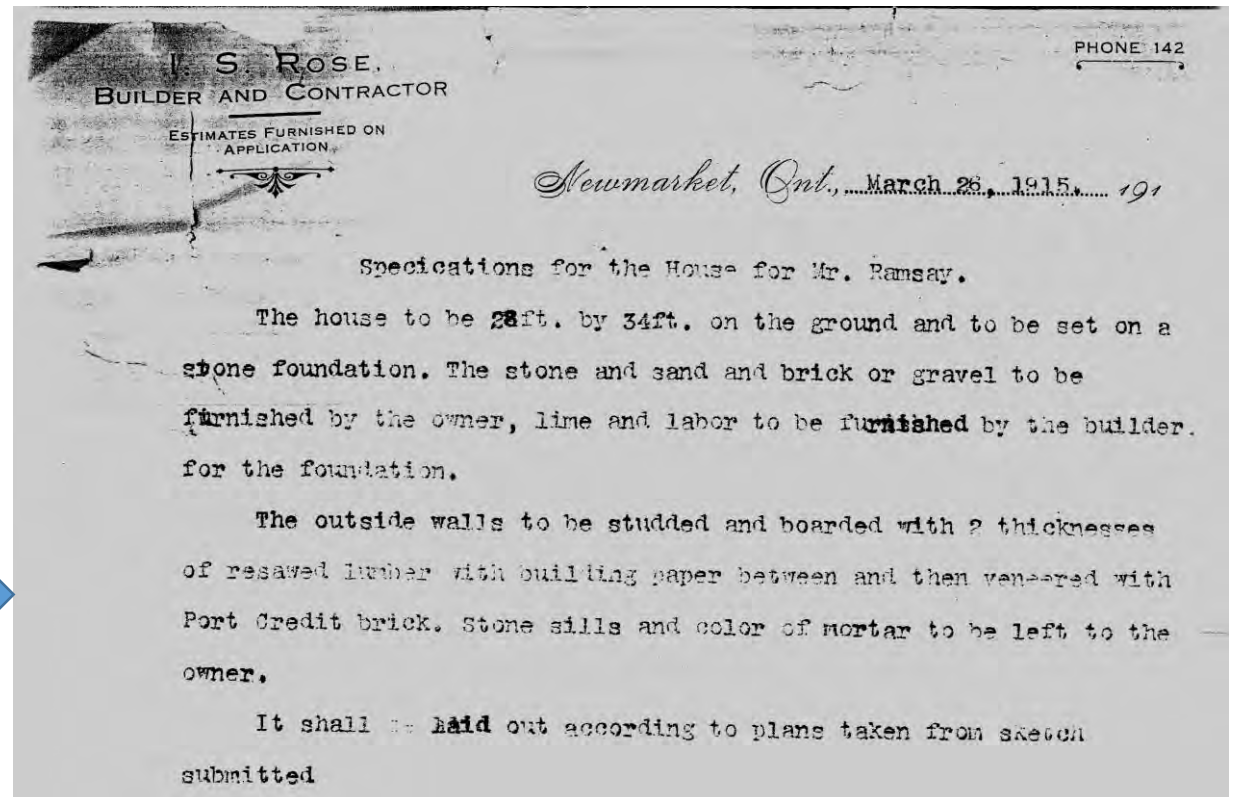
## Local Improvements.

Some idea of the rapid progress Newmarket is making the present season may be learned from the number of buildings now in course of construction and contemplated erection this season. Mr. Joseph Millard, since the fire in December last, has built an immense workshop in which he has fitted up a powerful engine for driving machinery, and which is now in successful operation. He is also building two large brick stores, three stories high, on Main-street — a credit alike to the proprietor and the workmen, and a decided improvement to the village.

# Research: Property Owners

- May provide useful documentary information

*Example – Building  
Contract for a house in  
Sharon, Ontario - 1915*



# *Research: Local Histories*

- May provide useful documentary information including possibility of photographs
- Be careful about myths

*Example – Historic  
Photograph of Building not  
in local archives*






# Research: Prior Research

- Check for prior research
  - Does the research confirm what you have found?

