



## STAFF REPORT ACTION REQUIRED

### Supplemental Report: Heritage Conservation Districts in Toronto: Procedures, Policies and Terms of Reference

<b>Date:</b>	January 25, 2012
<b>To:</b>	Planning and Growth Management Committee
<b>From:</b>	Chief Planner and Executive Director, City Planning Division
<b>Wards:</b>	All
<b>Reference Number:</b>	Pg12012

#### SUMMARY

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The Toronto Preservation Board (TPB) endorsed the document *Heritage Conservation Districts in Toronto: Procedures, Policies and Terms of Reference* ('HCDs in Toronto') and requested that staff further consult with stakeholders and report directly to Planning and Growth Management Committee with revisions to the document, if required. This report is a summary of those consultations and resulting changes to the document and is supplementary to the information provided in the original staff report dated November 18, 2011. The recommendations of this report have been revised to reflect the changes negotiated with stakeholders and they replace the recommendations of the November 18, 2011 report.

#### RECOMMENDATIONS

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**The City Planning Division recommends that:**

1. City Council adopt the document titled, "Heritage Conservation Districts in Toronto: Procedures, Policies and Terms of Reference" (January 2012), Attachment 1 of this report from the Chief Planner and Executive Director, City Planning Division for the nomination, studying and planning of heritage conservation districts in Toronto.
2. City Council direct staff to develop a prioritization system to determine which potential heritage conservation districts should be undertaken first.

3. City Council direct staff to develop protocols for the review of public works within Heritage Conservation Districts, including alterations within city rights-of-way and the mitigation of damage to archaeological resources, in consultation with relevant City departments, agencies, and utilities.
4. City Council exempt the revised Fort York Heritage Conservation District Study and Plan, currently in development from requirements of Heritage Conservation Districts in Toronto: Procedures, Policies and Terms of Reference, as determined by staff in consultation with Fort York and its heritage consultant, due to its advanced state of completion, while ensuring that it meets all the requirements of a Heritage Conservation District Study and Plan as required by the Ontario Heritage Act.

### **Financial Impact**

There are no new financial impacts as a result of the revisions to the document.

### **DECISION HISTORY**

On August 25, 26 and 27, 2010 City Council adopted the following:

1. City Council direct staff to report back to City Council with completed Policies and Terms of Reference for Designating Heritage Conservation Districts (HCDs) in Toronto after scheduling community consultations for interested parties, and the public at large, to obtain their comments and feedback regarding the draft document.
2. City Council request the Chief Planner and Executive Director, City Planning to give consideration in the final report to expanding the notification guidelines to include adjacent property owners, neighbouring resident groups and Local Business Improvement Associations.

On November 24, 2011 the Toronto Preservation Board recommended to the Planning and Growth Management Committee that:

1. City Council adopt the document titled, "Heritage Conservation Districts in Toronto: Procedures, Policies and Terms of Reference", Attachment 1 of the report dated (November 18, 2011) from the Chief Planner and Executive Director, City Planning Division for the nomination, studying and planning of heritage conservation districts in Toronto.
2. City Council direct staff to develop a prioritization system to determine which potential heritage conservation districts should be undertaken first and prioritization should be undertaken in consultation with the Directors of Community Planning of the four districts.

3. City Council direct staff to develop protocols for the review of public works within Heritage Conservation Districts, including alterations within city rights-of-way and the mitigation of damage to archaeological resources, in consultation with relevant City departments, agencies, and utilities.
4. City Council exempt the revised Fort York Heritage Conservation District Study and Plan, currently in development from requirements of Heritage Conservation Districts in Toronto: Procedures, Policies and Terms of Reference, as determined by staff in consultation with Fort York and its heritage consultant, due to its advanced state of completion, while ensuring that it meets all the requirements of an Heritage Conservation District Study and Plan as required by the Ontario Heritage Act.

### **Decision Advice and Other Information**

The Toronto Preservation Board requested the Acting Manager, Heritage Preservation Services to consult with stakeholders and report to the Planning and Growth Management Committee, if necessary, on any proposed changes to the Heritage Conservation Districts in Toronto: Procedures, Policies and Terms of Reference arising from the results of the consultation.

### **ISSUE BACKGROUND**

At its meeting of November 24, 2011, the TPB requested staff to continue consultation on the document 'HCDs in Toronto' and report directly to the February meeting of Planning and Growth Management Committee.

Staff arranged meetings with stakeholders who deputed or corresponded to the November TPB meeting with specific concerns. The purpose of these meetings was to gather responses to the document and negotiate any appropriate changes to it. Meetings were held with heritage professionals on December 9 and 19, 2011, and a separate meeting was held with community stakeholders on Dec 9, 2011. Community stakeholders included representatives from Harbord Village, Cabbagetown and Wychwood Park HCDs.

### **COMMENTS**

#### **Consultation with Community Stakeholders**

Amongst the concerns raised by the community stakeholders were the role of advisory committees in the review of heritage permit applications within their respective districts and requirements for the completion of HCD Studies and Plans. Revisions have been made to the Terms of Reference for Heritage Conservation District Advisory Committees that allows for greater participation of those committees in the review of heritage permit applications within an HCD.

Based on the feedback of the group, a number of the HCD policies have been clarified or revised to allow greater flexibility on the requirements for community groups who undertake the study and planning HCDs. Also, clarifications to the policy for the restoration or re-creation of lost elements were made, while maintaining the original intent of the document and accepted heritage conservation practices. All revisions were discussed and agreed upon by the community stakeholders and HPS staff.

### **Consultation with Heritage Professionals**

The two meetings with heritage professionals included a page-by-page review of the document that covered a number of issues. Revisions were made to clarify the format of the required Statements of Significance, Cultural Heritage Value and Heritage Character, which have been harmonized into a single document that satisfies the requirements of the Ontario Heritage Act and the City while simplifying expectations for professional heritage consultants.

Other issues included the requirements for archaeological mapping, which were revised to clarify that the City of Toronto will supply such mapping from its Archaeological Management Plan, where it is required. Archaeology remains an important part of the HCD process in the new document, however a registered archaeologist will not necessarily be required as part of the team writing an HCD Plan.

Changes were also made to the Built Form and Landscape Survey to ensure that it remains useful and accessible to both staff and the public. The form for the survey has been revised and some of requirements were either eliminated or streamlined. Staff will be working to make digital versions of the forms available after the adoption of the document.

Finally, a number of small changes were made to the HCD Policies to clarify the role, expectations and requirements of heritage professionals and community members in the study and planning of HCDs. All the revisions made as a result of the consultation were negotiated and agreed upon by both the professionals and HPS staff.

## **Conclusion**

As a result of the consultations undertaken in December, HPS staff feels that several valuable improvements have been made to 'HCDs in Toronto' and that its intent, principles and expectations remain intact. The revisions made will ensure that the document is clearer, more accessible and useful guide for community groups, the professional community and City staff.

## **CONTACT**

Kerri A. Voumvakis, Acting Director  
Policy and Research  
Tel: 416-392-8148  
Fax: 416-392-3821  
E-mail: [KVoumva@toronto.ca](mailto:KVoumva@toronto.ca)

Scott Barrett, Sr. Preservation Coordinator  
Heritage Preservation Services  
Tel: 416-338-1083  
Fax: 416-392-1973  
E-mail: [sbarret3@toronto.ca](mailto:sbarret3@toronto.ca)

## **SIGNATURE**

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Gary Wright  
Chief Planner and Executive Director  
City Planning Division

## **ATTACHMENTS**

Attachment 1: *Heritage Conservation Districts in Toronto: Procedures, Policies and Terms of Reference* (January 2012)