028




































Address:		Ward
66 Church Street South		1
Built:	Property Name:	Old Inv. No.
1890		87
Use Category:		Use Type:
Residence		Single Dwelling
Design/Physical Value:	Hist./Associative Value:	Contextual Value:
Yes		Yes

Ajax Inventory

# Research: Architectural Features

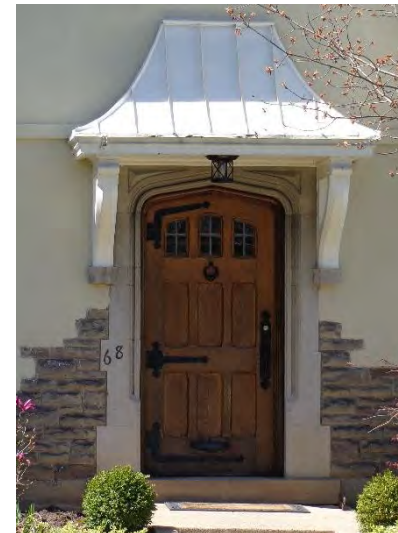
- Other Sources:
  - Biographical Dictionary of Canadian Architects (on line)
    - [www.dictionaryofarchitectsincanada.org](http://www.dictionaryofarchitectsincanada.org)
  - Institutional/business archives
  - Architectural style books
  - Cdn Inventory of Historic Bldgs Recorder
    - [http://ip51.icomos.org/~fleblanc/projects/1971-1979\\_PC/p\\_pc\\_cihb\\_inventory\\_form.pdf](http://ip51.icomos.org/~fleblanc/projects/1971-1979_PC/p_pc_cihb_inventory_form.pdf)

49	MAIN WINDOW SURROUND-SILLS MATERIAL														
	NONE 1	WOOD 2	RUBBLE 3	CUT STONE 4	BRICK 5	TILE OR TERRA-COTTA 6	CONCRETE OR CAST STONE 7	PLASTER OR STUCCO 8	METAL 9	UNKNOWN 10	OTHER 11				
50	MAIN WINDOW DIVISIONS														
										OTHER					
51	MAIN WINDOW SWING or SLIDE														
								OTHER							
52	MAIN WINDOW PANES OR LIGHTS														
	UPPER OR LEFT SASH	1	2	3	4	5	6	7	8	9	10	11	12	MULTI	OTHER
	LOWER OR RIGHT SASH	1	2	3	4	5	6	7	8	9	10	11	12	MULTI	OTHER
53	WINDOWS-SECOND FLOOR- Multiple Choice											DISREGARD			
	DIFFERENT FROM FIRST FLOOR	OPENING 1	HEAD 2	SIDE 3	SILLS 4	SAME AS FIRST FLOOR 5									
54	WINDOWS-THIRD FLOOR- Multiple Choice											DISREGARD			
	DIFFERENT FROM FIRST FLOOR	OPENING 1	HEAD 2	SIDE 3	SILLS 4	SAME AS FIRST FLOOR 5									
55	SPECIAL WINDOW TYPES- ANY FACADE- Multiple Choice														
															
								OTHER							

# Research: Pulling it together

- Compiling the report

68 Baby Point Road (Conn Smythe House)	
ADDRESS	68 Baby Point Road (north side between Fleur Place and Humbercrest Boulevard)
WARD	13 (Parkdale High Park)
LEGAL DESCRIPTION	Plan 2313, Lot 20 and Part Lot 3 HR
NEIGHBOURHOOD/COMMUNITY	Lambton Baby Point
HISTORICAL NAME	Conn Smythe House
CONSTRUCTION DATE	1926-27
ORIGINAL OWNER	Conn Smythe, contractor, managing director, Maple Leaf Gardens
ORIGINAL USE	Residential (Single family house)
CURRENT USE*	Residential (single-family house) <ul style="list-style-type: none"><li>• This does not refer to permitted use(s) as defined by the Zoning By-law</li></ul>
ARCHITECT/BUILDER/DESIGNER	George Roper Gouinlock (architect); builder not found
DESIGN/CONSTRUCTION/MATERIALS	Stucco cladding with timber and stone detailing
ARCHITECTURAL STYLE	English Revival
ADDITIONS/ALTERATIONS	See Section 3
CRITERIA	Design/Physical, Historical/Associative & Contextual
HERITAGE STATUS	Cultural Heritage Evaluation
RECORDER	Wayne Morgan, Heritage Planner
REPORT DATE	May 2016





# *Research: Pulling it together*

- Compiling the report – Regulation 9/06

Design or Physical Value	
i. rare, unique, representative or early examples of a style, type, expression, material or construction method	X
ii. displays high degree of craftsmanship or artistic merit	X
iii. demonstrates high degree of scientific or technical achievement	N/A

Historical or Associative Value	
i. direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community	X
ii. yields, or has the potential to yield, information that contributes to an understanding of a community or culture	N/A
iii. demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community	X

Contextual Value	
i. important in defining, maintaining or supporting the character of an area	X
ii. physically, functionally, visually or historically linked to its surroundings	X
iii. landmark	N/A

Outreach / Education

# *Outreach / Education*

- **MHC** public outreach / education program -
  - Not a requirement under the OHA
  - Purpose
  - Target audience - Heritage property owners, public, other?
  - Method of Delivery – Brochures, Doors Open, Digital, seminars
  - Alliance with other organizations
  - Keep Council informed of your programs / involve Council
  - Successes
  - Lessons learned

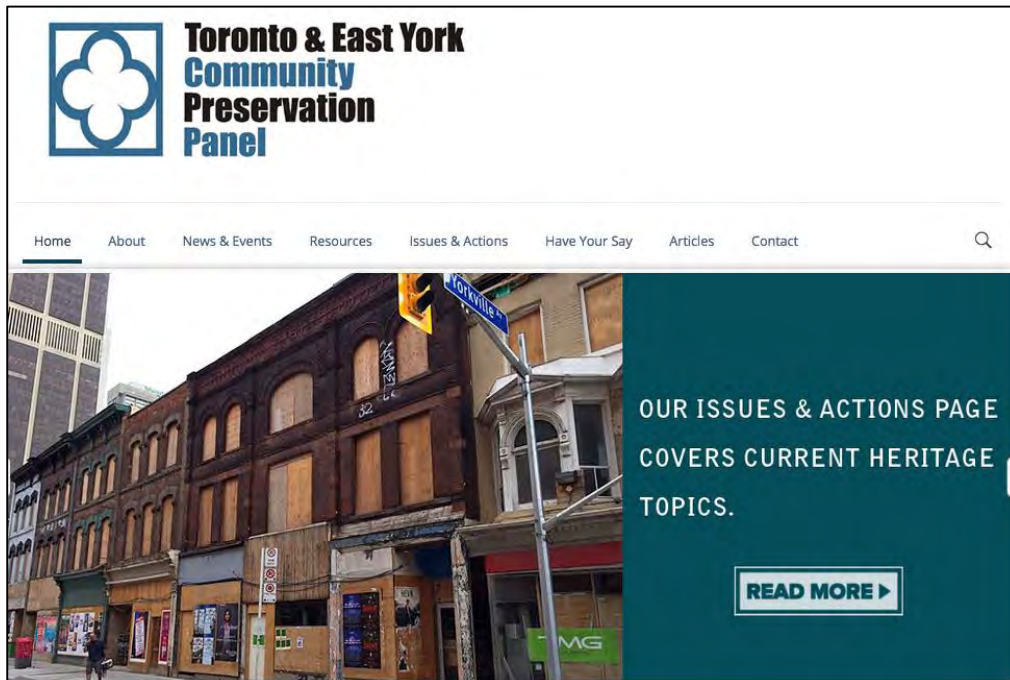
# *Outreach / Education:*

- E.g., public talks and presentations in association with other municipal agencies (libraries, museums, historical/genealogical societies, neighbourhood groups)
- Goals – creating interest in municipal heritage & value of conservation



# Outreach / Education:

- Utilizing social media – all platforms
- Goal of transparency & encouraging engagement in process (Have Your Say”)





# Outreach / Education:

- Collaborate with other agencies, stakeholders in holding local events
  - Doors Open
  - Jane's Walk
  - Forums, lectures, etc



## Toronto's Cultural Heritage Landscapes

### From Plan to Action

Join us for this exciting discussion on developing effective cultural heritage landscape guidelines for the City of Toronto.

The City has been tasked by the provincial Heritage Act to come up with guidelines to help define, nominate, designate, and thereby protect our cultural heritage landscapes (CHLs). The purpose of this public Forum is to stimulate awareness of interest in, and positive action towards the development and implementation of a Toronto Cultural Heritage Landscape Guideline. Come help us shape tomorrow's heritage landscape!

#### FORUM SPEAKERS:

Carolyn King, former Chief of the Mississaugas of the New Credit First Nation

Julian Smith, Principal, Julian Smith Architects and former Executive Director, Willowbank School of Restoration

Brendan Stewart, Landscape Architect and Urban Designer, ERA Architects

Michael Ormston-Holloway, Partner, The Planning Partnership

Stephen Robinson, Senior Heritage Planner, City of Guelph

Mark Warrack, Manager, Culture and Heritage Planning, City of Mississauga

Catherine Nasmith, Architect

Madeleine McDowell, Educator and Heritage Advocate

Andrew Jeanes, Cultural Consultant, Ministry of Tourism, Culture, and Sport

Michael McClelland, ERA Architects and Advisory Council of The Cultural Landscapes Foundation

Mary MacDonald, Senior Manager, Heritage Preservation Services, City of Toronto

Paul Bedford, Urban Mentor, former Chief Planner, City of Toronto

**MODERATOR:**  
Alex Boztkovic, Architecture Critic, The Globe and Mail

**SAT • NOV • 5**  
**9am-430pm**  
**Room #308**  
**Metro Hall, Toronto**



This is a FREE public event, but please REGISTER TO ATTEND online at [tinyurl.com/TO-CHL](http://tinyurl.com/TO-CHL)

# Outreach:

- Utilize local media – form relationships with reporters, editors
- Focus on information issues (demolition by neglect, heritage policies, etc)
- Caution – not critical of Council decision

The screenshot shows the homepage of The Oshawa Express, a community newspaper. The header includes the newspaper's name in large red letters, a tagline "WELL WRITTEN. WELL READ.", and the subtitle "Oshawa's Community Newspaper". Navigation links for Home, About Us, and Contact Us are in the top right. A dark navigation bar contains links for HOME, NEWS, BUSINESS, LIFESTYLES, THE FOURTH ESTATE, SPORTS, POLICE, COLUMNS, EDITORIAL, and EVENTS. Below this is a "LATEST NEWS" section with a date and headline: "May 29, 2019 in CITY: Council considering rainbow crosswalk".

The main article is titled "Possible heritage sites given a second look" and is dated April 16, 2019, by Dave Flaherty/The Oshawa Express. The article text reads: "Recommendations for heritage designations of two city buildings have been sent back to staff for a second look. Heritage Oshawa has recommended that 39 Athol Street and 500 Howard Street be registered as properties of cultural heritage significance under the Ontario Heritage Act. However, at a development services committee meeting, those resolutions were simply received for information. Jane Clark, a Heritage Oshawa volunteer, told council she was 'very concerned with how these recommendations were handled at that meeting.' Clark said the items were 'dealt with and dismissed in under 20 seconds.' Speaking as a citizen and not a committee member, Clark believes these actions don't represent a co-operative relationship with council."

On the left sidebar, there is a "BECOME A NEWSPAPER CARRIER!" advertisement, a "REGENT THEATRE" event link, a "Follow Us On Facebook" button, and a Facebook "Like Page" button for "The Oshawa Express" with 1.4K likes and a "1 friend likes this" notification.

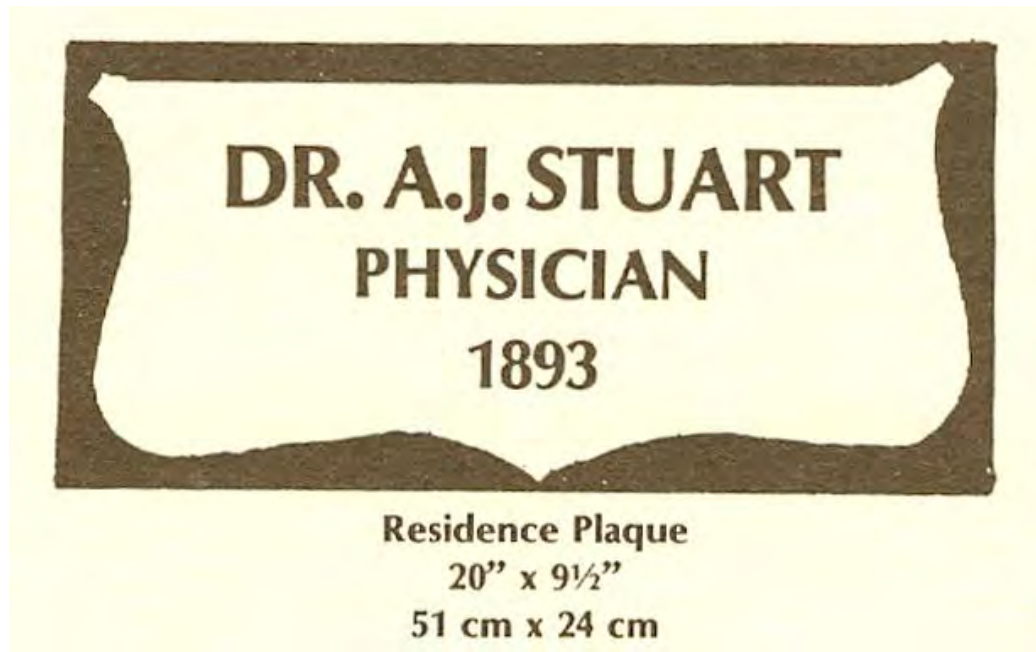
On the right sidebar, there is a "SEARCH ARTICLES" box, a "Landmark CINEMAS" advertisement for movie lovers, a "Canadian Blood Services" logo, a "Join Canada's Lifeline" advertisement, an "Oshawa donor centre" schedule, and a "LEARN TO SKATE" advertisement for children's skating and hockey.

Day	Hours
Monday	3:00 p.m. to 7:00 p.m.
Tuesday	3:00 p.m. to 7:00 p.m.
Wednesday	10:00 a.m. to 2:00 p.m.
Thursday	4:00 p.m. to 8:00 p.m.
Friday	9:00 a.m. to 1:00 p.m.
Saturday	8:00 p.m. to 2:00 p.m.



# *Outreach / Education:*

- Plaques - Newmarket



# *Outreach / Education:*

- Plaques - Brampton





# Outreach / Education:

- Information Brochures - Ajax

## Ontario Regulation 9/06: Criteria for determining cultural heritage value or interest

In order to be designated under Part IV (Section 29) of the Ontario Heritage Act, a property must be evaluated using a set of provincially regulated criteria. If a property is deemed to satisfy one or more of the nine criteria below, heritage designation is warranted.

### 1. Design or Physical Value

The property:

- is a rare, unique, representative or early example of a style, type, expression, material or construction method;
- displays a high degree of craftsmanship or artistic merit; or
- demonstrates a high degree of technical or scientific achievement.

### 2. Historical or Associative Value

The property:

- has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community;
- yields, or has the potential to yield, information that contributes to an understanding of a community or culture; or
- demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.

### 3. Contextual Value

The property:

- is important in defining, maintaining or supporting the character of an area;
- is physically, functionally, visually or historically linked to its surroundings; or
- is a landmark.

## Where can I get more information?

For more information, contact the Town of Ajax's Heritage Planner at 905-619-2529 x3200 or [heritage@ajax.ca](mailto:heritage@ajax.ca). The Heritage Planner can also provide general information on heritage conservation and land use planning. Additional information can be found on the Town's website at [ajax.ca](http://ajax.ca).

## Frequently Asked Questions from Property Owners

### Will designation restrict interior renovations or the use of my property?

Designation of interior features is very rare, so the vast majority of designated property owners are able to modify and redesign their interiors without seeking approval from the Town. Interior features are generally only included in designations for public buildings or in instances where an interior feature is so rare or special that it forms a critical component of the property's value. The use of your property is entirely regulated through the Town's Zoning By-Law, so heritage designation will have no bearing on the types of uses that are permitted.

### Will designation prevent future development on my property?

Designation will not prohibit development on your property but it will give the Town a role in determining the form and level of development that is appropriate. If the proposed development has the potential to impact the property's heritage attributes and/or value, the owner will have to hire a qualified heritage consultant to undertake a Heritage Impact Statement (HIS) that will identify the impacts and provide recommendations for mitigation. The Town will consider the findings of the HIS in its decision of whether to permit the development. There are many good examples in Ajax where designated heritage properties have been incorporated into new developments.

### Will designation impact the real estate value of my property?

There have been relatively few studies conducted on this topic but those that have occurred in Ontario have demonstrated a positive relationship between designation and real estate value. Several studies conducted at the University of Waterloo have shown that real estate values for designated properties are more resilient in times of market fluctuation and can increase at a faster rate than non-designated properties.

### Will being designated affect my property insurance?

The cost of your insurance is based primarily on two principles: the level of risk and the type of coverage. Older properties may be subject to higher risk due to antiquated systems and materials, so risk is likely to be higher regardless of whether they

are designated. Similarly, some types of insurance, such as full replacement cost insurance, which provides for repair or replacement with "like kind and quality," can be more expensive than others. Since designation has no bearing on the type of coverage required, there should be no impact on insurance rates.

### How can I have my property designated?

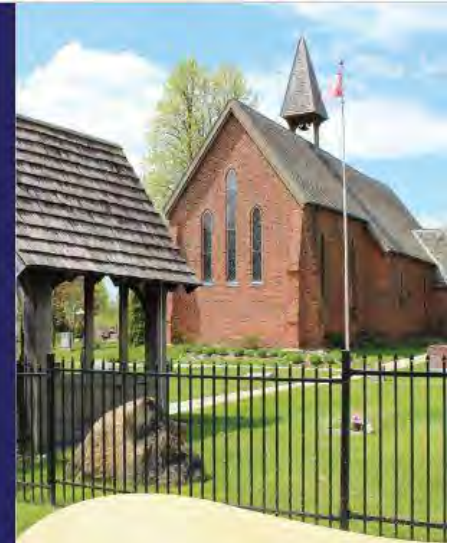
The first step is to contact the Town's Heritage Planner and to complete and submit a designation application form. Once the application is received by the Town, a Cultural Heritage Evaluation Report (CHER) will be commissioned. This CHER will be integral in influencing the Heritage Advisory Committee's recommendations on designation and Town Council's final decision. The designation process will take several months to complete and there will be no cost to the property owner.

### Can my property be designated without my consent?

The OHA does not require that a municipality acquire a property owner's consent prior to designation. Despite this, the Town of Ajax has a practice of notifying property owners at the earliest opportunity of potential designation in attempt to gain their support. This also ensures that owners are actively engaged in the designation process and are able to collect any information that they may be seeking. In some cases where there are imminent threats of demolition or unsympathetic alteration, Town Council may have to act in the public interest, despite objections by the owner, to designate a significant heritage property.

### Is it possible to have a heritage designation removed?

The OHA provides a clear process for the repeal of a designation by-law, so the potential to remove a heritage designation does exist. It is, however, very rare for a municipal council to support such a request. The powers to remove a heritage designation are typically reserved for scenarios where properties are severely damaged by fire or other natural forces and the features that encompassed their heritage value have been destroyed. If a request to remove a heritage designation is refused by Town Council, the property owner may appeal to Council for a hearing before the Conservation Review Board (CRB), an independent provincial tribunal.



## Town of Ajax Designated Heritage Properties





*Thank you*



**CHO - PCO**

*Community Heritage Ontario*

*Patrimoine communautaire de l'Ontario*